

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

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# PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004  
Annual Plan for Fiscal Year 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:** Macoupin County Housing Authority

**PHA Number:** IL047

**PHA Fiscal Year Beginning: (mm/yyyy)**10/01/2004

### 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)

Our goal is to provide drug free, safe and sanitary housing for eligible families and to provide opportunities and promote self-sufficiency and economic independence for residents.

**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)

Pursue funding to develop assisted living units for the elderly or build single family units for homeownership opportunities.

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)

Add amenities and improve curb appeal for improved quality of life and marketability of units

- PHA Goal: Increase assisted housing choices

Objectives:

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

Pursue funding for assisted living and homeownership units.

### **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)

Pursue funding for assisted living for the elderly

**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)

Provide training for current residents and applicants.

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

Pursue alternate funding sources.

**Annual PHA Plan**  
**PHA Fiscal Year 2004**  
[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

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

**Troubled Agency Plan**

**ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

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

The Authority is on schedule with its FY 2000-2004 five-year plan as amended by its FY 2003 Annual Plan that changed some CFP work priorities in response to PHAS Physical Inspections. The Authority exceeded its first four years (FY 2000, 2001, 2002 and 2003) goals which included updating all policies and procedures to fully comply with the Quality Housing and Work Responsibility Act of 1998, developing new policies required by the act (family pet policy, eight hour per month community service requirement, deconcentration policy, safety policy), implementing flat rents, developing additional funding sources (such as managing Montgomery County Housing Authority) and for providing additional affordable rental and homeownership housing for low-income families.

For FY 2004 the Authority plans to continue operating as a high PHAS performer and will continue to pursue additional affordable rental and homeownership housing opportunities for low to moderate-income families. During FY2004 and FY2005 the Authority will development and begin implementing homeownership plans that will involve preparing a broad range of grant and funding applications. Once funded the Authority will begin constructing homes for sell. The Authority anticipates selling the first homes in 2005 or early 2006. The Authority anticipates pursuing HOME, CDBG and conventional loan financing to build homes for immediate sell and tax credits and trust funds for lease-purchase arrangements.

The Authority will continue to manage the neighboring Montgomery County Housing Authority as a high performer. The Macoupin County Housing Authority was successful in elevating the Montgomery Housing Authority's PHAS and SEMAP scores to high performer in FY 2002 and maintained this status in FY2003. During 2004 the Authority will update its Asset Management Plan and begin providing urban revitalization services to municipalities and counties upon request.

Each year the Authority reviews all its policies and procedures. This year significant changes were made in the definition and verification sections of the ACOP. Attached is a copy of the updated ACOP.

The Authority is on schedule with all open CFP/CGP programs (FY2001, 2002 and 2003) and its five-year CFP program

**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:**

- Admissions Policy for Deconcentration **il47a03**
- FY 2003 Capital Fund Program Annual Statement **il047b03**
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

**Optional Attachments:**

- PHA Management Organizational Chart
- FY 2003 Capital Fund Program 5-Year Action Plan **il047c03**
- 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)

- Attachment **D**: Definition of Substantial Deviation **il047d03**
- Attachment **E**: Certification Of Voluntary Conversion Of Public Housing Developments **il047e03**
- Attachment **F**: Resident Advisory Board member's **il047f03**
- Attachment **G**: Community Service Requirement **il047g03**
- Attachment **H**: Updated ACOP **il047h03**
- Attachment **I**: Capital Fund 01 Cover Letter **il047i03**
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- Attachment **K**: Capital Fund 01 Section 3 Report **il047k03**
- Attachment **L**: Capital Fund 02 Cover Letter **il047l03**
- Attachment **M**: Capital Fund 02 Performance and Evaluation Report **il047m03**
- Attachment **N**: Capital Fund 02 Section 3 Report **il047n03**
- Attachment **O**: Capital Fund 03 Cover Letter **il047o03**
- Attachment **P**: Capital Fund 03 Performance and Evaluation Report **il047p03**
- Attachment **Q**: Capital Fund 03 Section 3 Report **il047q03**
- Attachment **R**: Capital Fund 203 Cover Letter **il047r03**
- Attachment **S**: Capital Fund 203 Performance and Evaluation Report **il047s03**
- Attachment **T**: Capital Fund 203 Section 3 Report **il047t03**
- Attachment **U**: Grievance Procedure **il047u03**
- Attachment **W**: Progress Meeting 5-year Plan Goals **il047w03**

**Supporting Documents Available for Review**

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

| <b>List of Supporting Documents Available for Review</b> |   |  |
|--|---|--|
| <b>Applicable &amp; On Display</b>                       | <b>Supporting Document</b>  | <b>Applicable Plan Component</b>                             |
| X  | PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations  | 5 Year and Annual Plans                                      |
| X  | State/Local Government Certification of Consistency with the Consolidated Plan  | 5 Year and Annual Plans                                      |
|  | Fair Housing Documentation:<br>Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement. | 5 Year and Annual Plans                                      |
| X  | Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction  | Annual Plan: Housing Needs                                   |
| X  | Most recent board-approved operating budget for the public housing program  | Annual Plan: Financial Resources;                            |
| X  | Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]  | Annual Plan: Eligibility, Selection, and Admissions Policies |
|  | Section 8 Administrative Plan   | Annual Plan: Eligibility, Selection, and Admissions Policies |
| X  | Public Housing Deconcentration and Income Mixing Documentation:<br>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<br>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<br><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<br><input checked="" type="checkbox"/> check here if included in the public housing A & O Policy  | Annual Plan: Rent Determination                              |
|  | Section 8 rent determination (payment standard) policies<br><input type="checkbox"/> check here if included in Section 8 Administrative Plan  | Annual Plan: Rent Determination                              |

| <b>List of Supporting Documents Available for Review</b> |   |   |
|--|---|---|
| <b>Applicable &amp; On Display</b>                       | <b>Supporting Document</b>  | <b>Applicable Plan Component</b>                  |
| X  | Public housing 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<br><input checked="" type="checkbox"/> check here if included in the public housing A & O Policy  | Annual Plan: Grievance Procedures                 |
|  | Section 8 informal review and hearing procedures<br><input type="checkbox"/> check here if included in Section 8 Administrative Plan  | Annual Plan: Grievance Procedures                 |
| X  | The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year  | Annual Plan: Capital Needs                        |
|  | Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant   | Annual Plan: Capital Needs                        |
| X  | Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)  | Annual Plan: Capital Needs                        |
|  | Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing                           | Annual Plan: Capital Needs                        |
|  | Approved or submitted applications for demolition and/or disposition of public housing  | Annual Plan: Demolition and Disposition           |
|  | Approved or submitted applications for designation of public housing (Designated Housing Plans)   | Annual Plan: Designation of Public Housing        |
|  | Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act | Annual Plan: Conversion of Public Housing         |
|  | Approved or submitted public housing homeownership programs/plas  | Annual Plan: Homeownership                        |
|  | Policies governing any Section 8 Homeownership program<br><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 |
|  | 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 (PHDEP) 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                      | Annual Plan: Annual Audit                         |

| <b>List of Supporting Documents Available for Review</b> |  |                                  |
|--|--|----------------------------------|
| <b>Applicable &amp; On Display</b>                       | <b>Supporting Document</b>   | <b>Applicable Plan Component</b> |
|  | response to any findings   |                                  |
|  | Troubled PHAs: MOA/Recovery Plan   | Troubled PHAs                    |
|  | Other supporting documents (optional)<br>(list individually; use as many lines as necessary) | (specify as needed)              |
|  |  |                                  |

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

[24 CFR Part 903.7 9 (a)]

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

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

| <b>Housing Needs of Families in the Jurisdiction<br/>by Family Type</b> |                     |                            |               |                |                            |             |                       |
|---|---------------------|----------------------------|---------------|----------------|----------------------------|-------------|-----------------------|
| <b>Family Type</b>  | <b>Over<br/>all</b> | <b>Afford-<br/>ability</b> | <b>Supply</b> | <b>Quality</b> | <b>Access-<br/>ibility</b> | <b>Size</b> | <b>Loca-<br/>tion</b> |
| Income <= 30% of AMI  | 759                 | 4                          | 3             | 4              | 3                          | 3           | 2                     |
| Income >30% but <=50% of AMI  | 501                 | 3                          | 3             | 3              | 3                          | 3           | 2                     |
| Income >50% but <80% of AMI   | 249                 | 2                          | 2             | 3              | 3                          | 3           | 2                     |
| Elderly   | 60                  | 3                          | 2             | 2              | 2                          | 2           | 2                     |
| Families with Disabilities  | 20                  | 3                          | 4             | 4              | 3                          | 4           | 2                     |
| Race/Ethnicity W  | 1485                | 3                          | 3             | 4              | 3                          | 3           | 2                     |
| Race/Ethnicity B  | 18                  | 3                          | 3             | 4              | 3                          | 3           | 2                     |
| Race/Ethnicity  |                     |                            |               |                |                            |             |                       |
| Race/Ethnicity  |                     |                            |               |                |                            |             |                       |

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

- Consolidated Plan of the Jurisdiction/s  
Indicate year: 2000-2004
- 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 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                                   | 472   |                     | 135             |
| Extremely low income <=30% AMI                       | 348   | 73.7                |                 |
| Very low income (>30% but <=50% AMI)                 | 95  | 20.2                |                 |
| Low income (>50% but <80% AMI)                       | 29  | 6.1                 |                 |
| Families with  | 440   | 93.2                |                 |

| <b>Housing Needs of Families on the Waiting List</b>  |     |      |  |
|---|-----|------|--|
| children  |     |      |  |
| Elderly families  | 32  | 6.8  |  |
| Families with Disabilities  | 39  | 8.3  |  |
| Race/ethnicity W  | 454 | 96.2 |  |
| Race/ethnicity B  | 18  | 3.8  |  |
| Race/ethnicity O  |     |      |  |
| Race/ethnicity NH   | 464 | 98.3 |  |
| Race/ethnicity H  | 8   | 2.7  |  |
| NH = Non Hispanic    H = Hispanic   |     |      |  |
| Characteristics by Bedroom Size (Public Housing Only)   |     |      |  |
| 1BR   | 117 | 24.8 |  |
| 2 BR  | 220 | 46.6 |  |
| 3 BR  | 110 | 23.3 |  |
| 4 BR  | 25  | 5.3  |  |
| 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 |     |      |  |

### **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)  
Pursue funding for affordable assisted living units for the elderly.

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

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

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

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

Select if applicable

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs

Other: (list below)

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

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

**2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

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

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

| <b>Sources</b>  | <b>Planned \$</b>  | <b>Planned Uses</b> |
|---|--------------------|---------------------|
| <b>1. Federal Grants (FY 2000 grants)</b>   |                    |                     |
| a) Public Housing Operating Fund  | \$757,629          |                     |
| b) Public Housing Capital Fund  | \$621,513          |                     |
| c) HOPE VI Revitalization   |                    |                     |
| d) HOPE VI Demolition   |                    |                     |
| e) Annual Contributions for Section 8 Tenant-Based Assistance                         |                    |                     |
| f) Public Housing Drug Elimination Program (including any Technical Assistance funds) |                    |                     |
| g) Resident Opportunity and Self-Sufficiency Grants                                   |                    |                     |
| h) Community Development Block Grant  |                    |                     |
| i) HOME   |                    |                     |
| Other Federal Grants (list below)   |                    |                     |
|   |                    |                     |
| <b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>             |                    |                     |
| CFP FY 2001   | \$10,009           |                     |
| CFP FY 2002   | \$410,683          |                     |
| CFP FY 2003   | \$581,637          |                     |
| <b>3. Public Housing Dwelling Rental Income</b>                                       | \$474,840          |                     |
| Nondwelling rental  | \$900              |                     |
|   |                    |                     |
| <b>4. Other income (list below)</b>   |                    |                     |
| Interest on investment  | \$7,040            |                     |
| Maintenance charges   | \$11,250           |                     |
| <b>4. Non-federal sources (list below)</b>  |                    |                     |
|   |                    |                     |
|   |                    |                     |
|   |                    |                     |
| <b>Total resources</b>  | <b>\$2,875,501</b> |                     |
|   |                    |                     |
|   |                    |                     |

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

[24 CFR Part 903.7 9 (c)]

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

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

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

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)  
At time of application, because of our short waiting list.

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

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

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)

By the nine towns served by the Authority as previously approved by HUD

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? All nine towns

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

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

### **(3) Assignment**

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

- One
- Two
- Three or More

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

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

### **(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

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

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.

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

- The PHA-resident lease
- The PHA’s Admissions and (Continued) Occupancy policy

- PHA briefing seminars or written materials
- Other source (list)

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

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

**(6) Deconcentration and Income Mixing**

a.  Yes  No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.

b.  Yes  No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

| <b>Deconcentration Policy for Covered Developments</b> |                        |  |   |
|--|------------------------|--|---|
| <b>Development Name:</b>                               | <b>Number of Units</b> | <b>Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]</b> | <b>Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]</b> |
| IL047-04   | 40                     | Short waiting list   | Incentives/skipping   |
| IL047-09   | 20                     | Short waiting list   | Incentives/skipping   |
| IL047-12   | 18                     | Short waiting list   | Incentives/skipping   |
| IL047-13   | 12                     | Short waiting list   | Incentives/skipping   |
| IL047-14   | 20                     | Short waiting list   | Incentives/skipping   |
| IL047-19   | 10                     | Short waiting list   | Incentives/skipping   |
| IL047-20   | 20                     | Short waiting list   | Incentives/skipping   |
|  |                        |  |   |

**B. Section 8**

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

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

**(1) Eligibility**

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
  - Criminal and drug-related activity, more extensively than required by law or regulation
  - More general screening than criminal and drug-related activity (list factors below)
  - Other (list below)
- b.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
  - Other (describe below)

**(2) Waiting List Organization**

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

**(3) Search Time**

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

If yes, state circumstances below:

**(4) Admissions Preferences**

- a. Income targeting

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

- b. Preferences

1.  Yes  No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

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

Other preferences (select all that apply)

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

- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

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

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

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

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

#### **(5) Special Purpose Section 8 Assistance Programs**

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

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

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

- Through published notices
- Other (list below)

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

[24 CFR Part 903.7 9 (d)]

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

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

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

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

a. Use of discretionary policies: (select one)

- The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or

minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

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

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

- For household heads  
 For other family members

- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

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

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

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

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

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

- Market comparability study
- Fair market rents (FMR)
- 95<sup>th</sup> percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below) Set ceiling rents the same as flat rents, which were established, based upon a local market study.

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): When family composition changes.

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)

## **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)

## **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.)

| <b>Program Name</b>   | <b>Units or Families Served at Year Beginning</b> | <b>Expected Turnover</b> |
|---|---|--------------------------|
| 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 903.79 (g)]

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

### **A. Capital Fund Activities**

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

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

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

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) **il047b02**

-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. X 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 **il047c02**)

-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: PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

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

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

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

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

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

If yes, list developments or activities below:

**8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

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

## **10. Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.7 9 (j)]

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

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

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

#### 2. Activity Description

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

| <b>Conversion of Public Housing Activity Description</b>  |  |
|---|--|
| 1a. Development name:   |  |
| 1b. Development (project) number:   |  |
| 2. What is the status of the required assessment?   |  |
| <input type="checkbox"/> Assessment underway<br><input type="checkbox"/> Assessment results submitted to HUD<br><input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question)<br><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<br><input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY)<br><input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY)<br><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:

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

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

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

**11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

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

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

2. Activity Description

- Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset

Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

| <b>Public Housing Homeownership Activity Description<br/>(Complete one for each development affected)</b> |   |
|---|---|
| 1a. Development name:   |   |
| 1b. Development (project) number:   |   |
| 2. Federal Program authority:   | <input type="checkbox"/> HOPE I<br><input type="checkbox"/> 5(h)<br><input type="checkbox"/> Turnkey III<br><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<br><input type="checkbox"/> Submitted, pending approval<br><input type="checkbox"/> Planned application |
| 4. Date Homeownership Plan/Program approved, submitted, or planned for submission:<br>(DD/MM/YYYY)        |   |
| 5. Number of units affected:  |   |
| 6. Coverage of action: (select one)   | <input type="checkbox"/> Part of the development<br><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 (1)]

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

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

1. Cooperative agreements:

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

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

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

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

**B. Services and programs offered to residents and participants**

**(1) General**

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

| <b>Services and Programs</b>                                       |                   |  |  |  |
|--|-------------------|--|--|--|
| Program Name & Description<br>(including location, if appropriate) | Estimated<br>Size | Allocation<br>Method<br>(waiting<br>list/random<br>selection/specific<br>criteria/other) | Access<br>(development office /<br>PHA main office /<br>other provider name) | Eligibility<br>(public housing or<br>section 8<br>participants or<br>both) |
|  |                   |  |  |  |
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**(2) Family Self Sufficiency program/s**

a. Participation Description

| <b>Family Self Sufficiency (FSS) Participation</b> |  |  |
|--|--|--|
| Program  | Required Number of Participants<br>(start of FY 2000 Estimate) | Actual Number of Participants<br>(As of: DD/MM/YY) |
| Public Housing                                     |  |  |
| Section 8  |  |  |

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

**C. Welfare Benefit Reductions**

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

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

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

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

[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)? **N/A**

## **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: Resident Advisory Board members assisted with updating the annual plan therefore their comments were incorporated as the document was generated. A primary interest of the Resident Advisory Board is to construct a Recreation Building in IL47-04 Virden and a Pavilion in IL47-11 Virden. The Recreation Building is included in the Agency Plan and the Pavilion is to be constructed from the operating budget.
  
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: Their comments were made part of the plan.  
 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.)

Note: Mr. Don B. Denby, Jr., County Board Chair, appointed our resident commissioner, Ms. Ilene Winters, August 10, 1999 for a four-year term as all other commissioners. Normally appointments are made during August of each year for five-year terms.

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

**C. Statement of Consistency with the Consolidated Plan**

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

1. Consolidated Plan jurisdiction: (provide name here) State of Illinois

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

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

Provide more affordable housing for low- income families and assisted living facilities for the elderly.

Other: (list below)

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

The state provides loans, grants and technical assistance with developing affordable housing for low-income families. The Authority will apply for tax-credits and trust funding in this FY.

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

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



# Attachment A: Deconcentration and Income Mixing

**Macoupin County Housing Authority**  
760 Anderson Street  
P. O. Box 226  
Carlinville, IL 62626  
217 -854-8606 Fax 217-854-8749

## **CERTIFICATION OF DECONCENTRATION AND INCOME MIXING**

**December 19, 2003**

The Macoupin County Housing Authority hereby certifies:

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

IL47-01  
IL47-02  
IL47-03  
IL47-04  
IL47-05  
IL47-06  
IL47-08  
IL47-09  
IL47-10  
IL47-12  
IL47-13  
IL47-14  
IL47-15  
IL47-16  
IL47-17  
IL47-18  
IL47-19  
IL47-20

- That 4 of the 18 covered developments have average incomes below 85% and 3 have average incomes above 115% of the average incomes of all covered developments.

---

Margret (Peg) Barkley, Executive Director

---

Date

## Attachment A: Deconcentration and Income Mixing

### (6) Deconcentration and Income Mixing

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

If yes, list these developments as follows:

| <b>Deconcentration Policy for Covered Developments</b> |                        |  |   |
|--|------------------------|--|---|
| <b>Development Name:</b>                               | <b>Number of Units</b> | <b>Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]</b> | <b>Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]</b> |
| IL047-003  |                        | Above 115%   | Rent incentives and waiting list skipping   |
| IL047-0012   |                        | Above 115%   | Rent incentives and waiting list skipping   |
| IL047-013  |                        | Below 85%  | Rent incentives and waiting list skipping   |
| IL047-014  |                        | Below 85%  | Rent incentives and waiting list skipping   |
| IL047-016  |                        | Above 115%   | Rent incentives and waiting list skipping   |
| IL047-018  |                        | Below 85%  | Rent incentives and waiting list skipping   |
| IL047-019  |                        | Below 85%  | Rent incentives and waiting list skipping   |
|  |                        |  |   |

## **Attachment A: Deconcentration and Income Mixing**

### **MACOUPIN COUNTY HOUSING AUTHORITY**

#### **DECONCENTRATION POLICY**

##### **PUBLIC HOUSING:**

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

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

**PROHIBITION OF CONCENTRATION OF LOW-INCOME FAMILIES:** The Housing Authority will not, in meeting this income mix targeting, concentrate very low-income families, or other families with relatively low incomes, in public housing units in certain projects or certain buildings. The Housing Authority will review the income and occupancy characteristics of the housing projects and the buildings of each project to ensure that a low-income concentration does not occur.

**DECONCENTRATION:** The Housing Authority will make every effort to deconcentrate families of certain income characteristics within the Authority development. To achieve this, the Housing Authority will offer incentives for eligible families having higher incomes to occupy dwelling units in projects predominantly occupied by eligible families having lower incomes, and provide for occupancy of eligible families having lower incomes in project predominantly occupied by eligible families having higher incomes. Incentives by the Housing Authority allow for the eligible family to have the sole discretion in determining whether to accept the incentive and the Housing Authority will not take any adverse action toward any eligible family for

## **Attachment A: Deconcentration and Income Mixing**

choosing not to accept these incentives. The skipping of a family on the waiting list to reach another family to implement this Deconcentration Policy shall not be considered an adverse action. As such, the Housing Authority will continue to accept application and place the individuals on a waiting list. Selection will be made based on a combination of the local preferences and an income target mix.

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

Monitoring will be conducted to confirm that at least forty (40) percent of all leased units will be within thirty (30) percent of median income.

Efforts through marketing and outreach shall be made to increase the number of families with incomes greater than thirty (30) percent of median income in the projects noted above in order to avoid concentrations of very low-income families in the projects as per the requirements of the QHWRA of 1998.

## Attachment B

### CAPITAL FUND PROGRAM ANNUAL PLAN

| <b>Annual Statement/Performance and Evaluation Report</b><br><b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>   |   |   |         |                   |  |
|---|---|---|---------|-------------------|--|
| PHA Name: Macoupin County Housing Authority   |   | <b>Grant Type and Number</b><br>Capital Fund Program Grant No: <b>IL06P04750104</b><br>Replacement Housing Factor Grant No: |         |                   | <b>Federal FY of Grant:</b><br><b>FY2004</b> |
| <input checked="" type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> <b>Reserve for Disasters/ Emergencies</b> <input type="checkbox"/> <b>Revised Annual Statement (revision no:    )</b><br><input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:</b> <input type="checkbox"/> <b>Final Performance and Evaluation Report</b> |   |   |         |                   |  |
| Line No.  | Summary by Development Account          | Total Estimated Cost  |         | Total Actual Cost |  |
|   |   | Original  | Revised | Obligated         | Expended                                     |
| 1   | Total non-CFP Funds                     |   |         |                   |  |
| 2   | 1406 Operations                         | 62,151  |         |                   |  |
| 3   | 1408 Management Improvements Soft Costs | 62,151  |         |                   |  |
| 4   | Management Improvements Hard Costs      |   |         |                   |  |
| 5   | 1410 Administration                     | 62,151  |         |                   |  |
| 6   | 1411 Audit                              |   |         |                   |  |
| 7   | 1415 Liquidated Damages                 |   |         |                   |  |
| 8   | 1430 Fees and Costs                     | 45,060  |         |                   |  |
| 9   | 1440 Site Acquisition                   | 150,000   |         |                   |  |
| 10  | 1450 Site Improvement                   |   |         |                   |  |
| 11  | 1460 Dwelling Structures                | 170,000   |         |                   |  |
| 12  | 1465.1 Dwelling Equipment—Nonexpendable |   |         |                   |  |
| 13  | 1470 Nondwelling Structures             |   |         |                   |  |
| 14  | 1475 Nondwelling Equipment              | 20,000  |         |                   |  |
| 15  | 1485 Demolition                         |   |         |                   |  |
| 16  | 1490 Replacement Reserve                |   |         |                   |  |
| 17  | 1492 Moving to Work Demonstration       |   |         |                   |  |
| 18  | 1495.1 Relocation Costs                 |   |         |                   |  |
| 19  | 1499 Development Activities             | 50,000  |         |                   |  |

**Attachment B**

| <b>Annual Statement/Performance and Evaluation Report</b>  |   |  |  |                                       |  |
|--|---|--|--|---------------------------------------|--|
| <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>   |   |  |  |                                       |  |
| PHA Name: Macoupin County Housing Authority  |   | Grant Type and Number<br>Capital Fund Program Grant No: <b>IL06P04750104</b><br>Replacement Housing Factor Grant No: |  | Federal FY of Grant:<br><b>FY2004</b> |  |
| <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:<br><input type="checkbox"/> Final Performance and Evaluation Report |   |  |  |                                       |  |
| Line No.   | Summary by Development Account                            | Total Estimated Cost   |  | Total Actual Cost                     |  |
| 20   | 1502 Contingency  |  |  |                                       |  |
| 21   | <b>Amount of Annual Grant (Sum of lines 1-20)</b>         | 621,513  |  |                                       |  |
|  | Amount of line 21 Related to LBP Activities               |  |  |                                       |  |
|  | Amount of line 21 Related to Section 504 compliance       |  |  |                                       |  |
|  | Amount of line 21 Related to Security –Soft Costs         |  |  |                                       |  |
|  | Amount of Line 21 related to Security-- Hard Costs        |  |  |                                       |  |
|  | Amount of line 21 Related to Energy Conservation Measures |  |  |                                       |  |
|  | Collateralization Expenses or Debt Service                |  |  |                                       |  |
|  |   |  |  |                                       |  |

## Attachment B

| <b>Annual Statement/Performance and Evaluation Report</b><br><b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b><br><b>Part II: Supporting Pages</b> |  |       |   |          |                      |         |                                    |                   |                   |
|---|--|-------|---|----------|----------------------|---------|------------------------------------|-------------------|-------------------|
| PHA Name: Macoupin County Housing Authority   |  |       | <b>Grant Type and Number</b><br>Capital Fund Program Grant No: <b>IL06P04750104</b><br>Replacement Housing Factor Grant No: |          |                      |         | <b>Federal FY of Grant: FY2004</b> |                   |                   |
| Development Number<br>Name/HA-Wide<br>Activities  | General Description of Major Work<br>Categories                | Units | Dev.<br>Acct<br>No.   | Quantity | Total Estimated Cost |         | Total Actual Cost                  |                   | Status of<br>Work |
|   |  |       |   |          | Original             | Revised | Funds<br>Obligated                 | Funds<br>Expended |                   |
| HA-Wide   | Maintenance contracts  | LS    | 1406  |          | 22,151               |         |                                    |                   |                   |
| HA-Wide   | Vacancy reduction plan activities                              | LS    | 1406  |          | 40,000               |         |                                    |                   |                   |
| HA Wide   | Resident Services Coordinator                                  | LS    | 1408  |          | 44,000               |         |                                    |                   |                   |
|   | Commissioner /Staff Training                                   | LS    | 1408  |          | 10,000               |         |                                    |                   |                   |
|   | Technical Assistance with<br>operations and affordable housing | LS    | 1408  |          | 8,151                |         |                                    |                   |                   |
| HA Wide   | CFP Administrator/fringes                                      | LS    | 1410  |          | 42,775               |         |                                    |                   |                   |
|   | Clerical Support/fringes                                       | LS    | 1410  |          | 19,376               |         |                                    |                   |                   |
| HA Wide   | A/E Fees   | LS    | 1430  |          | 23,126               |         |                                    |                   |                   |
|   | Agency plan technical assistance                               | LS    | 1430  |          | 7,500                |         |                                    |                   |                   |
|   | LBP Inspections/risk assessments                               | LS    | 1430  |          | 14,434               |         |                                    |                   |                   |
| HA Wide   | Purchase property and demolish<br>any unwanted structures      | LS    | 1440  |          | 150,000              |         |                                    |                   |                   |
| HA Wide   | Section 504 upgrade to full UFAS                               | LS    | 1460  |          | 60,000               |         |                                    |                   |                   |
| HA Wide   | Asbestos removal   | LS    | 1460  |          | 15,000               |         |                                    |                   |                   |

**Attachment B**

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

| PHA Name: Macoupin County Housing Authority      |   | Grant Type and Number<br>Capital Fund Program Grant No: <b>IL06P04750104</b><br>Replacement Housing Factor Grant No: |               |          |                      | Federal FY of Grant: <b>FY2004</b> |                   |  |                |
|--|---|--|---------------|----------|----------------------|------------------------------------|-------------------|--|----------------|
| Development Number<br>Name/HA-Wide<br>Activities | General Description of Major Work<br>Categories | Units  | Dev. Acct No. | Quantity | Total Estimated Cost |                                    | Total Actual Cost |  | Status of Work |
| IL 47-10   | Reroof  |  | 1460          |          | 95,000               |                                    |                   |  |                |
| HA Wide  | Computer hardware                               | LS   | 1475          |          | 10,000               |                                    |                   |  |                |
| HA Wide  | Maintenance, vehicles and tools                 | LS   | 1475          |          | 10,000               |                                    |                   |  |                |
| HA Wide  | Development activities for homeownership plan   | LS   | 1499          |          | 50,000               |                                    |                   |  |                |
|  |   |  |               |          |                      |                                    |                   |  |                |

**Attachment B**

| <b>Annual Statement/Performance and Evaluation Report</b><br><b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b><br><b>Part III: Implementation Schedule</b> |   |   |        |   |         |                                    |                                  |
|---|---|---|--------|---|---------|------------------------------------|----------------------------------|
| PHA Name: Macoupin County Housing Authority   |   | <b>Grant Type and Number</b><br>Capital Fund Program No: <b>IL06P04750104</b><br>Replacement Housing Factor No: |        |   |         | <b>Federal FY of Grant: FY2004</b> |                                  |
| Development Number<br>Name/HA-Wide<br>Activities  | All Fund Obligated<br>(Quarter Ending Date) |   |        | All Funds Expended<br>(Quarter Ending Date) |         |                                    | Reasons for Revised Target Dates |
|   | Original                                    | Revised   | Actual | Original                                    | Revised | Actual                             |                                  |
| HA-Wide   | 9/16/2006                                   |   |        | 9/16/2008                                   |         |                                    |                                  |
| IL047-010   | 9/16/2006                                   |   |        | 9/16/2008                                   |         |                                    |                                  |
|   |   |   |        |   |         |                                    |                                  |
|   |   |   |        |   |         |                                    |                                  |
|   |   |   |        |   |         |                                    |                                  |
|   |   |   |        |   |         |                                    |                                  |

## Attachment C

### Capital Fund Program Five-Year Action Plan

#### Part I: Summary

| PHA Name Macoupin County<br>Housing Authority |                     | <input checked="" type="checkbox"/> Original 5-Year Plan<br><input type="checkbox"/> Revision No: |  |  |  |  |
|---|---------------------|---|--|--|--|--|
| Development<br>Number/Name/HA-<br>Wide        | Year 1              | Work Statement for Year 2<br>FFY Grant: 2005<br>PHA FY: 2005                                      | Work Statement for Year 3<br>FFY Grant: 2006<br>PHA FY: 2006 | Work Statement for Year 4<br>FFY Grant: 2007<br>PHA FY: 2007 | Work Statement for Year 5<br>FFY Grant: 2008<br>PHA FY: 2008 |  |
| IL047-001                                     | Annual<br>Statement |   | 8,400  |  |  |  |
| IL047-002                                     |                     |   | 56,200   |  |  |  |
| IL047-003                                     |                     |   |  | 28,800   |  |  |
| IL047-004                                     |                     |   |  | 52,000   |  |  |
| IL047-005                                     |                     |   |  | 14,000   |  |  |
| IL047-006                                     |                     |   |  | 4,200  |  |  |
| IL047-008                                     |                     |   |  | 14,000   |  |  |
| L047-009                                      |                     |   |  | 9,000  |  |  |
| L047-010                                      |                     |   |  |  |  |  |
| L047-011                                      |                     |   |  |  |  |  |
| L047-012                                      |                     |   |  | 112,500  |  |  |
| L047-013                                      |                     |   | 40,000   | 14,000   |  |  |
| L047-014                                      |                     |   | 50,000   | 17,500   | 110,000  |  |
| L047-015                                      |                     |   |  |  |  |  |
| L047-016                                      |                     |   |  |  |  |  |
| L047-017                                      |                     |   |  |  | 70,000   |  |
| L047-018                                      |                     |   |  |  | 63,000   |  |
| L047-019                                      |                     |   |  |  | 60,000   |  |
| L047-020                                      |                     |   |  |  | 15,000   |  |
| 1450 HA-Wide                                  |                     |   |  |  |  |  |
| 1460 HA-Wide                                  |                     | 85,000  | 15,000   |  | 15,000   |  |
| 1406 Operations                               |                     | 62,151  | 62,151   | 62,151   | 62,151   |  |
| 1408 Mgt Improve                              |                     | 62,151  | 62,151   | 62,151   | 62,151   |  |
| 1410 Administration                           |                     | 62,151  | 62,151   | 62,151   | 62,151   |  |
| 1430 Fees and Costs                           |                     | 45,060  | 38,460   | 56,560   | 69,560   |  |
| 1470 Central Office                           |                     | 200,000   |  |  |  |  |
| 1470 Rec Hallo                                |                     |   |  |  | 300,000  |  |

**Attachment C**

|  |  |         |         |         |         |
|--|--|---------|---------|---------|---------|
| 1475 Vehicles/tools                    |  | 5,000   | 41,000  | 50,500  | 40,500  |
| 1475 Computer                          |  | 10,000  | 10,000  | 10,000  | 10,000  |
| Total CFP Funds (Est.)                 |  | 621,513 | 621,513 | 621,513 | 621,513 |
| Total Replacement Housing Factor Funds |  |         |         |         |         |
|  |  |         |         |         |         |
|  |  |         |         |         |         |

## Attachment C

### Capital Fund Program Five-Year Action Plan Part II: Supporting Pages—Work Activities

| Activities for<br>Year 1 | Activities for Year: <u>  2  </u><br>FFY Grant: 2005<br>PHA FY: 2005   |                                  |   | Activities for Year: <u>  3  </u><br>FFY Grant: 2006<br>PHA FY: 2006  |                      |  |
|--------------------------|--|----------------------------------|---|---|----------------------|--|
|                          | Development Number/Work Description  | Quantity                         | Cost  | Development Number/Work Description   | Quantity             | Cost   |
|                          | HA-Wide:<br>1406 Operations<br>1408 Management Improvement<br>1410 Administration<br>1430 A/E fees<br>1430 CFP update<br>1430 LBP Inspections/risk assessments | LS<br>LS<br>LS<br>LS<br>LS<br>LS | 62,151<br>62,151<br>62,151<br>23,126<br>7,500<br>14,434 | HA-Wide:<br>1406 Operations<br>1408 Management Improvement<br>1410 Administration<br>1430 Fees and Costs                | LS<br>LS<br>LS<br>LS | 62,151<br>62,151<br>62,151<br>38,460                   |
|                          | 1460 Section 504 upgrade to full UFAS standards  | LS                               | 70,000  | 1460 Asbestos containing material removal   | LS                   | 15,000   |
|                          | 1460 Asbestos containing material removal  | LS                               | 15,000  | 1460 Install vented range hoods in two level units<br>• IL047-002<br>• IL047-003<br>• IL047-004<br>• IL047-009          |                      | 24,000<br>12,000<br>24,000<br>9,000                    |
|                          | 1460 Re-roof<br>• IL047-013<br>• IL047-014   | 8 DU<br>10 DU                    | 40,000<br>50,000  | 1460 Install carpet in one-bedroom units<br>• IL047-012<br>• IL047-013<br>• IL047-014                                   |                      | 17,500<br>14,000<br>17,500                             |
|                          |  |                                  |   | 1460 Clean ducts and install new vent covers<br>• IL047-001<br>• IL047-002<br>• IL047-003<br>• IL047-004<br>• IL047-005 |                      | 8,400<br>32,200<br>16,800<br>28,000<br>14,000<br>4,200 |

### Attachment C

|  |   |    |         |  |    |        |
|--|---|----|---------|--|----|--------|
|  |   |    |         | <ul style="list-style-type: none"> <li>• IL047-006</li> <li>• IL047-008</li> </ul> |    | 14,000 |
|  | 1470 Pave central office and maintenance area | LS | 200,000 | 1460 Re-roof IL047-010   | LS | 95,000 |
|  | 1475 Computer, tools and equipment            | LS | 10,000  | 1460   |    |        |
|  | 1475 Maintenance Vehicles and tools           | LS | 5,000   | 1475 Computer, tools and equipment   | LS | 10,000 |
|  |   |    |         | 1475 Maintenance Vehicles and tools  | LS | 41,000 |
|  |   |    |         |  |    |        |
|  |   |    |         |  |    |        |
|  |   |    |         |  |    |        |
|  |   |    |         |  |    |        |
|  |   |    |         |  |    |        |

## Attachment C

### Capital Fund Program Five-Year Action Plan Part II: Supporting Pages—Work Activities

| Activities for<br>Year 1 | Activities for Year: <u>  4  </u><br>FFY Grant: 2007<br>PHA FY: 2007 |          |        | Activities for Year: <u>  5  </u><br>FFY Grant: 2008<br>PHA FY: 2008 |          |         |
|--------------------------|--|----------|--------|--|----------|---------|
|                          | Development Number/Work Description                                  | Quantity | Cost   | Development Number/Work Description                                  | Quantity | Cost    |
|                          | HA-Wide:   |          |        | HA-Wide:   |          |         |
|                          | 1406 Operations  | LS       | 62,151 | 1406 Operations  | LS       | 62,151  |
|                          | 1408 Management Improvement  | LS       | 62,151 | 1408 Management Improvement  | LS       | 62,151  |
|                          | 1410 Administration  | LS       | 62,151 | 1410 Administration  | LS       | 62,151  |
|                          | 1430 Fees and Costs  | LS       | 56,560 | 1430 Fees and Costs  | LS       | 69,560  |
|                          |  |          |        | 1460 Asbestos containing material removal                            | LS       | 15,000  |
|                          | 1450 IL047-20 Palmyra storm drain modification                       | LS       | 15,000 |  |          |         |
|                          | 1450 Replace parking and sidewalks                                   |          |        |  |          |         |
|                          | • IL47-14 Site B   |          | 40,000 |  |          |         |
|                          | • IL47-19  |          | 60,000 |  |          |         |
|                          | 1460 Replace kitchen cabinets  |          |        |  |          |         |
|                          | • IL47-14  |          | 70,000 |  |          |         |
|                          | • IL47-17  |          | 70,000 |  |          |         |
|                          | • IL47-18  |          | 63,000 |  |          |         |
|                          |  |          |        | 1470 New Recreation Hall and Pavilion IL47-4                         |          | 300,000 |
|                          | 1475 Computer, tools and equipment                                   | LS       | 10,000 | 1475 Computer, tools and equipment                                   | LS       | 10,000  |
|                          | 1475 Maintenance vehicles and tools                                  | LS       | 50,500 | 1475 Maintenance vehicles and tools                                  | LS       | 40,500  |
|                          |  |          |        |  |          |         |
|                          |  |          |        |  |          |         |
|                          |  |          |        |  |          |         |
|                          |  |          |        |  |          |         |

## **Attachment D**

### **Definition of Substantial Deviation and Significant Amendment or Modification**

The following actions are defined as substantial deviation or significant amendment or modification:

#### **GOALS**

- Additions or deletions of Strategic Goals

#### **PROGRAMS**

- Adding new programs not included in the Housing Agency Plan
- Any change with regard to demolition or disposition, designation of housing, homeownership programs or conversion activities

#### **CAPITAL BUDGET**

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

#### **POLICIES**

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

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

ATTACHMENT E

**Macoupin County Housing Authority  
760 Anderson Street  
P. O. Box 226  
Carlinville, IL 62626  
217-854-8606 Fax 217-854-8749**

**CERTIFICATION  
OF  
VOLUNTARY CONVERSION OF PUBLIC HOUSING DEVELOPMENTS**

**December 19, 2003**

The Macoupin County Housing Authority hereby certifies that it has:

- Reviewed the following development's operation as public housing:

|          |          |
|----------|----------|
| IL 47-01 | IL 47-12 |
| IL 47-02 | IL 47-13 |
| IL 47-03 | IL 47-14 |
| IL 47-04 | IL 47-15 |
| IL 47-05 | IL 47-16 |
| IL 47-06 | IL 47-17 |
| IL 47-08 | IL 47-18 |
| IL 47-09 | IL 47-19 |
| IL 47-10 | IL 47-20 |
- Considered the implications of converting the above public housing developments to tenant based assistance; and
- Concluded that conversion of the above developments will be inappropriate because removal of the developments will not meet the necessary conditions for voluntary conversions since:
  - 1) Converting to tenant based assistance will be the same cost as continuing to operate the developments as public housing. The residents and community overwhelmingly prefers the current public housing over tenant based assistance (Section 8);
  - 2) Residents and the community will benefit more by keeping the developments as public housing rather than converting to tenant based assistance; and
  - 3) Converting to tenant based assistance will adversely affect the availability of affordable housing in Macoupin County.

\_\_\_\_\_  
Margaret (Peg) Barkley, E.D.

\_\_\_\_\_  
Date

**ATTACHMENT E**

**Component 10 (B) Voluntary Conversion Initial Assessments**

- a. How many of the PHA’s developments are subject to the Required Initial Assessments? **Eighteen developments**
- b. How many of the PHA’s developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)? **One (IL47-11)**
- c. How many Assessments were conducted for the PHA’s covered developments? **Eighteen**
- d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments: **None**

| <b>Development Name</b> | <b>Number of Units</b> |
|-------------------------|------------------------|
|                         |                        |
|                         |                        |
|                         |                        |
|                         |                        |
|                         |                        |
|                         |                        |
|                         |                        |

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

**ATTACHMENT F**  
Resident Advisory Board  
March 30, 2004

|  |                |             |
|--|----------------|-------------|
| <b>Ilene Winters</b><br>20 Olroyd Court<br>Carlinville, IL 62626 | (217) 854-3646 | Carlinville |
|--|----------------|-------------|

|   |                |          |
|---|----------------|----------|
| <b>Mary Weeks</b><br>213 Deneen St.<br>Staunton, IL 62088 | (618) 635-2708 | Staunton |
|---|----------------|----------|

|   |                |             |
|---|----------------|-------------|
| <b>Lois Spickerman</b><br>710 S. Clinton St.<br>Bunker Hill, IL 62014 | (618) 585-4524 | Bunker Hill |
|---|----------------|-------------|

|               |  |         |
|---------------|--|---------|
| <b>Vacant</b> |  | Palmyra |
|---------------|--|---------|

|  |                |           |
|--|----------------|-----------|
| <b>Margaret Odorizzi</b><br>506 South St.<br>Gillespie, IL 62033 | (217) 839-4830 | Gillespie |
|--|----------------|-----------|

|   |                |           |
|---|----------------|-----------|
| <b>Leta Frailey</b><br>105 N. Walnut St.<br>Mt. Olive, IL 62069 | (217) 999-7341 | Mt. Olive |
|---|----------------|-----------|

|   |                |        |
|---|----------------|--------|
| <b>Elizabeth Kamer</b><br>304 N. Church St.<br>Virden, IL 62690 | (217) 965-5558 | Virden |
|---|----------------|--------|

|               |  |       |
|---------------|--|-------|
| <b>Vacant</b> |  | Benld |
|---------------|--|-------|

|  |  |        |
|--|--|--------|
| <b>Virginia Bartz</b><br>340 S. Harrison St.<br>Girard, IL |  | Girard |
|--|--|--------|

## **Attachment G**

### **COMMUNITY SERVICE REQUIREMENT POLICY FOR MACOUPIN COUNTY HOUSING AUTHORITY**

#### **SERVICE REQUIREMENT**

Except for any family member who is an exempt individual, each adult resident of public housing must:

- 1) Contribute 8 hours per month of community service (does not include political activities); or
- 2) Participate in an economic self-sufficiency program for 8 hours per month; or
- 3) Perform 8 hours per month of combined community service and economic self-sufficiency.

#### **COVERED RESIDENTS**

All public housing residents between the ages of 18 and 62 years of age who are not exempt.

#### **EXEMPT RESIDENTS**

Any public housing resident who is:

- 1) 62 years or older;
- 2) Blind or disabled and who certifies that because of this disability she or he is unable to comply with the requirement of the policy;
- 3) Primary caretaker of a person who is 62 years or older or who is blind or disabled;
- 4) Engaged in work activities;
- 5) Engaged in a work activity under the state program funded under Part A of Title IV of the Social Security Act, or under any other welfare program of the state, including a state administered welfare-to-work program;
- 6) Member of a family receiving assistance, benefits or services under a state program funded under Part A of Title IV of the Social Security Act, or under any other welfare program of the state, including a state administered welfare-to-work program and has not been found by the state to be in noncompliance with such a program;
- 7) Primary caregiver for a sibling five years of age or younger.

## **Attachment G**

### **VIOLATION OF SERVICE REQUIREMENT**

Violation of the service requirement is grounds for nonrenewal of the twelve (12) months lease agreement, but not for termination of tenancy during the course of the twelve (12) months lease term.

### **COMMUNITY SERVICE**

The performance of volunteer work or duties that are a public benefit, and that serve to improve the quality of life, enhance resident self-sufficiency, or increase resident self-responsibility in the community. Community service is not employment and may not include political activities.

### **QUALIFIED COMMUNITY SERVICE ORGANIZATIONS AND ACTIVITIES**

As a convenience to covered residents, the Housing Authority will develop, post on the Authority's bulletin boards and provide to covered residents a list of qualified organizations (and activities) that have agreed to work with residents in helping them satisfy their community service requirement. Residents are not limited to the published list and are encouraged to identify other organizations and activities. To ensure compliance with this community service policy, residents should seek the Housing Authority's approval prior to volunteering for organizations or performing activities not included on the published list. It is the Housing Authority's policy to provide great latitude in approving community service organizations and activities.

### **DETERMINING RESIDENT STATUS**

Per the Housing Authority's approved Admission and Continued Occupancy Policy (ACOP):

- The status of all applicant family members will be determined and families notified during the application process.
- During annual (or every three years for residents paying flat rents) recertifications, the status of each family member will be reviewed and determined.
- Between recertifications, residents are required to notify the Housing Authority within ten (10) days when there is a change in employment, income, family composition or welfare-to-work training or employment activities. The Housing Authority will use this information to determine changes, if any, in family member status.
- Members will be informed verbally and in writing of their community service requirement.

## Attachment G

### **ASSURING RESIDENT COMPLIANCE**

The Housing Authority shall review and verify family compliance with service requirements annually at least thirty (30) days before the end of the twelve (12) month lease term. The Housing Authority will retain reasonable documentation of service requirement performance or exemption in resident family files.

If the Housing Authority determines that a covered family member has not complied with their service requirement, the Housing Authority will notify the family of this determination, describe the noncompliance and state the Authority will not renew the lease at the end of the twelve (12) month lease term unless:

- The family enters into an agreement with the Authority that the noncompliant family member will cure such noncompliance within the twelve (12) month term of the new lease while also satisfying the on-going service requirement.
- Or the family provides written assurance satisfactory to the Authority that the noncompliant family member no longer resides in the unit.

Families may request a grievance hearing on the Housing Authority's determination in accordance with the Authority's approved Grievance Procedure.

### **SIGNED CERTIFICATIONS**

The Housing Authority management staff will provide signed certifications of any community service activities administered by the Authority. In a similar manner, organizations other than the Authority, who administer qualifying activities must provide signed certifications.

The Housing Authority will provide covered residents with three part, prepaid post card size certification forms that the residents will present to the organization administering the qualifying activities for certification approval and signatures. The person(s) approved for signing the certifications will tear the three part, prepaid mailer form apart, give one copy to the resident, keep one copy, and drop the prepaid (and pre-addressed) part in the mail back to the Authority. The Authority will file the returned cards in each covered resident's file.

**Attachment H**

**MACOUPIN COUNTY HOUSING AUTHORITY**

**ADMISSIONS  
AND  
CONTINUED OCCUPANCY  
POLICY**

**A.C.O.P.**

---

**Adopted**

**Note:**

**This plan (ACOP) also serves as our "Tenant Selection and Assignment Plan (TSAP)" because it meets the requirements for a TSAP and provides the details as to how this Agency processes the selection and assignment of applicants for Public Housing.**

**The ACOP also includes the regulatory "One-Strike" provisions for admission to Public Housing and applicable sections of Title V of H.R. 4194, the Quality Housing and Work Responsibility Act.**

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### SECTION 1.0 INTRODUCTION

- 1.1 Mission Statement: - Our goal is to provide drug free, decent, safe, and sanitary housing for eligible families and to provide opportunities and promote self-sufficiency and economic independence for residents.

In order to achieve this mission, we will:

- Recognize residents as our ultimate customer;
- Improve Public Housing Authority (HA) management and service delivery efforts through effective and efficient management of HA staff;
- Seek problem-solving partnerships with residents, community, and government leadership;
- Apply HA resources, to the effective and efficient management and operation of public housing programs, taking into account changes in Federal funding.

- 1.2 Purpose of Policy: - The purpose of this policy (**Admissions and Continued Occupancy Policy**) is to establish guidelines for the Macoupin County Housing Authority (MCHA) staff to follow in determining eligibility for admission to and continued occupancy of Public Housing. The basic guidelines for this policy are governed by requirements of The Department of Housing and Urban Development (HUD), with latitude for local policies and procedures. The Policies and Procedures governing Admissions and Continued Occupancy are outlined in this policy and these requirements are binding upon applicants, residents and this MCHA alike. Notwithstanding the above, changes in applicable federal law or regulations shall supersede provisions in conflict with this policy.

Federal Regulations shall mean those found in 24 Code of Federal Regulations (CFR) Parts 900.

- 1.3 Primary Responsibilities of the MCHA:

- A. Informing eligible families of the availability of public housing assistance;
- B. Determining and posting annually the utility allowances;
- C. Receiving applications from families and determining their eligibility for assistance;
- D. Inspecting Public Housing units to determine that they meet or exceed Housing Quality Standards;

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- E. Approving leases;
- F. Collecting rent on a monthly basis from tenants;
- G. Annual re-examinations of income, family composition and redetermination of rent;
- H. Authorizing and processing evictions; and,
- I. Ongoing maintenance and modernization of the public housing inventory.

### 1.4 Objectives: - The objectives of this policy are to:

- A. Promote the overall goal of drug free, decent, safe and sanitary housing by:
  - (1) Insuring a social and economic mix of residents within each public housing neighborhood in order to foster social stability and upward mobility.
  - (2) Insuring the fiscal stability of the MCHA.
  - (3) Lawfully denying admission or continued occupancy to applicants or tenants whose presence in a public housing neighborhood are likely to adversely affect the health, safety, comfort or welfare of other residents or the physical environment of the neighborhood or create a danger to MCHA employees.
  - (4) Insuring that Elderly families can live in public housing as long as they are able to live independently and/or have someone to help them live independently as in the case of a live-in aid.
- B. Facilitate the efficient management of the MCHA and compliance with Federal Regulations by establishing policies for the efficient and effective management of the HA inventory and staff.
- C. Comply in letter and spirit with Title VI of the Civil Rights Act of 1964, and all other applicable Federal laws and regulations to insure that admission to and continued occupancy in public housing are conducted without regard to race, color, religion, creed, sex, national origin, handicap, or familial status.

### 1.5 Outreach - As much information as possible about Public Housing may be disseminated through local media (newspaper, radio, etc.). For those who call the MCHA Office, the staff may be available to convey essential information.

- The MCHA may hold meetings with local social community agencies.
- The MCHA may sponsor "Open House" programs within the public housing community to attract potential tenants to view a public housing unit.
- The MCHA may make known to the public, through publications in a newspaper of general circulation and other suitable means, the availability and nature of housing assistance for low-income families. The notice shall inform such families where they may apply for Public Housing. The MCHA shall take affirmative actions to provide opportunities to participate in the program to persons who, because of such factors as race, ethnicity, sex of household head, age, or source of income, are less likely to apply for Public Housing. When there is a Local Housing Plan pursuant to Section

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24 CFR, Part 91 (Comprehensive Housing Affordability Strategy (CHAS), the MCHA planned programs will be incorporated in the CHAS.

### **SECTION 2.0 FAIR HOUSING POLICY**

It is the policy of the MCHA to comply fully with all Federal, State, and local nondiscrimination laws and in accordance with the rules and regulations governing Fair Housing and Equal Opportunity in housing and employment and with the Americans with Disabilities Act.

Specifically, the MCHA shall not on account of race, color, sex, religion, creed, national or ethnic origin, familial status, disability or handicap, deny any family or individual the opportunity to apply for or receive assistance under HUD's Public Housing Programs, within the requirements and regulations of HUD and other regulatory authorities.

To further its commitment to full compliance with applicable Civil Rights laws, the MCHA will provide access to information to public housing residents regarding "discrimination". Also, this subject will be discussed during the briefing session and any complaints will be documented and made part of the applicant's/tenants file.

### **SECTION 3.0 PRIVACY RIGHTS**

Applicants will be required to sign the Federal Privacy Act Statement which states under what conditions HUD will release tenant information.

Requests for information by other parties must be accompanied by a signed release request in order for the MCHA to release any information involving an applicant or participant, unless disclosure is authorized under Federal or State law or regulations.

(Reference HUD Form 9886)

### **SECTION 4.0 DEFINITION OF TERMS**

Definitions are amended from time to time and are contained in Section 24 CFR, which are incorporated by reference as if fully set out herein. Copies of this regulation are available in the MCHA Office.

4.1 ADJUSTED FAMILY INCOME - Adjusted Family Income is the income on which total tenant payment is to be based and means the Total Annual Income less the following allowances:

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- A. A deduction of \$480.00 for each member of the family (other than head of household or spouse) who is (1) under eighteen (18) years of age or younger or (2) who is eighteen (18) years of age or older and a verified full-time student and/or is disabled or handicapped according to this Section.
  
- B. A deduction of dollar amounts anticipated to be paid for the care of children, including foster children, under thirteen (13) years of age where care, including after school programs, is necessary to enable a family member to be gainfully employed or to further his/her education. The dollar amount must be verified and reflect reasonable charges and cannot exceed the amount of income from employment (if employed).
  
- C. A deduction of \$400.00 for Elderly Family whose head, spouse or sole member is sixty-two (62) years of age or older and/or is handicapped or disabled according to this Section.
  
- D. A deduction for any elderly family:
  - (1) That has no Handicapped Assistance Expense, an allowance for unreimbursed medical expenses equal to the amount by which the medical expense shall exceed three (3%) percent of Total Annual Family Income.
  
  - (2) That has Handicapped Assistance Expenses greater than or equal to three (3%) percent of Total Annual Family Income, an Allowance for Handicapped Assistance computed in accordance with paragraph E of this Section, plus an allowance for medical expenses that is equal to the Family's medical expenses.
  
  - (3) That has Handicapped Assistance Expenses that are less than three (3%) percent of Total Annual Family Income, an allowance for combined Handicapped Assistance expense and medical expense that is equal to the amount by which the sum of these expenses exceeds three (3%) percent of Total Annual Family Income. Expenses used to compute the deduction cannot be compensated for nor covered by insurance.
  
- E. The amount by which the aggregate of the following expenses of the family exceeds three (3%) percent of the annual family income:
  - (1) Unreimbursed Medical expenses as detailed in IRS Publication 502 including prescription and non-prescription medicines prescribed by a medical professional.
  
  - (2) Reasonable attendant care and auxiliary apparatus expenses for each handicapped member of any family, to the extent necessary to enable any member of such family (including such handicapped member) to be employed. This allowance may not exceed the employment received by

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family members who are eighteen (18) years of age or older as a result of the Assistance to the Handicapped or Disabled person.

F. Child Care Expenses: Amounts anticipated to be paid by the Family for the care of children under 13 years of age during the period for which Annual Income is computed, but only where such care is necessary to enable a Family member to **actively seek employment**, be gainfully employed or to further his or her education and only to the extent such amounts are not reimbursed.

- Childcare deductions will only be considered when no other adult family members on the lease are available for childcare.
- Childcare must not be paid by TANF or someone else
- The amount deducted shall reflect reasonable charges for childcare, and, in the case of childcare necessary to permit employment, the amount deducted shall not exceed the amount of income received from such employment (when more than one family member is employed the income of the lowest-paid member will be considered).
- The reasonable amount of charges for “home care” and “day care” is determined by MCHA, by conducting surveys of local childcare providers. Separate results for “home care” and “day care” are posted in the MCHA central office.

G. 10 percent of the income of the family.

**Note: If the Total Annual Income less the above allowances result in a rent that is less than the established minimum rent, the resident rent will be established at the MCHA established minimum rent.**

- 4.2 ADULT - An adult is a person who has reached his/her 18th birthday or married (not common law), or who has been relieved of the disability of non-age by the juvenile court. Only persons who are adults shall be eligible to enter into a lease agreement for occupancy.
- 4.3 BREAK-INS - Break-ins mean bona fide attempts at burglary that are reported to the police department and are subject to verification by written police reports furnished by the Tenant(s).
- 4.4 CEILING RENTS – Maximum rents residents pay when they elect to pay income-based rent. Ceiling rents are set by development and bedroom size and are the same as Flat Rent.
- 4.5 CHILD - A member of the family, other than the family head or spouse, who is under 18 years of age.
- 4.6 CHILD CARE EXPENSES - Child Care Expenses are amounts anticipated to be paid by the family for the care of children under thirteen (13) years of age during the period for which Annual Income is computed, but only where such care is necessary to enable a family member to **actively seek employment**, be gainfully employed or to further his/her education and only to the extent such amounts are not reimbursed. The amount deducted must be verified and reflect reasonable charges and shall not exceed the amount of income received

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from such employment. MCHA will not normally determine childcare expenses as necessary when the household contains an additional unemployed adult who is physically capable of caring for the children. An example of an exception may be an unemployed adult that is not capable of caring for a child because of some type of disability and/or handicap. The head of household must document the disability/handicap that prevents the adult from providing childcare.

Actively seeking employment means the person (s) is actively and routinely identifying and pursuing available jobs, preparing and submitting resumes and applications for employment, interviewing, and following up with interviews. Childcare expenses apply when the person(s) is not able to be at home such as when interviewing, meeting with other persons or agencies to prepare resumes or job applications and the like. MCHA may require a family to provide evidence of the need for and the amount of eligible childcare expenses.

- 4.7 CHILD CUSTODY - An applicant/occupant family who does not have full custody of a child/children may only claim a child as a dependent by the following:
- A. The applicant/occupant must have primary custody of the child.
  - B. The applicant/occupant must provide sufficient evidence that if the applicant were admitted to public housing the child would reside with the applicant. The same child cannot be claimed by more than one applicant (i.e., counted more than once in order to make two (2) singles eligible).
- 4.8 CITIZEN - A citizen or national of the United States.
- 4.9 DEPENDENT - A member of the family (except foster children **and foster adults**), other than the family head or spouse, who is under 18 years of age, or is a person with a disability, or is a full-time student. An unborn child shall not be considered a dependent.
- 4.10 DISABLED FAMILY - A family whose head, spouse or sole member is a person with disabilities. It may include two or more persons who are persons with disabilities living together, or one or more persons with disabilities living with one or more live-in aides. (See Handicapped Person)
- 4.11 DISPLACED FAMILY - A person, or family, displaced by governmental action, or whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws.
- 4.12 ELDERLY FAMILY - A family whose head, spouse or sole member is a person who is at least sixty-two (62) years of age. It may include two or more persons who are at least 62 years of age living together, or one or more persons who are at least 62 years of age who are living with one or more live-in aides.
- 4.13 ELDERLY PERSON - A person who is at least sixty-two (62) years of age.

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- 4.14 EVIDENCE OF CITIZENSHIP OR ELIGIBLE IMMIGRATION STATUS - The documents which must be submitted to evidence citizenship or eligible immigration status.
- 4.15 FAMILIAL STATUS - A single pregnant woman and individuals in the process of obtaining custody of any individual who has not attained the age of 18 years are processed for occupancy the same as single persons. Once the child is born and/or the custody is obtained, the family may qualify for a two-bedroom unit and authorization to transfer as outlined in the Transfer Section.
- 4.16 FAMILY - The term "family" as used in this policy includes all of the federally defined families, including elderly family, near-elderly family, disabled family, displaced family, remaining member of a tenant family, and a single person (who is not an elderly or displaced person, or a person with disabilities, or the remaining member of a tenant family) and two or more persons related by blood, marriage, adoption or other operation of law, or two or more persons who are not so related but who will live together in a stable relationship and share resources. The temporary absence of a child from the home due to placement in foster care shall not be considered in determining family composition and family size.
- 4.17 FLAT RENT - The method of establishing the reasonable market rental value of units, calculated in accordance with HUD regulations.
- 4.18 FOSTER CHILDREN - With the prior written consent of the Landlord, a foster child may reside on the premises. The factors considered by the Landlord in determining whether or not consent is granted may include:
- A. Whether the addition of a new occupant may require a transfer of the family to another unit, and whether such units are available.
  - B. The Landlord's obligation to make reasonable accommodation for handicapped persons.
- 4.19 FULL-TIME STUDENT - A member of a family (other than the head of household or spouse) who is carrying a subject load which is considered full-time for day students under the standards and practices of the educational institution attended. An educational institution includes a vocational school with diploma or certificate program, as well as an institution offering a college degree. The attended educational institution will supply verification. When a full-time student receives financial assistance but does not go to school then the financial assistance must be counted as income and cannot be excluded for rent calculation purposes.
- 4.20 HANDICAPPED ASSISTANCE EXPENSE - Reasonable expenses that are anticipated, during the period for which Total Annual Family Income is computed, for attendant care and auxiliary apparatus for a Handicapped or Disabled family member and that are necessary to enable a family member (including the Handicapped or Disabled member) to be employed, provided that the expenses are neither paid to a member of the family nor reimbursed by an outside source.

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- 4.21 HANDICAPPED PERSON AND/OR DISABLED PERSON - Is a person who is disabled as defined in 42 U.S.C.423 (the Social Security definition); is determined to have a physical, mental or emotional impairment that is expected to be of long-continued and indefinite duration; is substantially impeded in his/her ability to live independently; is of such a nature that to live independently could be improved by more suitable housing conditions; or has a developmental disability as defined in 42 U.S.C.6001. Persons who have the disease of acquired immunity syndrome (AIDS) or any conditions arising from the etiologic agency for acquired immunity syndrome are not excluded. For purposes of qualifying for public housing programs, where eligibility is linked to disability status, a person whose disability is based solely on drug or alcohol dependence is excluded.
- 4.22 HAZARDOUS DUTY PAY - Pay to a family member in the Armed Forces away from home and exposed to hostile fire.
- 4.23 HEAD OF HOUSEHOLD - The adult member of the family who is the head of the household for purposes of determining income eligibility and rent. Also, the head of household is primarily responsible and accountable for the family, particularly in regard to lease obligations. The co-head of household (such as a spouse or other adult(s)) can be one or more adults who share responsibilities and accountabilities with the head of household.
- 4.24 HOMELESS FAMILY - Any individual or family who:
- A. Lacks a fixed, regular, and adequate nighttime residence (such as temporarily living with another family);
  - B. Has a primary nighttime residence that is:
    - (1) A supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing or housing for the mentally ill);
    - (2) An institution that provides a temporary residence for individuals intended to be institutionalized; or
    - (3) A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.
  - C. A homeless family does not include:
    - (1) Any individual imprisoned or otherwise detained pursuant to an Act of the Congress or a State Law; or
    - (2) Any individual who is a Single Room Occupant that is not considered substandard housing.

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4.25 INCOME EXCLUSIONS - Annual Income does not include such temporary, non-recurring or sporadic income as the following:

- A. Casual, sporadic, temporary, nonrecurring income, including gifts. Applicants and residents must report all income and the MCHA will determine if the income is casual, sporadic, temporary or nonrecurring.
- B. Amounts that are specifically received from, or are a reimbursement of, the cost of illness or medical care
- C. Lump-sum additions to family assets, such as, but not necessarily limited to, inheritances, insurance payments, including payments under health and accident insurance and workmen's compensation, capital gains, and settlements for personal or property losses.
- D. The full amount of student financial assistance paid directly to the student or to the educational institution.
- E. Relocation payments made pursuant to Title II of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 USC 4636).
- F. The value of the coupon allotments for the purchase of food in excess of the amount actually charged an eligible household pursuant to the Food Stamp Act of 1973 [7 USC 2017(b)].
- G. Payments received by participants or volunteers in programs pursuant to the Domestic Volunteers Service Act of 1973 [42 USC 5044(g), 5058].
- H. Income of a live-in aide (as defined in this policy).
- I. Payments received from the Job Training Partnership Act [29 USC 1552(b)].
- J. Hazardous Duty Pay for a family member in the Armed Forces away from home and exposed to hostile fire.
- K. Income from employment of children (including foster children) under the age of eighteen (18).
- L. Payment received for the care of foster children.
- M. Payments received under the Alaska Native Claims Settlement Act [43 U.S.C. 1626(a)], or reparation payments made by foreign governments in connection with the Holocaust.

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- N. Income derived from certain sub marginal land of the United States that is held in trust for certain Indian tribes [25 U.S.C. 459(e)].
- O. Payments or allowances made under the Department of Health and Human Services Low-Income Home Energy Assistance Program [42 U.S.C. 8624(f)].
- P. Income derived from the disposition of funds of the Grand River band of Ottawa Indians (Pub. Law 94-540, 90 Stat. 2503-2504).
- Q. The first \$2,000.00 of per capita shares received from judgment funds awarded by the Indian Claims Commission or the Court of Claims (25 U.S.C. 1407-1408), or from funds held in trust for an Indian tribe by the Secretary of Interior [25 U.S.C. 117(b), 1407].
- R. Payments from Programs under Title V of The Older Americans Act of 1965 [42 U.S.C. 3056(f)].
- S. Amounts received under training programs funded by HUD.
- T. Amounts received by a disabled person that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS).
- U. Amounts received by participants in other publicly assisted programs which are specifically for, or in reimbursement of, out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and which are made solely to allow participation in a specific program.
- V. For taxable years after December 31, 1990, the earned income tax credit refund. Effective Date: July 25, 1994.
- W. The earnings and benefits to any resident resulting from the participation in a program providing employment training and supportive services in accordance with the Family Support Act of 1988, section 22 of the U.S. Housing Act of 1937, or any comparable Federal, State, or local law during the exclusion period. For purposes of this paragraph, the following definitions apply:

Comparable Federal, State or Local Law means a program providing employment training and supportive services that:

- (1) Are authorized by a federal, state or local law;
- (2) Are funded by federal, state or local government;

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- (3) Are operated or administered by a public agency; and
- (4) Has as its objective to assist participants in acquiring job skills.

Exclusion period means the period during which the resident participates in a program described in this section, plus 12 months from the date the resident begins the first job acquired by the resident after completion of such program that is not funded by public housing assistance under the U.S. Housing Act of 1937. If the resident is terminated from employment without good cause, the exclusion period shall end.

Earnings and benefits means the incremental earnings and benefits resulting from a qualifying employment training program or subsequent job.

This provision does not apply to residents participating in the Family Self-Sufficiency Program who are utilizing the escrow account. Also, residents are required to pay the appropriate minimum rent.

- X. A resident service stipend. A resident service stipend is a modest amount (not to exceed \$200 per month) received by a public housing resident for performing a service for the HA, on a part-time basis, that enhances the quality of life in public housing. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, and resident initiatives coordination. No Resident may receive more than one such stipend during the same period of time.
- Y. Compensation from State or local employment training programs and training of a family member as resident Management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives, and are excluded only for a limited period as determined in advance by the HA.
- Z. For all initial determinations and reexaminations of income carried out on or after April 23, 1993, reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era.
- AA. Earning in excess of \$480 for each full-time student 18 years old or older (excluding the head of household and spouse).
- BB. Adoption assistance payments in excess of \$480 per adopted child.
- CC. Deferred periodic payments of supplemental security income and social security benefits that are received in a lump sum payment received on or after October 28, 1992.

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- DD. Amounts received by the family in the form of refunds or rebates under state or local law for property taxes paid on the dwelling unit.
- EE. Amounts paid by a State agency to a family with a developmentally disabled family member living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home.
- 4.26 INCOME LIMITS - The maximum income a family may have and still qualify for public housing. HUD provides the income limits annually for families consisting of one to eight persons. Current income limits are posted on MCHA's Central Office bulletin board and are included as an Appendix to this plan.
- 4.27 INFANT - A child under the age of two years.
- 4.28 INTERIM REDETERMINATION OF RENT - Changes of rent between admissions and reexaminations and the next succeeding reexamination.
- 4.298 INS - The U. S. Immigration and Naturalization Service.
- 4.30 INVOLUNTARY DISPLACEMENT - Families that meet the definition of involuntary displacement as defined by HUD.
- 4.31 LIVE-IN AIDE - A person who resides with an Elderly, Disabled, or Handicapped person or persons and who:
- A. Is determined by the MCHA to be essential to the care and well being of the person(s)
  - B. Is not obligated for support of the person(s)
  - C. Would not be living in the unit except to provide supportive services. The income of a Live-in-aide that meets these requirements is not included as income to the tenant family. **A Live-in Aide must be approved, in advance, by the MCHA and meet eligibility requirements for public housing occupancy.**
  - D. A Live-in aide has no rights to the dwelling unit when the person(s) to whom they provide care leaves the unit.
- 4.32 LOW-INCOME FAMILY - A family whose Annual Income does not exceed eighty percent (80%) of the median income for the area, as determined by HUD.

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- 4.33 MEDICAL EXPENSE - Those necessary medical expenses, including medical insurance premiums, that are anticipated during the period for which Annual Income is computed, and that are not covered by insurance or reimbursed. Unreimbursed medical expenses, in excess of three percent (3%) of Annual Income, are deductible from income by elderly families.
- 4.34 MILITARY SERVICE - Military Service means the active military service of the United States, which includes the Army, Navy, Air Force, Marine Corps, Coast Guard, and, since July 29, 1945, the commissioned corps of the United States Public Health Service.
- 4.35 MINIMUM RENT: Families assisted under the Public Housing program pay a monthly "minimum rent" of not more than \$50.00 per month. The HA has the discretion to establish the "minimum rent" from \$0 up to \$50.00. The minimum rent established by MCHA is \$0.
- 4.36 MINOR - A "minor" is a person under eighteen years of age. Provided, that a married person shall be considered to be of the age of majority. An unborn child may not be counted as a minor.
- 4.37 MIXED FAMILY - A family whose members include those with citizenship or eligible immigration status, and those without citizenship or eligible immigration status.
- 4.38 MONTHLY ADJUSTED INCOME - One-twelfth of Adjusted Annual Income.
- 4.39 MONTHLY INCOME - One twelfth of Annual Income. For purpose of determining priorities based on an applicant's rent as a percentage of family income, family income is the same as monthly income.
- 4.40 NATIONAL - A person who owes permanent allegiance to the United States, for example, as a result of birth in a United States territory or possession.
- 4.41 NEAR ELDERLY FAMILY - A family whose head, spouse or "sole member" is a person who is at least 50 years of age, but below the age of 62; or two or more persons who are at least 50 years of age but below the age of 62 living together; or one or more persons who are at least 50 years of age but below the age of 62 living with one or more live-in aides.
- 4.42 NET FAMILY ASSETS - Net Family Assets means the net cash value after deducting reasonable costs that would be incurred in disposing of real property, checking and savings accounts, stocks, bonds, cash on hand, cash value of life insurance policies and other forms of capital investment, excluding interests in Indian trust land and excluding equity accounts in HUD home ownership programs. The value of necessary items of personal property such as furniture and automobiles shall be excluded. (In cases where a trust fund has been established and the trust is not revocable by, or under control of, any member of the family or household, the value of the trust fund will not be considered an asset so long as the fund continues to be held in trust. Any income distributed from the trust fund shall be counted when determining Annual Income.) In determining Net Family Assets, MCHA shall include

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the value of any business or family assets disposed of by an applicant or Tenant for less than fair market value (including a disposition in trust, but not in a foreclosure or bankruptcy sale) during the two (2) years preceding the date of application for the program or reexamination, as applicable, in excess of the consideration received thereof. In the case of a disposition as part of a separation or divorce settlement, the disposition will not be considered to be for less than fair market value if the applicant or Tenant receives important consideration not measurable in dollar terms.

To determine the cash value of savings accounts, the current amount in the accounts will be used as well as current interest rates. To determine the cash value of checking accounts, the average balance for the last six months will be used as well as current interest rates for interest bearing checking accounts.

When determining the value of net family assets the cost of disposing of the assets will be deducted. If an asset is an Individual Retirement Account (IRA), for example, there will be income tax and interest penalties due in the case of early withdrawal. Likewise if a family sells stocks or bonds they will typically have a broker's commission to pay. Certificates of deposits have penalties for early withdrawal.

Joint accounts that are set-up as "either/or" accounts will be considered as 100% owned by either account holder. Joint accounts that are set-up as "and" accounts will be considered as 50% owned by either account holder.

- 4.43 NONCITIZEN - A person who is neither a citizen nor national of the United States.
- 4.44 PUBLIC HOUSING AGENCY (HA) - Any State, County, Municipality or other government entity or public body (or agency or instrumentality thereof) that is authorized to engage in or assist in the development of operation of housing for low income families.
- 4.45 PUBLIC HOUSING COMMUNITY SERVICE REQUIREMENTS: Each adult resident of a public housing development shall contribute 8 hours per month of community service (not including political activities) within the community in which that adult resides; or participate in an economic self-sufficiency program for 8 hours per month. Exempted from this requirement is anyone who:
  - A. Is 62 year of age or older;
  - B. Is a blind or disabled individual, as defined under Section 216(i)(1) or 1614 of the Social Security Act (42 U.S.C. 416(i)(1); 1382c), and who is unable to comply with this section, or is a primary caretaker of such individual;
  - C. Is engaged in a work activity (as defined in Section 407(d) of the Social Security Act (42 U.S.C. 607(d)), as in effect on and after July 1, 1997;

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- D. Meets the requirements for being exempted from having to engage in a work activity under the State program funded under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) Or under any other welfare program of the State in which the public housing agency is located, including a State-administered welfare-to-work program; or
  - E. Is a family receiving assistance under a State program funded under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) or any other welfare program of the State in which the HA is located, including a State-administered welfare-to-work program, and has not been found by the State or other administering entity to be in noncompliance with such program.
- 4.46 RECERTIFICATION - Recertification is sometimes called reexamination. The process of securing documentation that indicates that tenants meet the eligibility requirements for continued occupancy.
- 4.47 RE-EXAMINATION DATE - The date on which any rent change is effective or would be effective if required as a result of the annual re-examination of eligibility and rent for residents who pay income based rent and every three years for residents who elect to pay flat rent.
- 4.48 REMAINING MEMBER OF THE RESIDENT FAMILY - The person(s) of legal age remaining in the public housing unit after the person(s) who signed the lease has (have) left the premises, other than by eviction, who may or may not normally qualify for assistance on their own circumstances. An individual must occupy the public housing unit to which he claims head of household status for one year before becoming eligible for subsidized housing as a remaining family member. This person must complete forms necessary for housing within ten days from the departure of the leaseholder and may remain in the unit for a reasonable time pending the verification and grievance process. This person must, upon satisfactory completion of the verification process, then execute a new lease and cure any monetary obligations in order to remain in the unit.

Any person who claims him or herself, as a remaining member shall, in the event that the MCHA declares him or her ineligible for remaining member status, be entitled to the grievance process upon notice to him or her that he or she is not considered to be a remaining member of the household. The person requesting remaining member status must request this grievance process in writing within ten days from the date of the departure of the head of household. In the interim time between the time of the request for the grievance process and the decision by the hearing officer, all rent which was due pursuant to the lease, shall be deposited into an escrow account with the HA under the same provisions as those relating to tenants requesting a grievance hearing relating to rent under the grievance process. The HA does not recognize the person as a tenant by giving him or her the opportunity for a grievance

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hearing. A remaining member shall not be considered to be a tenant until such time as a new lease is executed by the HA and the person granted tenant status after the verification status.

MCHA cannot and will not sign a lease when there are no residents of legal age (or “emancipated youth”) remaining and all remaining members of the resident family are below legal age.

- 4.49 SINGLE PERSON - A person who lives alone, or intends to live alone, and who does not qualify as an elderly, near elderly, displaced, disabled, or the remaining member of a tenant family.
- 4.50 SPOUSE - A spouse is the legal husband or wife of the head of the household.
- 4.51 TEMPORARILY ABSENT FAMILY MEMBERS - Any person(s) on the lease that is not living in the household for a period of more than thirty (30) days is considered temporarily absent. Examples of temporarily absent family members include members in the National Guard called-up for active service, members in legitimate alcohol or drug rehabilitation programs, extended hospital stays, working members on temporary assignment in another place where returning home on a routine basis is not feasible, and the like.
- 4.52 TENANT RENT - The amount payable monthly by the Family as rent to the MCHA. Where all utilities (gas, water and electricity) are supplied by the HA, Tenant Rent equals Total Tenant Payment or minimum rent. Where some or all utilities (gas, water and electricity) are not supplied by the MCHA and the cost thereof is not included in the amount paid as rent, Tenant Rent equals Total Tenant Payment or minimum rent less the utility allowance. Telephone and cable television service is not a utility.
- 4.53 TOTAL ANNUAL FAMILY INCOME - Total Annual Family Income is the anticipated total income from all sources received by the family head and spouse (even if temporarily absent) and by each additional member of the family, including all net income derived from assets, for the 12-month period following the effective date of initial determination or re-examination of income, exclusive of certain other types of income specified in this policy.

Total Annual Family Income **includes**, but is not limited to, the following:

- A. The full amount, before any payroll deduction, of wages and salaries, and overtime pay, including compensation for personal services (such as commissions, fees, tips and bonuses). This includes all types of employment including full-time, part-time, seasonal and self-employment.
- B. Net income from the operation of a business or profession. (Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining Net Income.) An allowance for depreciation of assets used

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in a business or profession may be deducted, based on straight-line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or other assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the family.

- C. Interest, dividends and other net income of any kind from real or personal property. (For this purpose, expenditures for amortization of capital indebtedness and an allowance for depreciation of capital assets shall not be deducted to determine the net income from real or personal property). All allowance for depreciation is permitted only as authorized in Paragraph B of this section. Any withdrawal of cash or assets from an investment will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the family. Where the family has Net Family Assets in excess of \$5,000.00, Annual Income shall include the greater of the actual income derived from all Net Family Assets or a percentage of the value of such assets based on the current passbook savings rate as determined by HUD.
- D. The full amount of periodic payments received from social security, SSI, annuities, insurance policies, retirement funds, pensions, disability or death benefit and other similar types of periodic receipts, including a lump sum payment for the delayed start of a periodic payment; (*Excluding Lump Sum Supplemental Security Income (SSI) and Lump Sum Social Security Benefits (SS)*).
- E. Payments in lieu of earnings, such as unemployment and disability compensation, social security benefits, workmen's compensation and severance pay.
- F. Welfare assistance.
- G. Periodic and determinable allowances, such as alimony, child support payments including court ordered back child support, and regular contributions or gifts, including amounts received from any persons not residing in the dwelling. Regular contributions or gifts include but are not limited to someone paying for or donating: groceries and food, drinking alcohol and tobacco products, telephone or cell phone service, cable or satellite TV service, vehicle and vehicle maintenance, insurances including vehicle and renter's coverage, gas or diesel, utilities, clothes, membership dues, and the like.
- H. All regular pay, special payments and allowances (such as longevity, overseas duty, rental allowances for dependents, etc.) received by a member of the Armed Forces (whether or not living in the dwelling) who is head of the family, spouse, or other family member whose dependents are residing in the unit (but see "hazardous duty pay").

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- I. Payments to the head of the household for support of a minor or payments nominally to a minor for his support but controlled for his benefit by the head of the household or a resident family member other than the head, who is responsible for his support.
- J. Veterans Administration compensation (Service Connected Disability or Death Benefits).

**Note:**

**If it is not feasible to anticipate a level of income over a 12-month period, the income anticipated for a shorter period may be annualized, subject to a redetermination at the end of the shorter period.**

4.54 TOTAL TENANT PAYMENT (TTP): The TTP for families participating in the Public Housing program must be at least \$0, which is the minimum rent established by the MCHA.

- A. For the Public Housing Program, the TTP must be the greater of:
  - (1) 30 percent of family monthly-adjusted income;
  - (2) 10 percent of family monthly income;
  - (3) \$0, which is the minimum rent set by the MCHA.
- B. Flat rent. The resident may elect the Flat Rent in lieu of the rent calculated in paragraph "A." above.

Tenants will be given a choice between paying 30 percent of their monthly adjusted income or a Flat Rent at the time of recertification. Tenants choosing Flat Rents will not be required to be reexamined more often than once every three years. Tenants choosing to pay a Flat Rent can switch to rent based on 30 percent of Monthly Adjusted Income in the following financial hardship situations:

- 1. Income of the family has decreased because of changed circumstances, loss or reduction in employment, death in the family, and reduction in or loss of income or other assistance, or
- 2. An increase, because of changed circumstances, in the family's expenses for medical costs, child care, transportation, education, or similar items.

Total Tenant Payment does not include charges for excess utility consumption or other miscellaneous charges.

4.55 UTILITIES - Utilities may include water, electricity, gas, garbage, and sewage services.

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- 4.56 UTILITY ALLOWANCE - If the cost of utilities (except telephone, cable television or satellite dish) and other housing services for an assisted unit is not included in the Tenant rent, but is the responsibility of the family occupying the unit, then the utility allowance is an amount equal to the estimate made or approved by the MCHA of the monthly cost of a reasonable consumption of such utilities and other services for the unit by an energy-conservative household of modest circumstances consistent with the requirements of a safe, sanitary and healthful living environment. If the family pays directly for one or more utilities or services, the amount of the allowance is deducted from the gross rent in determining the contract rent and is included in the gross family contribution.
- 4.57 UTILITY REIMBURSEMENT PAYMENT - Utility Reimbursement Payment is the amount, if any, by which the Utility Allowance for the unit, if applicable, exceeds the Total Tenant Payment for the family occupying the unit.
- 4.58 VERY LOW-INCOME FAMILY - A Very Low-Income Family means a family whose annual income does not exceed fifty (50%) percent of the median income for the area, as determined by HUD, with adjustments for smaller and larger families. HUD may establish income limits higher or lower than 50 percent of the median income for the area on the basis of its finding that such variations are necessary because of unusually high or low family incomes.
- 4.59 WAGE EARNER - A person in a gainful activity who receives any wages. Said wages or pay covers all types of employee compensation including salaries, vacation allowances, tips, bonuses, commissions and unemployment compensation. The terms "Wage Earner" and "Worker" are used interchangeably.
- 4.60 WELFARE ASSISTANCE - Welfare or other payments to families or individuals, based on need, that are made under programs funded, separately or jointly, by Federal, State or local governments.

### **SECTION 5.0**

### **APPLYING FOR ADMISSION/WAITING LIST**

#### **5.1 How to Apply**

Families wishing to apply for Public Housing shall complete an application for public housing assistance.

Applications will be accepted at the Authority's central office located at 760 Anderson Street, Carlinville, IL 62626. Pre-applications may be mailed in, faxed or hand delivered to any MCHA employee. Complete applications may be handled via mail under special circumstances.

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Completed applications will be accepted for all applicants and the information will be verified by the MCHA.

Applications may be made in person at the MCHA during specified dates and business hours posted at the MCHA's Office.

The application must be dated, time-stamped, and referred to the MCHA's office where tenant selection and assignment is processed.

Individuals who have a physical impairment which would prevent them from completing an application in person may call the MCHA to make special arrangements to complete their application. A Telecommunication Device for the Deaf (TDD) is available for the deaf. If the applicant is visually impaired, all notices must be in a format understandable by applicant.

### 5.2 Community Based Waiting Lists

Applications are taken to compile a waiting list. With HUD's approval, MCHA has established nine community based waiting lists as follows:

- A. Virden
  - IL 47-4
  - IL 47-11
  
- B. Girard
  - IL 47-8
  
- C. Palmyra
  - IL 47-20
  
- D. Carlinville
  - IL 47-2
  - IL 47-9
  - IL 47-15
  
- E. Gillespie
  - IL 47-5
  - IL 47-10
  - IL 47-14
  - IL 47-17
  
- F. Benld
  - IL 47-1

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- G. Bunker Hill
  - IL 47-6
  - IL 47-13
  - IL 47-18
  
- H. Mt. Olive
  - IL 47-19
  
- I. Staunton
  - IL 47-3
  - IL 47-12
  - IL47-16

Families may elect to be placed on one or more (or all) of the community based waiting lists. MCHA shall provide full disclosure to each applicant of any option available to the applicant in the selection of the development in which to reside

### 5.3 Opening and Closing the Waiting List(s)

Opening of one or more of the waiting lists will be announced with a public notice stating that applications for public housing will again be accepted. The public notice will state where, when and how to apply. The notice will be published in a local newspaper of general circulation and also by any available minority media. The public notice will state any limitations to who may apply.

The notice will state that applicants already on waiting lists for other housing programs must apply separately for this program and such applicants will not lose their place on other waiting lists when they apply for public housing. The notice will include the Fair Housing logo and slogan and will be in compliance with Fair Housing requirements.

Closing of the waiting list will also be announced with a public notice. The public notice will state the date the waiting list will be closed and for what bedroom sizes. The public notice will be published in a local newspaper of general circulation and also by any available minority media.

### 5.4 Organization of the Waiting List(s)

Each community-based waiting list will be maintained in accordance with the following guidelines:

- A. The application will be a permanent file;

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- B. All applications will be maintained in order of bedroom size and then in order of date and time of application; and
- C. Any contacts between MCHA and the applicant will be documented in the applicant file.

### 5.5 Families Nearing the Top of the Waiting List(s)

When a family appears to be within one (1) month of being offered a unit, the family will be invited to an interview and the verification process will begin. It is at this point in time that the family's eligibility will be verified. If the family no longer qualifies to be near the top of the list, the family's name will be returned to the appropriate spot on the waiting list. MCHA will notify the family in writing of this determination and give the family the opportunity for an informal review.

### 5.6 Purging the Waiting List(s)

MCHA will update and purge its waiting list at least annually to ensure that the pool of applicants reasonably represents the interested families for whom MCHA has current information, i.e. applicant's address, family composition, income category and preferences.

### 5.7 Removal of Applicants from the Waiting List(s)

MCHA will not remove an applicant's name from the waiting list(s) unless:

- A. The applicant requests in writing that the name be removed;
- B. The applicant fails to respond to a written request for information or a request to declare their continued interest in the program; or
- C. The applicant does not meet either the eligibility or suitability criteria for the program.

## **SECTION 6.0 MISSED APPOINTMENTS**

An applicant or tenant who fails to keep an appointment without notifying the MCHA and without re-scheduling the appointment shall be sent a notice of termination of the process for failure to supply such certification, release of information or documentation as the MCHA or HUD determines to be necessary (or failure to allow the MCHA to inspect the dwelling unit at reasonable times and after reasonable notice, if applicable) in the following situations:

- 2. Complete Application
- 2. Bringing in Verification Information

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3. Briefing prior to Occupancy
4. Leasing Signature
5. Inspections
6. Recertification
7. Interim Adjustment
8. Other Appointments or Requirements to Bring in Documentation as Listed in this Plan
9. Scheduled Counseling Sessions
10. Move-In appointments

Process When Appointment(s) Are Missed: - For most of the functions above, the family may be given two appointments.

If the family does not appear or call to reschedule the appointment(s) required, the MCHA may begin termination procedures. The applicant or tenant will be given an opportunity for an informal meeting or hearing, as appropriate pursuant to the grievance process.

Letters Mailed to Applicants by the MCHA: - If an applicant claims they did not receive a letter mailed by the MCHA, that requested the applicant to provide information or to attend an interview, the MCHA will determine whether the letter was returned to the MCHA. If the letter was not returned to the MCHA, the applicant will be presumed to have received the letter.

If the letter was returned to the MCHA and the applicant can provide evidence that they were living at the address to which the letter was sent, the applicant will be reinstated with the date and time of the application in effect at the time the letter was sent.

Applicants must notify the MCHA, in writing, if their address changes during the application process.

### **SECTION 7.0 MISREPRESENTATION BY THE APPLICANT OR TENANT**

If an applicant or tenant is found to have made willful misrepresentations at any time which resulted in the applicant or tenant being classified as eligible, when, in fact, they were ineligible, applicant will be declared ineligible and the lease and/or application will be terminated because of the misrepresentation by the applicant/tenant. If such misrepresentation resulted in tenant paying a lower rent than was appropriate, tenant shall be required to pay the difference between the actual payments and the amount which should have been paid. In justifiable instances, the MCHA may take such other actions as it deems appropriate, including referring the tenant to the proper authorities for possible criminal prosecution.

### **SECTION 8.0 ADMISSION ELIGIBILITY AND CRITERIA:**

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### 8.1 Requirements

All families who are admitted to MCHA's Public Housing Program must be individually determined eligible under the terms of this plan. In order to be determined eligible, an applicant family must meet **all** of the following requirements:

- A. The applicant family must qualify as a family as defined in the Definitions Section.
- B. The applicant family's Total Annual Family Income as defined in the Definitions Section, must not exceed income limits established by HUD for Public Housing.
- C. Head of Household must be 18 years of age or older or married (not common law) or a person that has been relieved of the disability of non-age by court action.

### 8.2 Information sources

Sources of information for eligibility determination may include, but are not limited to, the applicant (by means of interviews or home visits), landlords, employers, family social workers, parole officers, court records, drug treatment centers, clinics, physicians or police departments where warranted by the particular circumstances. Information relative to the acceptance or rejection of an applicant shall be documented and placed in the applicant's file.

Such documentation may include reports of interviews, letters, or telephone conversations with reliable sources. As a minimum, such reports shall indicate the date, the source of the information, including the name and title of the individual contacted, and a resume of the information received.

### 8.3 Eligibility

Applicants are not automatically determined eligible to receive federal assistance. An applicant will not be placed on a waiting list if the applicant's annual family income exceeds the Low and Very Low Income Limits established by HUD and published in the Federal Register, the applicant will be declared ineligible.

If the applicant has failed to meet any outstanding requirements for eligibility and is determined ineligible, he/she will be so informed and the reasons stated in writing. The applicant will be granted ten days from the date stated on the ineligible letter to request an informal meeting. The applicant may bring any person he/she wishes to represent them at the informal meeting. The request for an informal meeting must be submitted in writing and the request must be received by the MCHA within the time frame established by the MCHA for the meeting.

### 8.4 Single Persons Eligibility

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In addition, the MCHA is permitted to determine as eligible, single persons living alone or intending to live alone who do not meet any of the definitions of a family, if the MCHA makes certain that all three of the following requirements are met:

- A. Elderly families (including Disabled Persons and Handicapped Persons) and Displaced Persons are given preference over single persons, and
- B. Near Elderly (at least fifty years of age, but below the age of 62) are given preference over single applicants in developments designated for the elderly, and
- C. Single persons are only eligible for one bedroom and/or efficiency units.

### 8.5 Declaration of Citizenship

The MCHA may not provide assistance to nor make financial assistance available to a person other than United States citizens, nationals, or certain categories of eligible noncitizen in HUD's assisted housing programs.

### 8.6 Adding Persons to Lease

Once an applicant becomes a tenant in the MCHA's public housing program, the head of household must request permission to add another person to the dwelling lease. The person being added must meet all eligibility requirements before the MCHA will approve any addition to the dwelling lease.

## **SECTION 9.0 VERIFICATION AND DOCUMENTATION**

### 9.1 Levels of Verification

The following hierarchy levels of verification will be followed:

- A. Highest Up-front income verification (UIV) – mandatory
  - HUD website (UIV)
  - TASS
  - Other federal, state and private sector UIV websites
  
- B. High Third-party written – mandatory
  - Two weeks allowed for response
  - Two attempts made before phone calls
  - Includes email and FAX

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- C. Medium Third Party oral - mandatory if third party written is not available
- D. Medium-low Document review – use only if UIV and third party verification is not available
- E. Low Tenant declaration – use only as last resort when no other verification method is available

**Note: Verified information must be no older than ninety (90) calendar days.**

#### 9.2 Social Security Numbers

Families are required to provide Social Security Numbers (SSN) for all family members prior to admission, if they have been issued SSN by the Social Security Administration. All members of the family defined above must either:

- A. Submit SSN documentation; or
- B. Sign a certification if they have not been assigned a SSN. If the individual is under 18, his or her parent or guardian must execute the certification. If the participant who has signed a certification form obtains a SSN, it must be disclosed at the next regularly scheduled reexamination, or next rent change.

Verification will be done through the providing of a valid Social Security card issued by the Social Security Administration.

MCHA will accept copies of the Social Security card only when it is necessary for the MCHA to verify by mail the continuing eligibility of participant families.

If an applicant or tenant cannot provide his or her Social Security card, other documents listed below showing his or her Social Security Number may be used for verification. He or she may be required by the MCHA to provide one or more of the following alternative documents to verify his or her SSN, until a valid Social Security card can be provided;

These documents include:

1. Drivers license that displays the SSN.
2. Identification card issued by a Federal, State or local agency
3. Identification card issued by an employer or trade union
4. Identification card issued by a medical insurance company
5. Earnings statements or payroll stubs
6. Bank statements

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7. IRS Form 1099 or W-2 Form
8. Benefit award letters from government agencies
9. Medicaid Cards
10. Unemployment benefit letter
11. Retirement benefit letter
12. Life insurance policies
13. Court records such as real estate, tax notices, marriage and divorce, judgment or bankruptcy records
14. Verification of Social Security benefits with the Social Security Administration

If the MCHA verifies Social Security benefits with the Social Security Administration, the acceptance of the SSN by the Social Security Administration may be considered documentation of its validity.

### 9.3 Employer Identification Number (EIN)

Applicants who own part or all of a business must provide the EIN of the business

### 9.4 Documents must be complete

Applicants may not become residents until the documentation is provided and verified. The applicant will retain their position on the waiting list during this period. The applicant will be given a reasonable time, subject to the circumstances, to furnish the documentation before losing their place on the waiting list and the time may be extended, if such circumstances require an extension. The decision will be made by a MCHA representative and documented, in writing, and placed in the applicant's file.

### 9.5 Additional documents may be required

Additional documentation that may be required in determining eligibility:

1. Temporary Assistance To Needy Families (TANF)
2. Birth Certificate, or Drivers License that displays the date of Birth and/or form (s) that are issued by a Federal, State, City or County Agency that displays the date of Birth.
3. Child Care Verification
4. Credit References (History)
5. Credit Bureau Reports
6. Employer's Verification
7. Landlord Verification
8. Social Security Benefits
9. Assets Verification
10. Bank Accounts

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11. Medical expenses including doctor prescribed prescription and non prescription medicines as verified in writing by the doctor
12. Income verification
13. Copies of past federal and state tax submissions
14. Supplemental Social Security Income (SSI) Benefits
15. Unemployment Compensation
16. VA Benefits
17. Any other reasonable information needed to determine eligibility as may be requested by the MCHA, which may include police reports.

### 9.6. Personal References

Personal references (not family) may be used when an applicant cannot produce prior rental history records.

### 9.7 Separation with children

Separation means the ending of co-habitation by mutual agreement. - *If an applicant is divorced\* or separated and has children by that spouse, applicant must provide at least one of the verifications listed below:*

- A. A FINAL divorce decree. \*(Applies to individuals who are divorced and are not separated and is the only documentation accepted for individuals that are divorced)
- B. Receiving court-ordered child support from former spouse.
- C. Verification that applicant is pursuing child support through Department of Human Resources, Child Support Unit or Circuit Clerks Office.
- D. If applicant is receiving personal child support, then applicant can make arrangements to have the child support paid through the state's court system.
- E. Receiving TANF (Temporary Assistance to Needy Families) through the Department of Human Resources for former spouse's children.
- F. A notarized statement from current landlord (not family) verifying that the current landlord knows that the applicant and spouse have not lived together for the last six (6) months or more.
- G. Income tax statements from both husband and wife indicating both filed income taxes separately the last year and that they filed from different addresses.
- H. (1) Written statement from Lawyer that applicant has filed suit for divorce because of physical abuse. agencies, social services agencies.

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- (2) A written statement from an abuse shelter, law enforcement agency, social service agencies that applicant needs housing due to physical abuse.

**Note:**

**Pertaining to 10 H(1) & (2): Applicant will also be required to sign a statement to the effect that the separated person will not be permitted in the resident's apartment or on the resident's property because of the physical abuse situation.**

Also, the person involved with physical abuse will be banned from all MCHA property as long as the applicant lives in assisted housing within the MCHA property.

- I. Food stamp verification - If no other documentation is available.

### 9.8 Separation with no children

*If applicant is divorced\* or separated from a person and has no children by that person, applicant must provide at least one of the verifications listed below:*

- A. A final divorce decree. \*(Applies to individuals who are divorced and are not separated and is the only documentation accepted for individuals that are divorced)
- B. A notarized statement from current landlord (not family) verifying that the current landlord knows that the applicant and spouse have not lived together for the last six (6) months or more.
- C. Income tax statements from both husband and wife indicating both filed income taxes separately the last year and that they filed from different addresses.
- D. (1) Written statement from Lawyer that applicant has filed suit for divorce because of physical abuse.  
(2) A written statement from an abuse shelter, law enforcement agencies, social services agencies that applicant needs housing due to physical abuse.

**Note:**

**Pertaining to 11 D(1) & (2): Applicant will also be required to sign a statement to the effect that the separated person will not be permitted in the resident's apartment or on the resident's property because of the physical abuse situation.**

Also, the person involved with physical abuse will be banned from all MCHA

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- property as long as the applicant lives in assisted housing within the MCHA property.
- E. Food Stamp Verification - If no other documentation is available.

### SECTION 10.0 GROUNDS FOR DENIAL OF ADMISSION

10.1 The MCHA is not required nor obligated to assist families who:

- A. Owes rent, other amounts, or judgments to any HA or any other federally subsidized housing program, the applicant will be declared ineligible. At the MCHA's discretion, the applicant may be declared eligible upon payment of debt, with the date and time of application being the time of payment and meeting other criteria.

**Note:**

**Applicants that owe a HA or any other federally subsidized program funds will not be processed for occupancy. The applicant must pay the funds owed prior to the application being processed. After the application is processed the applicant must meet all other conditions for occupancy. Re-paying funds that are due does not necessarily qualify an applicant for occupancy. Such payments will be considered along with other factors in the application process.**

- B. Have previously been evicted from public housing.
- C. Committed acts that would constitute fraud in connection with any federally assisted housing program.
- D. Did not provide information required within the time frame specified during the application process.
- E. Convicted of drug-related criminal activity or violent criminal activity. The PHA shall prohibit admission to any household that includes any individual who is subject to a lifetime registration requirement under a state sex offender registration program.
- F. Has a history of not meeting financial obligations, especially rent.
- G. Has a record of disturbance of neighbors, destruction of property, or living or housekeeping habits that may adversely affect the health, safety or welfare of the other tenants.
- H. Has a history of criminal activity involving crimes of physical violence to persons or property and other criminal activity which may adversely affect the health, safety or welfare of other tenants.
- I. During the interview process the applicant demonstrates hostile behavior that

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indicates that the prospective applicant may be a threat to our public housing residents.

- J. The applicant family must have properly completed all application requirements, including verifications. Intentional misrepresentation of income, family composition or any other information affecting eligibility, will result in the family being declared ineligible. In the event the misrepresentation is discovered after admission, the lease will be terminated for such misrepresentation.
- K. The applicant and all adults must sign a release allowing the MCHA to request a copy of a police report from the National Crime Information Center, Police Department or other Law Enforcement Agencies. If the MCHA uses the information to deny or terminate assistance the MCHA must provide a copy of the information used.
- L. If the applicant is a former Public Housing or Section 8 participant who vacated the unit in violation of his lease, the applicant may be declared ineligible.
- M. If the MCHA determines that a person is illegally using a controlled substance or abuses alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents. The MCHA may waive this requirement if:
  - (1) The person demonstrates to the MCHA's satisfaction that the person is no longer engaging in drug-related criminal activity or abuse of alcohol;
  - (2) has successfully completed a supervised drug or alcohol rehabilitation program;
  - (3) has otherwise been rehabilitated successfully; or
  - (3) is participating in a supervised drug or alcohol rehabilitation program.

### Note:

**The above list is not intended to be all inclusive. Applicants may be denied admission if the MCHA has reason to believe that the conduct of the applicant has been such as would be likely to interfere with other tenants in such a manner as to diminish their enjoyment of the premises by adversely affecting their health, safety, or welfare or to affect adversely the physical environment or the financial stability of the project if the applicant were admitted to the project.**

- 10.2 If an applicant is denied admission, the MCHA will notify the applicant, in writing, of its determination and inform the applicant that they have an opportunity for an informal meeting on such determination. The denial letter will allow the applicant ten (10) calendar days to

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request in writing an informal meeting with the MCHA. A MCHA representative will hear the appeal and issue a decision within ten (10) calendar days of the meeting.

10.3 As a general rule applicants may be denied admission to Public Housing for the following time frames, which shall begin on the date of application, unless otherwise provided for herein below:

A. Denied admission for one (1) year for the following:

1. Past rental record
2. Bad rent paying habits
3. Bad housekeeping habits, in and outside the unit
4. Damages
5. Disturbances
6. Live-ins
7. Demonstrates hostile behavior during the interview process that indicates that the applicant may be a threat to our residents.

B. Denied admission for three (3) years for the following:

1. Persons evicted from public housing, Indian Housing, Section 8, or Section 23 programs because of drug-related criminal activity are ineligible for admission to public housing for a three-year period beginning on the date of such eviction.
2. The MCHA can waive this requirement if: the person demonstrates to the MCHA's satisfaction successful completion of a rehabilitation program approved by the MCHA, or the circumstances leading to the eviction no longer exist.

C. Denied admission for five (5) years for the following:

1. Fraud (giving false information on the application is considered fraud).
2. An arrest or conviction record that indicates that the applicant may be a threat and/or negative influence on other residents. The five years shall begin on the date of the last reported act, completion of sentence and/or probation period.
3. Drug use without evidence of rehabilitation.

D. Denied admission for ten (10) years for Conviction for Drug Trafficking or for state sex offender under a ten (10) year registration requirement.

E. Denied admission for life to any household that includes any individual who is subject to a lifetime registration requirement under a state sex offender registration

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program.

- F. Denied admission for life to any applicant who has been convicted of manufacturing or producing methamphetamine (commonly referred to as "speed") on the premises of the public housing project. Premises is defined as the building or complex in which the dwelling unit is located, including common areas and grounds.

**Note:**

**As noted above these time frames are only guidelines and the HA may deny admission to any individual whose behavior may adversely affect the health, safety or welfare of other tenants or may admit persons who exhibit evidence of rehabilitation.**

### SECTION 11.0

### TENANT SELECTION AND ASSIGNMENT PLAN

- 11.1 Equal Opportunity: - The Fair Housing Act makes it illegal to discriminate on the basis of race, color, religion, sex, handicap, familial status and national origin. The MCHA shall not deny to any family the opportunity of applying for admission nor shall it deny to any eligible applicant the opportunity of leasing or renting a dwelling suitable to its need in any low-rent project operated by the MCHA.
- 11.2 Selection Process: - Tenants shall be selected from among eligible applicant families whose family composition is appropriate to available dwelling units. The MCHA will take into consideration the needs of individual families for low rent housing and the statutory purpose in developing and operating a socially and financially sound low-income housing project, which provides a decent home and a suitable living environment and fosters economic and social diversity in the tenant body as a whole. Selection will be made in such a manner as:
  - 1. For every fiscal year, the MCHA shall reserve a percentage of its new admissions for families whose incomes do not exceed thirty percent of the area median income. The goal for public housing shall be forty percent of new admissions. In reaching the new admissions goals, the MCHA is required to avoid concentrating very low income families in any one project.
  - B. To maintain a tenant body in each project composed of families with a broad range of income and rent paying ability which is generally representative of the range of incomes of low income families in MCHA's area of operation as defined by state law.
- 11.3 Order of Selection: - Applications will be filed in the following hierarchical order:
  - A. Unit size/type needed by applicants

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- B. Date and time of application
- C. Provided, however, the provisions of the deconcentration rule, contained within this policy, shall supercede the selection of applicants based on date and time and local preference points, if applicable, and allow the MCHA to skip families on the waiting list to accomplish this goal.

**Note:**

**An applicant can reject an offer 3 times before losing their place on the waiting list. If an applicant rejects the third offer, the applicant will be notified at that time that due to the fact they refused the offer of assistance, the date and time of their application is being changed to the date and time that they refused the offer. This will be explained verbally and followed-up in writing to the applicant. The HA will notify (verbally and in writing) the applicant that their actions may affect their place on the waiting list, and the next offer of assistance will be made when their name reaches the top of the waiting list.**

### **SECTION 12.0      GROUNDS FOR DENIAL AND OPPORTUNITY FOR HEARING**

If the MCHA determines that an applicant does not meet the criteria for receiving housing, the MCHA shall promptly provide the applicant with written notice of the determination. The notice shall contain a brief statement of the reasons for the determination and state that the applicant has the right to meet with the MCHA's designee to review it. If requested in writing within ten (10) days, the meeting shall be conducted by a person or persons designated by the MCHA. The person designated by the MCHA to conduct the informal hearing shall be an impartial person appointed by the MCHA other than a person who made the approval of the MCHA's action under review or a subordinate of such person. The procedures specified in this section shall be carried out in accordance with HUD's requirements. The applicant may exercise other rights if the applicant believes that he or she has been discriminated against on the basis of race, color, religion, sex, handicap, familial status and national origin.

**Note:**

**The HA grievance procedure applies only to residents. It does NOT apply to applicants.**

### **SECTION 13.0      INCOME VERIFICATION AND DOCUMENTATION**

13.1 The MCHA uses the following for verification purposes:

- A. "Verification of Employment" for wage earners;
- B. Verification of public assistance for those persons who receive public assistance;
- C. Documentation of exceptional medical and/or other expenses (elderly family status);
- D. Verifications of assets (savings, stocks, bonds, etc.);

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- E. Birth Certificates; and
- F. Other means or sources of income verification including past federal and state income tax submissions.

13.2 Once all of the information is verified the MCHA shall calculate the monthly rent. The family will be notified of this amount and the amount of the flat rent and the family shall elect, in writing, their choice.

As soon as a determination can be made, applicants will be informed, in writing, by an authorized MCHA representative that they have been declared eligible or ineligible. Applicants that are determined ineligible will be informed, in writing, of their right to an informal meeting if they believe that such determination is unjust.

The final estimate of Gross Family Income will be made by the MCHA on the basis of verified information regarding income. Once the MCHA has determined that an applicant is eligible, then the process of housing the family begins.

There is no minimum income requirement, but the staff should use good interviewing skills to determine whether there is income that is not being reported.

Families may not be required to apply for public assistance, but it may be suggested to them. If the family reports zero income, the MCHA will have the family sign verification forms to verify that no income is being provided.

Families will be required to report any changes in their income status within ten (10) calendar days of the occurrence of employment and/or any other type of income is received. Families with zero income will be requested to recertify every 30 days.

### **SECTION 14.0      ORIENTATION OF FAMILIES**

14.1 Briefing: Purpose of the Briefing: - The purpose of the briefing is to cover the occupancy requirements for the tenant and the landlord. The briefing is conducted as follows:

- A. Once the MCHA determines that an applicant is eligible and the applicant's name reaches the top of the waiting list, the MCHA shall offer an apartment to the applicant. The applicant shall be given an opportunity to view the apartment prior to the signing of the lease and other documents required before occupancy. A MCHA representative will schedule an appointment with the prospective tenant for orientation after the offer is made and is accepted.

An Applicant can reject an offer 3 times before losing their place on the waiting list.

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If an applicant rejects the third offer, the applicant will be notified at that time that due to the fact that they refused the offer of assistance, the date and time of their application is being changed to the date and time that they refused the offer. This will be explained verbally and followed-up in writing to the applicant. The MCHA will notify (verbally and in writing) the applicant that their actions may affect their place on the waiting list and the next offer of assistance will be made when their name reaches the top of the waiting list.

- B. The deposit, rent and other charges, (if applicable), will be collected, as soon as possible after the briefing is scheduled, and before the briefing is held.
- C. At the briefing, the Lease and Grievance Procedures are explained in detail to the applicant and/or applicants (there can be more than one family at the briefing.)
- D. The signing of all required occupancy forms is to be privately handled at the end of each briefing.
  - (1) The required occupancy forms are explained at that time and the dwelling lease is signed by the prospective tenant and a MCHA representative.
  - (2) Appointment for move-in is scheduled at the end of the lease signing.

- 14.2 Briefing Attendance Requirement: - All families (head of household) are required to attend the briefing when they are initially accepted for occupancy. No family can be housed if they have not attended a briefing.

Failure to attend a scheduled briefing (without notice to the MCHA) will result in the family's application being placed in the inactive file and the family may be required to reapply for assistance. Applicants who provide prior notice of an inability to attend a briefing will be scheduled for the next briefing.

Failure of a applicant to keep a scheduled appointment, without good cause, may result in the cancellation of the occupancy process and the applicant required to reapply for assistance.

- 14.3 Format of the Briefing: - The applicant is provided a copy of the Dwelling Lease and Grievance Procedure and the provisions of the Lease and Grievance Procedure are explained to the Tenant, and the lease specifies the unit to be occupied, family composition, date of admission, the rent to be charged, and utility allowances. If for any reason the family becomes over or under housed they must be informed that once a unit of the appropriate size is available they must move to the appropriate size unit as outlined in Transfers. Also, if there is a change in family composition that caused the family to be over or under housed the family will be required to move to the appropriate size unit when a unit becomes available. The moving date should be within thirty (30) days of the date of the MCHA's written notification to the affected family. If the MCHA has more vacancies than families on the

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waiting list for the unit size of the family that is over housed, the family may remain in the unit until the next scheduled re-exam. However, families that are under housed should be housed in the appropriate size unit as soon as a unit is made available, but not more than thirty days after notice from the MCHA.

### 14.4 Dwelling Lease completion:

- A. The responsible member (head of household and co-head) of the family notified for admission to the housing communities shall be required to execute a Dwelling Lease prior to admission. One executed copy is to be furnished the tenant and the original executed copy is to be retained in the Tenant file established for the family by the MCHA.
- B. When a Tenant family transfers to another dwelling, the existing Lease shall be canceled and a new Dwelling Lease executed for the present dwelling.
- C. A duplicate form of acknowledgment and understanding that lists all items which the tenant has been informed shall be signed by the tenant and the MCHA representative. A copy of this form shall be attached to the Tenant's copy of the lease along with copies of items as referred to and a copy maintained in the tenant's file.

## **SECTION 15.0 ANNUAL INSPECTIONS OF PUBLIC HOUSING UNITS**

The MCHA has a system in place that documents the inspection of all public housing units. If the inspection results in a work order the repairs are made in accordance to the urgency of need as documented by the inspection sheet. The MCHA has a system that tracks each inspection. The inspection sheet used by the MCHA meets or exceeds the requirements of the Section 8 Housing Quality Standards (HQS).

## **SECTION 16.0 INSPECTION AND ENTRY OF UNIT PROCEDURES**

The tenant will be given notice as outlined in the Dwelling Lease, **except for emergencies/search warrants**, that the unit will be inspected. The notification will indicate the date of the inspection. If the inspection indicates that the tenant has poor housekeeping habits that need to be improved upon, the inspector will file a report and the MCHA will counsel the tenant on their poor housekeeping habits. A follow-up inspection will be conducted by the MCHA within 30-days and if the problem continues to exist the MCHA may take whatever action that is necessary to correct the situation. If the tenant fails to improve, the provisions of the dwelling lease can be enforced and the tenant evicted. However, the MCHA should take steps to help the tenant improve before starting the eviction process.

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If the inspection indicates that the tenant has created damage that is beyond normal wear and tear, the damaged items will be replaced and the tenant billed for the damages, as posted. If the damage is severe, the MCHA will take appropriate action with the tenant.

MCHA staff and/or agents of the MCHA have authority to enter any unit if it is suspected that an "Emergency" situation exists. Without prior notification, MCHA Maintenance employees (or MCHA service contractors) may enter units where the tenants are not at home to perform tenant requested maintenance or service work. If for any reason a unit is entered by authorized MCHA personnel, the tenant will be provided with the reason for the entry by leaving a written notice of the time, date and reason for the entry.

MCHA staff and/or agents of the MCHA, at the direction of the Police will open the door to a unit when law-enforcement officials present a lawfully executed search warrant (plus, provide a copy of the search warrant to MCHA staff) for a dwelling unit managed by the MCHA. MCHA staff and/or its agents will write down the name(s) of the Police Officers and keep the copy of the search warrant. These documents will be filed in the residents file folder. MCHA staff will not enter the unit. This action will prevent the law enforcement officers from having to breakdown the door and causing damages to the unit.

### **SECTION 17.0      TYPES OF INSPECTIONS:**

An authorized representative of this MCHA, tenant and/or adult family member, shall be obligated to inspect the premises prior to commencement of occupancy. A written statement of condition of the premises and all equipment will be provided, and same shall be signed by both parties with a copy retained in tenant's file. The MCHA representative shall inspect the premises at the time the tenant vacates and furnish a statement of any charges to be made provided the tenant turns in the proper notice under state law and requests the proper inspection. The tenant shall be provided an opportunity to participate in a move out inspection, unless tenant vacates without notice. The tenant's security deposit can be used to offset against any tenant damages to the unit.

1.     Move-in Inspections: - Performed with the resident at move-in and inspection documented by MCHA on inspection form and signed by the tenant. This inspection documents the condition of the unit at move-in.
  
2.     Move-out Inspections: - Performed with tenant, if possible, and documented by MCHA on inspection form and signed by the tenant, if present. This inspection determines if the tenant is responsible for any damages and owes the MCHA funds. Any deposit will be used to offset the funds due the MCHA.
  
3.     Annual Inspections: - The MCHA inspects 100% of its units annually using standards that meet or exceed Uniform Property Inspection System (UPIS) standards.

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4. Preventive Maintenance (PM) Inspections: - PM inspections are performed by MCHA staff on a regular basis and the residents are given at least two days notice prior to the inspection.
5. Management Inspections: - The MCHA representative may perform random home visits to see if the resident is keeping the unit in a decent, safe and sanitary condition. This visit can also be used as an opportunity to get to know the tenant and see if they have any specific needs that we can help them with and/or refer them to a service agency. The tenant will be given at least two days notice, prior to the inspection.
6. Special Inspections: - Representatives from the U. S. Department of Housing and Urban Development and/or other Government Officials visit the MCHA to monitor operations and as part of the monitoring they will inspect a sampling of the public housing inventory. The affected tenants will be given two days notice.
7. Emergency Inspections: - If any employee and/or agent of the MCHA has reason to believe that an emergency exists within the public housing unit, the unit can be entered **without** notice. The person(s) that enters the unit must leave a written notice to the tenant that indicates the date and time the unit was entered and the reason why it was necessary to enter the unit.

### **SECTION 18.0      DETERMINATION OF RENT, RE-EXAMINATION OF INCOME AND FAMILY CIRCUMSTANCES**

#### **18.1    Family Choice**

At admission and each year in preparation for their annual recertification, each family is given the choice of having their rent determined under the income-based method or having their rent set at the flat rent amount.

- A. Families who opt for the flat rent will be required to go through the income reexamination process every three years rather than the annual review they would otherwise undergo.
- B. Families who opt for the flat rent may request to have a reexamination and return to the income based method at any time for any of the following reasons:
  1. The family's income has decreased.
  2. The family's circumstances have changed increasing their expenses for childcare, medical care, etc.

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3. Other circumstances creating a hardship on the family such that the formula method would be more financially feasible for the family.

### 18.2 The Formula Method

The total tenant payment is equal to the highest of:

- A. 10% of monthly income;
- B. 30% of adjusted monthly income; or
- C. The welfare rent.

The family will pay the greater of the total tenant payment or the minimum rent of \$0.

In the case of a family who has qualified for the employment income exclusion at section 18.15, upon the expiration of the 12-month period described in that section, an additional rent benefit accrues to the family. If the family member's employment continues, then for the 12-month period following the 12-month period of disallowance, the resulting rent increase will be capped at 50 percent of the rent increase the family would have otherwise received.

### 18.3 Minimum Rent

The MCHA has set the minimum rent at \$0.

### 18.4 Flat Rent and Ceiling Rent

MCHA has set a flat rent for each public housing unit. In doing so, it considered the size and type of the unit, as well as its condition, amenities, services and neighborhood. The MCHA determined the market value of the unit and set the rent at the market value. The amount of the flat rent will be reevaluated annually and adjustments applied. Affected families will be given a 30-day notice of any rent change. Ceiling rents are the maximum rents residents pay when they elect to pay income-based rent. Ceiling rents are set by development and bedroom size and are the same as Flat Rent.

### 18.5 Rent for Families Under the Noncitizen Rule

A mixed family will receive full continuation of assistance if all of the following conditions are met:

- A. The family was receiving assistance on June 19, 1995:

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- B. The family was granted continuation of assistance before November 29, 1996;
- C. The family's head of household has eligible immigration status; or
- D. The family does not include any person who does not have eligible status other than the head of household, the spouse of the head of household, any parent of the head or spouse, or any child (under the age of 18) of the head or spouse.

If a mixed family qualifies for prorated assistance but decides not to accept it, or if the family has no eligible members, the family may be eligible for temporary deferral of termination of assistance to permit the family additional time for the orderly transition of some or all of its members to locate other affordable housing. Under this provision, the family receives full assistance. If assistance is granted under this provision prior to November 29, 1996, it may last no longer than three (3) years. If granted after that date, the maximum period of time for assistance under the provision is eighteen (18) months. MCHA will grant each family a period of six (6) months to find suitable affordable housing. If the family cannot find suitable affordable housing, the MCHA will provide additional search periods up to the maximum time allowable.

Suitable housing means housing that is not substandard and is of appropriate size for the family. Affordable housing means that it can be rented for an amount not exceeding the amount the family pays for rent, plus utilities, plus 25%.

The family's assistance is prorated in the following manner:

- A. Determine the 95th percentile of gross rents (tenant rent plus utility allowance) for the MCHA. The 95th percentile is called the maximum rent.
- B. Subtract the family's total tenant payment from the maximum rent. The resulting number is called the maximum subsidy.
- C. Divide the maximum subsidy by the number of family members and multiply the result times the number of eligible family members. This yields the prorated subsidy.
- D. Subtract the prorated subsidy from the maximum rent to find the prorated total tenant payment. From this amount, subtract the full utility allowance to obtain the prorated tenant rent.

18.6 Determination of Rent: Rent as fixed at admission or annual re-examination will remain in effect for the period between regular rent determinations unless the following changes in family circumstances occur. Also, tenant agrees to report, in writing, and provide certification following any change in annual income within ten (10) calendar days of the

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occurrence.

- A. Loss or addition of family composition of any family member through birth, death, divorce, removal of other continuing circumstances and the amount, if any, of family member's income;
- B. Employment, unemployment, or changes in employment of a permanent nature of the family head, spouse, or other wage earner that is 18 years of age; or
- C. To correct errors made at admission or reexamination that shall be retroactive to the date of error.
- D. Temporary employment/unemployment or increases and decreases in wages **for any reason** of less than 30 days will not constitute a rent adjustment.
- E. The MCHA must lower the rent for a family whose income is reduced because of the expiration of a welfare-initiated time limit. The Tenant must report this within ten days from the time of the change of income in accordance with the Dwelling Lease. Provided, however, that if the family's welfare benefits are reduced of a fraudulent act on the part of a family member, the MCHA is prohibited from reducing the family's rent contribution to reflect the lower benefits income.

### 18.7 Re-examination:

- A. Once each year, or as required by MCHA, each family, unless they have chosen to pay a Flat Rent, will be required to furnish information regarding family composition, employment, income, benefits, payments and related information. Verifications acceptable to the MCHA shall be obtained and determinations made. In the event of failure or refusal of Tenant to report the necessary information, the MCHA may terminate the Lease.

Families who have chosen to pay Flat Rents will not be required to be reexamined more often than once every three years.

Families with zero income will be required to be reexamined every 30 days.

- B. Records shall be maintained to insure every Tenant being reexamined within a twelve-month period.
- C. Upon completion of reexamination and verification, Tenant shall be notified, in writing, no later than thirty (30) days prior to the effective date of the following: (A copy of such notification is to be retained in the Tenant's file.)
  - (1) Any change in rent and the date on which it becomes effective.

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- (2) Any change required in the size of dwelling unit occupied.
  - (3) Any instance of misrepresentation or noncompliance with the terms of the Dwelling Lease and the corrective action(s) to be taken.
  - (4) The family will be notified of this amount and the amount of the flat rent. The family shall elect, in writing, their choice.
- D. In the event of change in tenant circumstances tenant will be sent a notice to report to the management office at a specified date and time to execute a new Lease.
- E. If this MCHA determines that the size of the premises is no longer appropriate for Tenant's needs the tenant may be required to transfer to another units as outlined in Transfers
- 18.8 Interim Redetermination of Rent: - Rent as set at admission or Annual Re-examination will remain in effect for the period between regular rent determinations unless changes in family income, net family assets or family circumstances occur. Tenant is required and agrees to report the following specified changes in family income and composition within ten (10) calendar days of occurrence.
- A. Loss or addition to family composition of any kind through birth, death, marriage, divorce, removal or other continuing circumstance and the amount, if any, of such family member's income. Any such additions, other than birth, must be approved by the MCHA in advance, and must qualify, the same as an applicant or any prospective new tenant.
  - B. Employment, unemployment or changes in income for employment of a permanent nature of the family head, spouse, or other wage earner eighteen (18) years of age or older.
  - C. The starting of or stopping of, or an increase or decrease of any benefits or payments received by any member of the family or household from Old Age Pension, Temporary Assistance for Needy Families, Black Lung, Railroad Retirement, Private Pension Fund, Disability Compensation, Veterans Administration, Child Support, Alimony, Regular Contributions or Gifts. Lump sum payments or retroactive payments of benefits from any of the above sources that constitute the sum of monthly payments for a preceding period paid in a lump sum must be reported and rent adjusted retroactively on such income to date of eligibility for any family member residing in the household for that period of time.
  - D. Cost of living increases in Social Security or public assistance grants need not be reported until next re-examination and redetermination of rent.
  - E. Changes in net family assets over \$1,000

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- F. Errors of omission made at admission or re-examination shall be corrected by the MCHA. Retroactive payments will be made to the tenant if the error is in the tenant's favor.
  - G. A tenant who has had an income reduction\increase after initial occupancy or after re-examination must report all changes in income within ten (10) calendar days regardless of the amount or source.
- 18.9 Notice of Temporary Rent: - On occasions, the MCHA is required to compute rent based on information that is supplied by the tenant and third party information that has not or will not be provided by the employer. When this situation occurs the MCHA will compute a temporary rent based on the information available. Once the information is verified the tenant will be notified in writing. If an underpayment was made based on the information provided the tenant will have fourteen (14) days from the date of the MCHA notification to pay the amount specified. If the tenant has made an overpayment, that amount will be credited to the tenant account. The Head of Household and Spouse (if applicable) and a MCHA representative signs this Notice of Temporary Rent and it is filed with the dwelling lease and a copy provided to the tenant.
- 18.10 The effective dates of Interim Redetermination of rent:
- A. Any decrease in rent resulting from any decreases in family income will be made effective the first of the month following the date the decrease in family income was reported and verified in writing.
  - B. The tenant agrees to pay any increase in rent resulting from an increase in family income the first of the second month following the date in which such increase in family income occurred, and to pay any back rent due because of failure on the part of the tenant to report such increase in family income.
  - C. Any interim change in rent will require re-verification of all family income that has not been verified within ninety (90) calendar days of the previous rent determination.
  - D. Tenant agrees to pay any increase in rent resulting from the implementation of changes in rent computation or increases due to changes in regulations, policies or procedures requiring implementation by the United States Department of Housing and Urban Development (HUD).
  - E. If it is found that a tenant has misrepresented or failed to report facts upon which rent is based so that the tenant is paying less than the tenant should be paying, the increase in rent shall be made retroactive to the date the increase would have taken effect. The tenant will be required to pay the difference between the rent paid and the

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amount that should have been paid. In addition, the tenant may be subject to civil and criminal penalties. Misrepresentation is a serious lease violation that may result in eviction.

18.11 Special Re-examinations: - Special re-examinations are pre-scheduled extensions of admission or continued occupancy determinations, and will be considered for the following reasons:

- A. If it is impossible to determine annual family income accurately due to instability of family income and/or family composition or if a family has zero income, a temporary determination of income and rent is to be made and a special re-examination shall be scheduled for thirty (30), sixty (60) or ninety (90) days, depending on circumstances. The tenant shall be notified, in writing, of the date of the special re-examination.
- B. If the family income can be anticipated at the scheduled time or if a zero income family has identified or generated income, the reexamination shall be completed and appropriate actions taken. If a reasonable anticipation of income cannot be made, another special re-examination shall be prescribed and the same procedure followed as stipulated in the preceding paragraph until a reasonable estimate can be made.
- C. Rents determined at special re-examinations shall be made effective as noted in this section.

18.12 Minimum Rent Hardship Exemptions:

**Note: This section does not apply when MCHA sets the Minimum Rent at \$0.**

- A. The MCHA shall immediately grant an exemption from application of the minimum monthly rent to any family making a proper request in writing who is unable to pay because of financial hardship, which shall include:
  - (1) The family has lost eligibility for, or is awaiting an eligibility determination from a federal, state, or local assistance program, including a family that includes a member who is an alien lawfully admitted for permanent residence under the immigration and nationalization act who would be entitled to public benefits but for Title IV of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996.
  - (2) The family would be evicted as a result of the implementation of the minimum rent (this exemption is only applicable for the initial implementation of a minimum rent or increase to the existing minimum rent).
  - (3) The income of the family has decreased because of changed circumstance, including loss of employment.
  - (4) A death in the family has occurred which affects the family circumstances.

## Attachment H

- (5) Other circumstances which may be decided by the MCHA on a case by case basis.

All of the above must be proven by the Resident providing verifiable information in writing to the MCHA prior to the rent becoming delinquent and before the lease is terminated by the MCHA.

- B. If a resident requests a hardship exemption (**prior to the rent being delinquent**) under this section, and the MCHA reasonably determines the hardship to be of a temporary nature, exemption shall not be granted during a ninety day period beginning upon the making of the request for the exemption. A resident may not be evicted during the ninety day period for non-payment of rent. In such a case, if the resident thereafter demonstrates that the financial hardship is of a long term basis, the MCHA shall retroactively exempt the resident from the applicability of the minimum rent requirement for such ninety day period. This Paragraph does not prohibit the MCHA from taking eviction action for other violations of the lease.

18.13 Reduction of Welfare Benefits: If the resident requests an income re-examination and the rent reduction is predicated on a reduction in tenant income from welfare, the request will be denied, but only after obtaining written verification from the welfare agency that the families benefits have been reduced because of:

- A. Noncompliance with economic self-sufficiency program or;
- B. Work activities requirements or;
- C. Because of fraud.

18.14 Exception to rent reductions: Families whose welfare assistance is reduced specifically because of fraud or failure to participate in an economic self-sufficiency program or comply with a work activities requirement will not have their rent reduced.

18.15 Disallowance of earned income from rent determination: Rent may not be increased from re-examinations and interim redetermination as a result of the increased income due to employment during the 12-month period beginning on the date on which the employment is commenced.

Phase-in of rent increases: Upon the expiration of the 12-month period, the rent payable by a family may be increased due to the continued employment of the family member except that during the 12-month period beginning upon such expiration, the amount of the increase may not be greater than 50 percent of the amount of the total rent increase that would be applicable.

## **Attachment H**

Maximum Four Year Disallowance - The disallowance of increased income of an individual family member is limited to a lifetime 48 month period. It only applies for a maximum of 12 months for 100% disallowance of rent increases and a maximum of 12 months for 50% disallowance of rent increases during the 48-month period starting from the date of initial exclusion.

Eligible families: Families described in this section are:

Families:

- (1) Whose income increases as a result of employment of a member who was previously unemployed for one or more years. A person is considered to have been unemployed if he or she has earned less money in the previous twelve months than would have been earned working 10 hours per week for 50 weeks at the established minimum wage;
- (2) Whose earned income increases during the participation of a family member in any family self-sufficiency or other job training, or
- (3) Who is, or was, within six months, assisted under any State program for temporary assistance for needy families funded under part A of title IV of the Social Security Act and whose earned income increases.

Applicability: This section shall apply beginning October 1, 1999, only to the extent provided in advance in appropriation Acts.

Individual Savings Account: In lieu of a disallowance of earned income under this section, upon request of a family that qualifies under this section, the MCHA may establish an individual savings account in accordance with the disallowance of earned income from rent determination. The MCHA may deposit in any savings account established under this subsection an amount equal to the total amount that otherwise would be applied to the family's rent payment under subsection 10 as a result of employment. Amounts deposited in the savings account may only be withdrawn by the family for the purpose of:

- (1) Purchasing a home;
- (2) Paying education costs of family members;
- (3) Moving out of public or assisted housing; or
- (4) Paying any other expense authorized by the MCHA for the purpose of promoting the economic self-sufficiency of residents of public and assisted housing.

### 18.16 Repayment Agreements

MCHA at its sole option may allow residents to repay maintenance and other charges on

## **Attachment H**

a set repayment schedule. Written and signed repayment agreements are usually for three months but may not exceed six months, accrue at 0% interest and if a resident misses a repayment, MCHA will take immediate action to evict the resident.

### **SECTION 19.0                      TRANSFER**

#### 19.1    Objectives of the Transfer Policy:

- A.     To fully utilize available housing resources while avoiding overcrowding by insuring that each family occupies the appropriate size unit.
- B.     To facilitate a relocation when required for modernization or other management purposes.
- C.     To facilitate relocation of families with inadequate housing accommodations.
- D.     To eliminate vacancy loss and other expense due to unnecessary transfers.

#### 19.2    Types of Transfers:

- A.     MCHA initiated: The MCHA may at its discretion transfer residents because of an uninhabitable unit, major repairs, or other actions initiated by management. For these types of transfers the MCHA will cover the cost of the transfer pursuant to cost allowed by HUD.
- B.     Transfers for Reasons of Health: Tenant may be transferred when the MCHA determines that there is a medical need for such transfers, such as inability to negotiate stairs or steps. The tenant will be required to provide a statement from a medical doctor that indicates the condition of the tenant and the MCHA reserves the right to make its own evaluation of the situation and documentation. If the MCHA determines that there is not a substantial and necessary medical need for such transfer, the request for transfer shall be treated as a convenience transfer.
- C.     Convenience Transfers: The Executive Director or his/her designee may at his/her discretion permit a transfer to another housing community or public housing facility for the convenience of the tenant for good cause. However, the cost of the transfer shall be borne by the tenant. A "Transfer Charge" list is posted in the MCHA offices and is based on our contract price for maintenance and a administrative charge of \$25 for processing the transfer. The transfer charge list is updated annually by the MCHA. The MCHA will charge the actual cost of the transfer, which includes the administrative cost, the cost of preparing the unit for re-rental and, if applicable, a penalty for not turning in the keys to the old unit within 7 days of the transfer. The tenant is allowed a period of 7 days to move and turn in the keys to the old unit

## Attachment H

without being charged a penalty. If the move takes more than 7 days and the keys are not turned in the tenant will be charged a penalty of \$10 per day for each day the keys are not turned in to the MCHA. Prior to the transfer the MCHA will perform an inspection on the current unit to determine the amount of charges the tenant will be required to pay as a result of tenant caused damages, if any. All transfer charges must be paid at the time the tenant signs his/her lease and receives the keys for the new unit. The MCHA will perform a final inspection, with the tenant, on the unit that the tenant transferred from, after the keys are turned in, and a final determination will be made by the MCHA staff as to additional charges that may be due the MCHA. For example, the tenant may not have cleaned the unit properly and/or damaged the unit during the moving process. If there are any charges that are due the MCHA, as a result of this inspection, the tenant must pay for these damages within fourteen (14) days of written notice from the MCHA. The tenant must sign a transfer agreement after the MCHA has authorized the transfer and prior to the transfer.

Request for transfers for convenience must be made, in writing, to the MCHA stating the reason for the requested transfer. The MCHA will issue a decision within thirty (30) calendar days of receipt of the request, and if approved, provide the tenant with a list of the charges that will be the tenants responsibility to pay prior to the transfer.

- D. Transfers for Over/Under-housed Families to the Appropriate Unit - The MCHA may transfer residents to the appropriate sized unit and that tenants are obligated to accept such transfers. Transfers will be made in accordance with the following principles:
- (1) Determination of the correct sized apartment shall be in accordance with the MCHA's occupancy guidelines, as outlined in Occupancy Guidelines.
  - (2) Transfers into the appropriate sized unit will be made within the same neighborhood unless that size does not exist on the site.
  - (3) The tenant must pay for their moving expenses.
- E. Priorities for transfers - All transfers must be either for health reasons, for relocation to an appropriate sized unit, approved convenience transfers, or initiated by the MCHA due to modernization work and/or other good cause as determined by the MCHA. Priority transfers are listed below:
- (1) MCHA initiated transfers,
  - (2) Transfers for health reasons,
  - (3) Tenants who are under-housed by two or more bedrooms,
  - (4) Tenants who are over-housed by two or more bedrooms,
  - (5) Tenants who are under-housed by one bedroom,
  - (6) Tenants who are over-housed by one bedroom; and,
  - (7) Convenience transfers.

## **Attachment H**

Within each priority type, transfers will be ranked by date. In processing transfers requested by tenants for approved health reasons or to move to a larger apartment, the date shall be that on which the changed family circumstances are verified by the Manager. The MCHA reserves the right to immediately transfer any family who has misrepresented family circumstances or composition and the family charged the posted rate for convenience transfers. Failure to pay for these charges will result in termination of the dwelling lease.

19.3 Transfer Procedures: - The MCHA shall:

- A. Prepare a prioritized transfer list, as needed, at re-examination.
- B. Notify residents by letter of their pending transfer.
- C. Participate in evaluation of request for transfer based on approved medical reasons.
- D. Issue final offer of vacant apartment as soon as vacant apartment is identified.
- E. Issue notice to transfer as soon as vacant apartment is available for occupancy.
- F. Participate in planning and implementation of special transfer systems for modernization and other similar programs.
- G. Inspect both apartments involved in the transfer, charging for any resident damages that is not considered normal wear and tear.
- H. When the tenant is transferred for modernization, the cost of the transfer shall be paid by the MCHA, pursuant to cost that is allowed by HUD.

Only one offer of a unit will be made to each tenant being transferred within his/her own neighborhood. A resident being transferred outside his own neighborhood will be allowed to refuse two offers. In the case of a family being transferred from a unit which is uninhabitable, incorrectly sized or scheduled for major repairs, failure to accept the unit offered, or the second unit offered in the case of a transfer outside the neighborhood, will be grounds for eviction. When a tenant declines an offer of a transfer to a single level apartment and the tenant requested the transfer the MCHA will notify the tenant, at that time, that the MCHA is not obligated to make any subsequent offers. The MCHA will notify the tenant that the MCHA has discharged its obligations to the tenant and he/she will remain in the unit at his/her own risk, and that the MCHA assumes no liability for the tenants condition.

- I. Right of MCHA in transfer policy - The provisions listed above are to be used as a guide to insure fair and impartial means of assigning units for transfers. It is not intended that this policy shall create a property right or any other type of right for a tenant to transfer or refuse transfer.

## **SECTION 20.0**

## **LEASE TERMINATION AND EVICTIONS**





## **Attachment H**

10. "Equal Opportunity in Employment" Poster.
11. Any current "Tenant Notices".
12. Security Deposit Charges.

### **SECTION 25.0                      PET RULE**

Per the requirements of the Quality Housing And Work Responsibility Act of 1998, the MCHA has established a Pet Policy. A copy of the Pet Policy is attached and hereby made a part of this document.

**Note:**  
**Nothing in this policy limits or impairs the rights of persons with disabilities.**

### **SECTION 26.0                      DECONCENTRATION RULE**

- 26.1 Objective: The objective of the Deconcentration Rule for public housing units is to ensure that families are housed in a manner that will prevent a concentration of poverty families and/or a concentration of higher income families in any one development. The specific objective of the housing authority is to house no less than 40 percent of its public housing inventory with families that have income at or below 30% of the area median income by public housing development. Also the housing authority will take actions to insure that no individual development has a concentration of higher income families in one or more of the developments. To insure that the housing authority does not concentrate families with higher income levels, it is the goal of the housing authority not to house more than 60% of its units in any one development with families whose income exceeds 30% of the area median income. The housing authority will track the status of family income, by development, on a monthly basis by utilizing income reports generated by the housing authority's computer system.
- 26.2 Actions: To accomplish the deconcentration goals, the housing authority will take the following actions:
  - A. At the beginning of each housing authority fiscal year, the housing authority will establish a goal for housing 40% of its new admissions with families whose incomes are at or below the area median income. The annual goal will be calculated by taking 40% of the total number of move-ins from the previous housing authority fiscal year.

## **Attachment H**

- B. To accomplish the goals of:
- (1) Housing not less than 40% of its public housing inventory on an annual basis with families that have incomes at or below 30% of area median income, and
  - (2) Not housing families with incomes that exceed 30% of the area median income in developments that have 60% or more of the total household living in the development with incomes that exceed 30% of the area median income, the Authority's Tenant Selection and Assignment Plan, which is a part of this policy, provides for skipping families on the waiting list to accomplish these goals.

### **SECTION 27.0 PUBLIC HOUSING COMMUNITY SERVICE REQUIREMENT**

Each adult resident of a public housing development shall:

- A. Contribute 8 hours per month of community service (not including political activities) within the community in which that adult resides; or
- B. Participate in an economic self-sufficiency program for 8 hours per month.

Exempted from this requirement is anyone who:

- A. Is 62 year of age or older;
- B. Is a blind or disabled individual, as defined under Section 216(i)(1) or 1614 of the Social Security Act (42 U.S.C. 416(i)(1); 1382c), and who is unable to comply with this section, or is a primary caretaker of such individual;
- C. Is engaged in a work activity (as defined in Section 407(d) of the Social Security Act (42 U.S.C. 607(d)), as in effect on and after July 1, 1997;
- D. Meets the requirements for being exempted from having to engage in a work activity under the State program funded under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) Or under any other welfare program of the State in which the public housing agency is located, including a State-administered welfare-to-work program; or
- E. Is a family receiving assistance under a State program funded under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) or any other welfare program of the State in which the HA is located, including a State-administered welfare-to-work program, and has not been found by the State or other administering entity to be in

## **Attachment H**

noncompliance with such program.

For each public housing resident subject to this requirement, the MCHA shall, 30 days before the expiration of each lease term of the resident, review and determine the compliance of the resident with this requirement for community service. Such determinations shall be made in accordance with the principles of due process and on a nondiscriminatory basis.

If the MCHA determines that a resident subject to this requirement has not complied with the requirement, the MCHA:

- A. Shall notify the resident:
  - (1) Of such noncompliance;
  - (2) That the determination of noncompliance is subject to the administrative grievance procedure; and
  - (3) That, unless the resident enters into an agreement under paragraph B below, the residents lease will not be renewed; and
  
- B. May not renew or extend the resident's lease upon expiration of the lease term and shall take such action as is necessary to terminate the tenancy of the household, unless the MCHA enters into an agreement, before the expiration of the lease term, with the resident providing for the resident to cure any noncompliance with this requirement, by participating in an economic self-sufficiency program for or contributing to community service as many additional hours as the resident needs to comply in the aggregate with such requirement over the 12-month term of the lease.

The MCHA may not renew or extend any lease, or provide any new lease, for a dwelling unit in public housing for any household that includes an adult member who was subject to the community service requirement and failed to comply with this requirement.

If the welfare or public assistance benefits of a covered family are reduced under a Federal, State, or local law regarding such an assistance program because of any failure of any member of the family to comply with the conditions under the assistance program requiring participation in an economic self-sufficiency program or imposing a work activities requirement, the amount required to be paid by the family as a monthly contribution toward rent may not be decreased, during the period of the reduction, as a result of any decrease in the income of the family (to the extent that the decrease in income is a result of the benefits reduction).

A reduction in benefits as a result of the expiration of a lifetime time limit for a family receiving welfare or public assistance benefits shall not be considered to be a failure to

## **Attachment H**

comply with the conditions under the assistance program requiring participation in an economic self-sufficiency program or imposing a work activities requirement.

Notwithstanding any other provisions of this section, in determining the income of a family who resides in public housing, the MCHA shall consider any decrease in the income of a family that results from the reduction of any welfare or public assistance benefits received by the family under any Federal, State, or local law regarding a program for such assistance if the family (or a member thereof, as applicable) has complied with the conditions for receiving such assistance and is unable to obtain employment notwithstanding such compliance.

For purposes of this requirement, the term “economic self-sufficiency program” means any program designed to encourage, assist, train, or facilitate the economic independence of participants and their families or to provide work for participants, including programs for job training, employment counseling, work placement, basic skills training, education, workfare, financial or household management, apprenticeship, or other activities.

### **SECTION 28.0 CLOSING OF FILES AND PURGING INACTIVE FILES**

The MCHA will purge inactive files, after they have been closed for a period of three years, with the exception of troubled cases, or cases involving a household containing a minor with a reported elevated blood-lead level.

During the term of tenancy and for three years thereafter the MCHA will keep the resident file. In addition, the MCHA must keep for at least three years the following records:

- Records with racial, ethnic, gender and disability status data for applicants and residents.
- The application from each ineligible family and the notice that the applicant is ineligible.
- HUD required reports and other HUD required files.
- Lead based paint inspection reports as required.
- Unit inspection reports.
- Accounts and other records supporting the MCHA and financial statements.
- Other records which HUD may specify.

The MCHA shall retain all data for current residents for audit purposes. No information shall be removed which may effect an accurate audit.

### **SECTION 29.0 PROGRAM MANAGEMENT PLAN - Organization Plan**

## **Attachment H**

Reference the MCHA's adopted personnel policy for the organization plan of the MCHA.

### **SECTION 30.0      ADDITIONAL MCHA POLICIES & CHARGES**

Additional policies and charges are attached to the end of this document and are incorporated as if fully set out herein. These policies and charges may be changed from time to time, or amended, and such changes or amendments shall be substituted in this document so as to keep this policy current. All items substituted within this document shall be kept by the MCHA in a separate file for historical and research purposes.

Attachment i

Margaret (Peg) Barkley  
Executive Director

MACOUPIN COUNTY  
**HOUSING AUTHORITY**  
Post Office Box 226, Carlinville, Illinois 62626

760 Anderson Street  
Telephone (217) 854-8606  
V/TDD  
FAX (217) 854-8749

Paul W. Bloomer  
Attorney

April 22, 2004

Performance and Evaluation Report  
2001 Capital Fund Plan

This report is submitted to describe the activities, obligations and expenditures of this authority's 2001 Capital Fund Plan for fiscal year 2004 as of March 31, 2004. The allocated funds have been obligated and expended within the prescribed implementation plan and schedule and changes have been made within the prescribed activities as stated in the Comprehensive Grant Handbook 7485.3.

**1. Emergency Needs**

There were no funds used for emergency needs.

**2. Deviations within the 10% cap for major changes.**

All changes were within the "Fungibility" standards adopted for the 2001 Capital Fund Plan. These standards allow the movement of work items throughout the approved Five-Year Action Plan.

**3. Deviations between years one and two of the approved Annual Statement.**

Replacements of trash corrals in IL047-14 Gillespie, IL047-20 Palmyra were brought forward from the Capital Fund 02 Plan to the Capital Fund Plan 01. IL047-2 Carlinville rewire (phase I) was paid out of Capital Fund 00 and Capital Fund 01 as per fungibility standards. Due to equipment failure a front deck mower was brought forward from year 3 of the 01plan to the current year. Mower was paid out of Capital Fund 01 and Capital Fund 02.

**4. Actual fund obligations and expenditures as compared to the budgeted amounts.**

The actual fund obligations and expenditures will be within the budgeted amounts except for the following. Total Rewire budget amount was \$99,900.00. Board resolution 1032 accepted low bid of \$188,641.21. Rewiring involved asbestos pipe cover removal, reconfiguring main electrical panels, and numerous hidden fire blocking requiring re-routing of cabling. Future rewire budgets will incorporate procedures and cost estimates determined necessary from this initial job to provide a safe and quality installation.

**5. Performance with respect to the target dates established in the implementation schedule.** Target dates established in the implementation schedule are being maintained.

Attachment i

**Summary of resident and local/tribal government comments.**

The Macoupin County Housing Authority distributed the Performance and Evaluation Draft Report to the county board chairman, the Macoupin County Housing Board of Commissioners and the resident advisory board members. In addition the housing residents were notified that a copy of the draft report was available for their review and comments at the housing office. This report was available for review and comment from May 1, 2004 to June 14, 2004. The Macoupin County Housing Board of Directors will review the Performance and Evaluation Report included as part of the Agency Plan at their July board meeting.

Sincerely,

Margaret (Peg) Barkley  
Chief Executive Officer

Annual Statement /  
Performance and Evaluation Report

U.S. Department of Housing  
and Urban Development

OMB Approval No. 2577-0157  
(exp. 6/30/2005)

Comprehensive Grant Program (CGP) **Part 1 Summary**

Office of Public and Indian Housing

HA NAME

**MACOUPIN COUNTY HOUSING AUTHORITY**

Comprehensive Grant Number

IL06P04750101

FFY of Grant Approval

2001

Original Annual Statement  Revised Annual Statement/Revision Number

Performance and Evaluation Report for Program Year Ending 04

Reserve for Disaster/Emergencies  Final Performance and Evaluation Report

| Line No. | Summary by Development Account                      | Total Estimated Cost |              | Total Actual Cost (2) |              |
|----------|---|----------------------|--------------|-----------------------|--------------|
|          |   | Original             | Revised (1)  | Obligated             | Expended     |
| 1        | Total Non-CGP Funds                                 |                      |              |                       |              |
| 2        | 1406 Operations                                     | \$31,822.59          | \$31,822.59  | \$31,822.59           | \$31,822.59  |
| 3        | 1408 Management Improvements                        | \$82,586.86          | \$67,405.37  | \$67,405.37           | \$67,405.37  |
| 4        | 1410 Administration                                 | \$78,078.22          | \$78,078.22  | \$78,078.22           | \$78,078.22  |
| 5        | 1411 Audit  |                      |              |                       |              |
| 6        | 1415 Liquidated Damages                             |                      |              |                       |              |
| 7        | 1430 Fees and Costs                                 | \$62,155.57          | \$35,729.77  | \$35,729.77           | \$35,729.77  |
| 8        | 1440 Site Acquisition                               | \$250,000.00         | \$250,000.00 | \$250,000.00          | \$250,000.00 |
| 9        | 1450 Site Improvement                               | \$0.00               | \$10,009.29  | \$10,009.29           | \$10,009.29  |
| 10       | 1460 Dwelling Structures                            | \$86,556.35          | \$108,207.48 | \$108,207.48          | \$108,207.48 |
| 11       | 1465.1 Dwelling Equipment - Nonexpendable           |                      |              |                       |              |
| 12       | 1470 Nondwelling Structures                         |                      |              |                       |              |
| 13       | 1475 Nondwelling Equipment                          | \$200,445.41         | \$210,392.28 | \$210,392.28          | \$210,392.28 |
| 14       | 1485 Demolition                                     |                      |              |                       |              |
| 15       | 1490 Replacement Reserve                            |                      |              |                       |              |
| 16       | 1492 Moving to Work Demonstration                   |                      |              |                       |              |
| 17       | 1495.1 Relocation Costs                             |                      |              |                       |              |
| 18       | 1498 Mod Used for Development                       |                      |              |                       |              |
| 19       | 1502 Contingency (may not exceed 8% of line 20)     | \$0.00               | \$0.00       | \$0.00                | \$0.00       |
| 20       | <b>Amount of Annual Grant (Sum of lines 2-19)</b>   | \$791,645.00         | \$791,645.00 | \$791,645.00          | \$791,645.00 |
| 21       | Amount of line 19 Related to LBP Activities         | \$26,570.00          | \$3,430.45   | \$3,430.45            | \$3,430.45   |
| 22       | Amount of line 19 Related to Section 504 Compliance | \$0.00               | \$10,009.29  | \$10,009.29           | \$10,009.29  |
| 23       | Amount of line 19 Related to Security               | \$0.00               | \$0.00       |                       |              |
| 24       | Amount of line 19 Related to Conservation Measures  | \$0.00               | \$0.00       |                       |              |

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

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

Signature of Executive Director

Date (mm/dd/yyyy)

Signature of Public Housing Director/Office American Programs Administrator Date(mm/dd/yyyy)

form **HUD-52837** (9/98)  
ref Handbook7485.3

**Annual Statement / Performance and Evaluation Report**  
Part II : Supporting Pages  
Comprehensive Grant Program (CGP)

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

OMB Approval No. 2577-0157  
(exp. 6/30/2005)

| Development Number/Name<br>HA - Wide<br>Activities | General Description of Major<br>Work Categories   | Development Account Number | Quantity | Total Estimated Costs |                    | Total Actual Cost  |                    | Statues of proposed work (2) |
|--|---|----------------------------|----------|-----------------------|--------------------|--------------------|--------------------|------------------------------|
|  |   |                            |          | Original              | Revised (1)        | Funds Obligated    | Funds Expended (2) |                              |
| PHA Wide<br>Operating                              | HVAC Mechanic (Assistant)<br>Fringes  | 1406                       |          | \$25,184.44           | \$25,184.44        | \$25,184.44        | \$25,184.44        |                              |
|  |   |                            |          | \$6,638.15            | \$6,638.15         | \$6,638.15         | \$6,638.15         |                              |
|  | <b>Subtotal</b>   |                            |          | <b>\$31,822.59</b>    | <b>\$31,822.59</b> | <b>\$31,822.59</b> | <b>\$31,822.59</b> |                              |
| PHA Wide<br>Management<br>Improvement              | Resident services coordinator<br>fringes (30%)<br>Commissioner Training<br>Staff Training<br>Technical Assistance with operations and<br>affordable housing | 1408                       |          | \$32,928.29           | \$32,928.29        | \$32,928.29        | \$32,928.29        |                              |
|  |   |                            |          | \$9,813.53            | \$9,813.53         | \$9,813.53         | \$9,813.53         |                              |
|  |   |                            |          | \$10,000.00           | \$7,109.65         | \$7,109.65         | \$7,109.65         |                              |
|  |   |                            |          | \$9,845.04            | \$0.00             | \$0.00             | \$0.00             |                              |
|  | <b>Subtotal</b>   |                            |          | <b>\$82,586.86</b>    | <b>\$67,405.37</b> | <b>\$67,405.37</b> | <b>\$67,405.37</b> |                              |
| PHA Wide<br>Administration                         | Director of Technical Services (70%)<br>Clerical Support<br>fringes (30%)   | 1410                       |          | \$38,232.43           | \$38,232.43        | \$38,232.43        | \$38,232.43        |                              |
|  |   |                            |          | \$22,648.97           | \$22,648.97        | \$22,648.97        | \$22,648.97        |                              |
|  |   |                            |          | <u>\$17,196.82</u>    | <u>\$17,196.82</u> | \$17,196.82        | \$17,196.82        |                              |
|  | <b>Subtotal</b>   |                            |          | <b>\$78,078.22</b>    | <b>\$78,078.22</b> | <b>\$78,078.22</b> | <b>\$78,078.22</b> |                              |
| Fees & Costs                                       | A/E Fees M&M siding job<br>A/E Fees 47-2 Rewire Phase 1<br>Agency Plan Technical Assistance<br>Lead base paint testing & training                           | 1430                       |          | \$10,315.00           | <u>\$7,028.75</u>  | \$7,028.75         | \$7,028.75         |                              |
|  |   |                            |          | \$18,430.00           | <u>\$18,430.00</u> | \$18,430.00        | \$18,430.00        |                              |
|  |   |                            |          | <u>\$6,840.57</u>     | \$6,840.57         | \$6,840.57         | \$6,840.57         |                              |
|  |   |                            |          | \$26,570.00           | <u>\$3,430.45</u>  | \$3,430.45         | \$3,430.45         |                              |
|  | <b>Subtotal</b>   |                            |          | <b>\$62,155.57</b>    | <b>\$35,729.77</b> | <b>\$35,729.77</b> | <b>\$35,729.77</b> |                              |

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

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

Signature of Executive Director

Date (mm/dd/yyyy)

Signature of Public Housing Director/Office American Programs Administrator Date(mm/dd/yyyy)

form HUD-52837 (9/98)  
ref Handbook7485.3

**Annual Statement / Performance and Evaluation Report**  
Part II : Supporting Pages  
Comprehensive Grant Program (CGP)

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

OMB Approval No. 2577-0157  
(exp. 6/30/2005)

| Development Number/Name<br>HA - Wide<br>Activities | General Description of Major<br>Work Categories | Development Account Number | Quantity | Total Estimated Costs |                     | Total Actual Cost   |                     | Statuses of proposed work (2) |
|--|---|----------------------------|----------|-----------------------|---------------------|---------------------|---------------------|-------------------------------|
|  |   |                            |          | Original              | Revised (1)         | Funds Obligated     | Funds Expended (2)  |                               |
| Site Acquisition                                   | Independent Living                              | 1440                       | 1        | \$250,000.00          | \$250,000.00        | \$250,000.00        | \$250,000.00        | Complete                      |
|  | <b>Subtotal</b>                                 |                            |          | <b>\$250,000.00</b>   | <b>\$250,000.00</b> | <b>\$250,000.00</b> | <b>\$250,000.00</b> |                               |
| Site Improvement                                   | Replace Sewer Lines in IL 47-4 Virden           | 1450                       |          | \$0.00                | \$0.00              | \$0.00              | \$0.00              |                               |
|  | <b>Subtotal</b>                                 |                            |          | <b>\$0.00</b>         | <b>\$0.00</b>       | <b>\$0.00</b>       | <b>\$0.00</b>       |                               |
| Site Improvement                                   | Replace Trash Corrals in IL 47-14 Gillespie     | 1450                       |          | \$0.00                | \$6,009.29          | \$6,009.29          | \$6,009.29          | Complete                      |
|  | Replace Trash Corrals in IL 47-20 Palmyra       |                            |          | \$0.00                | \$4,000.00          | \$4,000.00          | \$4,000.00          | Complete                      |
|  | <b>Subtotal</b>                                 |                            |          | <b>\$0.00</b>         | <b>\$10,009.29</b>  | <b>\$10,009.29</b>  | <b>\$10,009.29</b>  |                               |
| IL 47-1<br>Bend                                    | Install porch rails                             | 1460                       | 4        | \$0.00                | \$0.00              | \$0.00              | \$0.00              |                               |
|  | <b>Subtotal</b>                                 |                            |          | <b>\$0.00</b>         | <b>\$0.00</b>       | <b>\$0.00</b>       | <b>\$0.00</b>       |                               |
| IL 47-2<br>Carlinville                             | Install porch rails                             | 1460                       | 24       | \$0.00                | \$0.00              | \$0.00              | \$0.00              |                               |
|  | Electrical Wiring Upgrade                       |                            |          | \$65,909.75           | \$65,800.96         | \$65,800.96         | \$65,800.96         | Complete                      |
|  | <b>Subtotal</b>                                 |                            |          | <b>\$65,909.75</b>    | <b>\$65,800.96</b>  | <b>\$65,800.96</b>  | <b>\$65,800.96</b>  |                               |
| IL 47-4<br>Virden                                  | Install porch rails                             | 1460                       | 12       | \$0.00                | \$0.00              | \$0.00              | \$0.00              |                               |
|  | <b>Subtotal</b>                                 |                            |          | <b>\$0.00</b>         | <b>\$0.00</b>       | <b>\$0.00</b>       | <b>\$0.00</b>       |                               |

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Signature of Executive Director

Date (mm/dd/yyyy)

Signature of Public Housing Director/Office American Programs Administrator Date(mm/dd/yyyy)

form **HUD-52837** (9/98)  
ref Handbook7485.3

**Annual Statement / Performance and Evaluation Report**  
 Part II : Supporting Pages  
 Comprehensive Grant Program (CGP)

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

OMB Approval No. 2577-0157  
 (exp. 6/30/2005)

| Development Number/Name<br>HA - Wide<br>Activities | General Description of Major<br>Work Categories | Development Account Number | Quantity | Total Estimated Costs |                     | Total Actual Cost   |                     | Statuses of proposed work (2) |
|--|---|----------------------------|----------|-----------------------|---------------------|---------------------|---------------------|-------------------------------|
|  |   |                            |          | Original              | Revised (1)         | Funds Obligated     | Funds Expended (2)  |                               |
| IL 47-8<br>Girard                                  | Re-roof   | 1460                       | 20       | \$0.00                | \$42,406.52         | \$42,406.52         | \$42,406.52         | Complete                      |
|  | <b>Subtotal</b>                                 |                            |          | <b>\$0.00</b>         | <b>\$42,406.52</b>  | <b>\$42,406.52</b>  | <b>\$42,406.52</b>  |                               |
| IL 47-15<br>Carlinville                            | Cover door trim with aluminum                   | 1460                       | 20       | \$10,323.30           | \$0.00              | \$0.00              | \$0.00              |                               |
|  | <b>Subtotal</b>                                 |                            |          | <b>\$10,323.30</b>    | <b>\$0.00</b>       | <b>\$0.00</b>       | <b>\$0.00</b>       |                               |
| IL 47-16<br>Staunton                               | Cover door trim with aluminum                   | 1460                       |          | \$10,323.30           | \$0.00              | \$0.00              | \$0.00              |                               |
|  | <b>Subtotal</b>                                 |                            |          | <b>\$10,323.30</b>    | <b>\$0.00</b>       | <b>\$0.00</b>       | <b>\$0.00</b>       |                               |
| Non-Dwelling<br>Equipment                          | Communication/Computer System                   | 1475                       |          | \$179,400.00          | \$162,685.32        | \$162,685.32        | \$162,685.32        | Complete                      |
|  | <b>Subtotal</b>                                 |                            |          | <b>\$179,400.00</b>   | <b>\$162,685.32</b> | <b>\$162,685.32</b> | <b>\$162,685.32</b> |                               |
| Non-Dwelling<br>Equipment                          | Maintenance Vehicles and tools                  | 1475                       |          | \$21,045.41           | \$30,992.28         | \$30,992.28         | \$30,992.28         |                               |
|  | Maintenance Vehicles and tools                  | 1475                       |          | \$0.00                | \$16,714.68         | \$16,714.68         | \$16,714.68         |                               |
|  | <b>Subtotal</b>                                 |                            |          | <b>\$21,045.41</b>    | <b>\$47,706.96</b>  | <b>\$47,706.96</b>  | <b>\$47,706.96</b>  |                               |
| Contingency  | Contingency                                     | 1502                       |          | \$0.00                | \$0.00              | \$0.00              | \$0.00              |                               |
|  | <b>Subtotal</b>                                 |                            |          | <b>\$0.00</b>         | <b>\$0.00</b>       | <b>\$0.00</b>       | <b>\$0.00</b>       |                               |

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

Signature of Executive Director

Date (mm/dd/yyyy)

Signature of Public Housing Director/Office American Programs Administrator Date(mm/dd/yyyy)

form **HUD-52837** (9/98)  
 ref Handbook7485.3

**Annual Statement / Performance and Evaluation Report**  
**Part III : Implementation Schedule**  
 Comprehensive Grant Program (CGP)

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

OMB Approval No. 2577-0157  
 (exp. 6/30/2005)

| Development Number/Name<br>HA - Wide<br>Activities | All Funds Obligated ( Quarter Ending Date) |             |            | All Funds Expended (Quarter Ending Date) |             |            | Reason for Revised Target Date (2) |
|--|--|-------------|------------|--|-------------|------------|------------------------------------|
|  | Original                                   | Revised (1) | Actual (2) | Original                                 | Revised (1) | Actual (2) |                                    |
| IL 47 - 01   | 9/30/2003                                  | 9/30/2003   |            | 9/30/2004                                |             | 9/30/2004  |                                    |
| IL 47 - 02   | 9/30/2003                                  | 9/30/2003   |            | 9/30/2004                                |             | 9/30/2004  |                                    |
| IL 47 - 04   | 9/30/2003                                  | 9/30/2003   |            | 9/30/2004                                |             | 9/30/2004  |                                    |
| IL 47-15   | 9/30/2003                                  | 9/30/2003   |            | 9/30/2004                                |             | 9/30/2004  |                                    |
| IL 47-16   | 9/30/2003                                  | 9/30/2003   |            | 9/30/2004                                |             | 9/30/2004  |                                    |
| 1406   | 9/30/2003                                  | 9/30/2003   |            | 9/30/2004                                |             | 9/30/2004  |                                    |
| 1408   | 9/30/2003                                  | 9/30/2003   |            | 9/30/2004                                |             | 9/30/2004  |                                    |
| 1410   | 9/30/2003                                  | 9/30/2003   |            | 9/30/2004                                |             | 9/30/2004  |                                    |
| 1430   | 9/30/2003                                  | 9/30/2003   |            | 9/30/2004                                |             | 9/30/2004  |                                    |
| 1440   | 9/30/2003                                  | 9/30/2003   |            | 9/30/2004                                |             | 9/30/2004  |                                    |
| 1450   | 9/30/2003                                  | 9/30/2003   |            | 9/30/2004                                |             | 9/30/2004  |                                    |
| 1460   | 9/30/2003                                  | 9/30/2003   |            | 9/30/2004                                |             | 9/30/2004  |                                    |
| 1475   | 9/30/2003                                  | 9/30/2003   |            | 9/30/2004                                |             | 9/30/2004  |                                    |
| 1502   | 9/30/2003                                  | 9/30/2003   |            | 9/30/2004                                |             | 9/30/2004  |                                    |

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Signature of Executive Director \_\_\_\_\_ Date (mm/dd/yyyy) \_\_\_\_\_ Signature of Public Housing Director/Office American Programs Administrator Date(mm/dd/yyyy) \_\_\_\_\_

form HUD-52837 (9/98)  
 ref Handbook 7485.3



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**Part II: Contracts Awarded**

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## 1. Construction Contracts:

|   |    |   |
|---|----|---|
| A. Total dollar amount of all contracts awarded on the project                    | \$ |   |
| B. Total dollar amount of contracts awarded to Section 3 businesses               | \$ |   |
| C. Percentage of the total dollar amount that was awarded to Section 3 businesses |    | % |
| D. Total number of Section 3 businesses receiving contracts                       |    |   |

## 2. Non-Construction Contracts:

|  |    |   |
|--|----|---|
| A. Total dollar amount of all non-construction contracts awarded on the project/activity | \$ |   |
| B. Total dollar amount of non-construction contracts awarded to Section 3 businesses     | \$ |   |
| C. Percentage of the total dollar amount that was awarded to Section 3 businesses        |    | % |
| D. Total number of Section 3 businesses receiving non-construction contracts             |    |   |

---

**Part III: Summary**

Indicate the efforts made to direct the employment and other economic opportunities generated by HUD financial assistance for housing and community development programs, to the greatest extent feasible, toward low- and very low-income persons, particularly those who are recipients of government assistance for housing. (Check all that apply.)

- Attempted to recruit low-income residents through: local advertising media, signs prominently displayed at the project site, contacts with community organizations and public or private agencies operating within the metropolitan area (or nonmetropolitan county) in which the Section 3 covered program or project is located, or similar methods.
- Participated in a HUD program or other program which promotes the training or employment of Section 3 residents.
- Participated in a HUD program or other program which promotes the award of contracts to business concerns which meet the definition of Section 3 business concerns.
- Coordinated with Youthbuild Programs administered in the metropolitan area in which the Section 3 covered project is located.
- Other; describe below.

---

Public reporting burden for this collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u., mandates that the Department ensure that employment and other economic opportunities generated by its housing and community development assistance programs are directed toward low- and very low-income persons, particularly those who are recipients of government assistance for housing. The regulations are found at 24 CFR Part 135. The information will be used by the Department to monitor program recipients' compliance with Section 3, to assess the results of the Department's efforts to meet the statutory objectives of Section 3, to prepare reports to Congress, and by recipients as a self-monitoring tool. The data is entered into a data base and will be analyzed and distributed. The collection of information involves recipients receiving Federal financial assistance for housing and community development programs covered by Section 3. The information will be collected annually to assist HUD in meeting its reporting requirements under Section 808(e)(6) of the Fair Housing Act and Section 916 of the HCDA of 1992. An assurance of confidentiality is not applicable to this form. The Privacy Act of 1974 and OMB Circular A-108 are not applicable. The reporting requirements do not contain sensitive questions. Data is cumulative; personal identifying information is not included.

**Instructions:** This form is to be used to report annual accomplishments regarding employment and other economic opportunities provided to low- and very low-income persons under Section 3 of the Housing and Urban Development Act of 1968. The Section 3 regulations apply to any **public and Indian Housing programs** that receive: (1) development assistance pursuant to Section 5 of the U.S. Housing Act of 1937; (2) operating assistance pursuant to Section 9 of the U.S. Housing Act of 1937; or (3) modernization grants pursuant to Section 14 of the U.S. Housing Act of 1937 and to **recipients of housing and community development assistance in excess of \$200,000** expended for: (1) housing rehabilitation (including reduction and abatement of lead-based paint hazards); (2) housing construction; or (3) other public construction projects; and to **contracts and subcontracts in excess of \$100,000** awarded in connection with the Section-3-covered activity.

Form HUD-60002 has three parts which are to be completed for all programs covered by Section 3. Part I relates to **employment and training**. The recipient has the option to determine numerical employment/training goals either on the basis of the number of hours worked by new hires (columns B, D, E and F) or the number of new hires utilized on the Section 3 covered project (columns B, C and F). Part II of the form relates to **contracting**, and Part III summarizes recipients' **efforts** to comply with Section 3.

Recipients or contractors subject to Section 3 requirements must maintain appropriate documentation to establish that HUD financial assistance for housing and community development programs were directed toward low- and very low-income persons.\* A recipient of Section 3 covered assistance shall submit two copies of this report to the local HUD Field Office. Where the program providing assistance requires an annual performance report, this Section 3 report is to be submitted at the same time the program performance report is submitted. Where an annual performance report is not required, this Section 3 report is to be submitted by January 10 and, if the project ends before December 31, within 10 days of project completion. **Only Prime Recipients are required to report to HUD. The report must include accomplishments of all recipients and their Section 3 covered contractors and subcontractors.**

HUD Field Office: Enter the Field Office name forwarding the Section 3 report.

1. Recipient: Enter the name and address of the recipient submitting this report.
2. Federal Identification: Enter the number that appears on the award form (with dashes). The award may be a grant, cooperative agreement or contract.
3. Dollar Amount of Award: Enter the dollar amount, rounded to the nearest dollar, received by the recipient.
- 4 & 5. Contact Person/Phone: Enter the name and telephone number of the person with knowledge of the award and the recipient's implementation of Section 3.
6. Reporting Period: Indicate the time period (months and year) this report covers.
7. Date Report Submitted: Enter the appropriate date.

Submit two (2) copies of this report to the to the HUD Field Office of Fair Housing and Equal Opportunity, Program Operations and Compliance Center Director, at the same time the performance report is submitted to the program office. For those programs where such a report is not required, the Section 3 report is submitted by January 10. Include only contracts executed during the reporting period specified in item 8. PHAs/HAs are to report all contracts/subcontracts.

\* The terms "low-income persons" and "very low-income persons" have the same meanings given the terms in section 3(b)(2) of the United States Housing Act of 1937. **Low-income persons** mean families (including single persons) whose incomes do not exceed 80 per centum of the median income for the area, as determined by the Secretary, with

8. Program Code: Enter the appropriate program code as listed at the bottom of the page.
9. Program Name: Enter the name of the HUD Program corresponding with the "Program Code" in number 8.

**Part I: Employment and Training Opportunities**

**Column A:** Contains various job categories. Professionals are defined as people who have special knowledge of an occupation (i.e., supervisors, architects, surveyors, planners, and computer programmers). For construction positions, list each trade and provide data in columns B through F for each trade where persons were employed. The category of "Other" includes occupations such as service workers.

**Column B:** Enter the number of new hires for each category of workers identified in **Column A** in connection with this award. New Hire refers to a person who is not on the contractor's or recipient's payroll for employment at the time of selection for the Section 3 covered award or at the time of receipt of Section 3 covered assistance.

**Column C:** Enter the number of Section 3 new hires for each category of workers identified in **Column A** in connection with this award. Section 3 new hire refers to a Section 3 resident who is not on the contractor's or recipient's payroll for employment at the time of selection for the Section 3 covered award or at the time of receipt of Section 3 covered assistance.

**Column D:** Enter the percentage of all the staff hours of new hires (Section 3 residents) in connection with this award.

**Column E:** Enter the percentage of the total staff hours worked for Section 3 employees and trainees (including new hires) connected with this award. Include staff hours for part-time and full-time positions.

**Column F:** Enter the number of Section 3 residents that were employed and trained in connection with this award.

**Part II: Contract Opportunities**

**Block 1: Construction Contracts**

Item A: Enter the total dollar amount of all contacts awarded on the project/program.

Item B: Enter the total dollar amount of contracts connected with this project/program that were awarded to Section 3 businesses.

Item C: Enter the percentage of the total dollar amount of contracts connected with this project/program awarded to Section 3 businesses.

Item D: Enter the number of Section 3 businesses receiving awards.

**Block 2: Non-Construction Contracts**

Item A: Enter the total dollar amount of all contacts awarded on the project/program.

Item B: Enter the total dollar amount of contracts connected with this project awarded to Section 3 businesses.

Item C: Enter the percentage of the total dollar amount of contracts connected with this project/program awarded to Section 3 businesses.

Item D: Enter the number of Section 3 businesses receiving awards.

**Part III: Summary of Efforts - Self-explanatory**

adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 80 per centum of the median for the area on the basis of the Secretary's findings such that variations are necessary because of prevailing levels of construction costs or unusually high- or low-income families. **Very low-income persons** mean low-income families (including single persons) whose incomes do not exceed 50 per centum of the median family income for the area, as determined by the Secretary with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 50 per centum of the median for the area on the basis of the Secretary's findings that such variations are necessary because of unusually high or low family incomes.

Attachment I

Margaret (Peg) Barkley  
Executive Director

MACOUPIN COUNTY  
**HOUSING AUTHORITY**

Post Office Box 226, Carlinville, Illinois 62626

760 Anderson Street  
Telephone (217) 854-8606  
FAX (217) 854-8749

Paul W. Bloomer  
Attorneys

April 22, 2004

Performance and Evaluation Report  
2002 Capital Fund Plan

This report is submitted to describe the activities, obligations and expenditures of this authority's 2002 Capital Fund Plan for fiscal year 2004 as of March 31, 2004. The allocated funds have been obligated and expended within the prescribed implementation plan and schedule and changes have been made within the prescribed activities as stated in the Comprehensive Grant Handbook 7485.3.

**1. Emergency Needs**

There were no funds used for emergency needs.

**2. Deviations within the 10% cap for major changes.**

All changes were within the "Fungibility" standards adopted for the 2002 Capital Fund Plan. These standards allow the movement of work items throughout the approved Five-Year Action Plan.

**3. Deviations between years one and two of the approved Annual Statement.**

The installation of vented range hoods in two level units was brought forward from the second year of the 02 plan. Also paving the maintenance area and replacing the pavement at the main office were brought forward from the second year of the 02 plan.

**4. Actual fund obligations and expenditures as compared to the budgeted amounts.**

The actual fund obligations and expenditures are within the budgeted amounts.

**5. Performance with respect to the target dates established in the implementation schedule.** Target dates established in the implementation schedule are being maintained.

**Summary of resident and local/tribal government comments.**

The Macoupin County Housing Authority distributed the Performance and Evaluation Draft Report to the county board chairman, the Macoupin County Housing Board of Commissioners and the resident advisory board members. In addition the housing residents were notified that a copy of the draft report was available for their review and comments at the housing office. This report was available for review and comment from May 1, 2004 to June 14, 2004. The Macoupin County Housing Board of Directors will review the Draft Performance and Evaluation Report included as part of the Agency Plan at their July board meeting.

Sincerely,

Margaret (Peg) Barkley  
Chief Executive Officer

**Annual Statement /  
Performance and Evaluation Report**

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

OMB Approval No. 2577-0157  
(exp. 6/30/2005)

Comprehensive Grant Program (CGP) **Part 1 Summary**

Office of Public and Indian Housing

HA NAME **MACOUPIN COUNTY HOUSING AUTHORITY** Comprehensive Grant Number **IL06P04750102** FFY of Grant Approval **2002**

Original Annual Statement  Revised Annual Statement/Revision Number 2  Performance and Evaluation Report for Program Year Ending 04  
 Reserve for Disaster/Emergencies  Final Performance and Evaluation Report

| Line No. | Summary by Development Account                      | Total Estimated Cost |                     | Total Actual Cost (2) |                                  |
|----------|---|----------------------|---------------------|-----------------------|----------------------------------|
|          |   | Original             | Revised (1)         | Obligated             | Expended                         |
| 1        | Total Non-CGP Funds                                 | \$0.00               |                     |                       |                                  |
| 2        | 1406 Operations                                     | \$79,000.00          | \$46,489.25         | \$46,489.25           | \$46,489.25                      |
| 3        | 1408 Management Improvements                        | \$79,164.00          | \$78,549.03         | \$71,714.05           | \$71,714.05                      |
| 4        | 1410 Administration                                 | \$79,164.00          | \$77,398.52         | \$77,398.52           | \$77,398.52                      |
| 5        | 1411 Audit  |                      |                     |                       |                                  |
| 6        | 1415 Liquidated Damages                             |                      |                     |                       |                                  |
| 7        | 1430 Fees and Costs                                 | \$57,000.00          | \$26,273.54         | \$26,273.54           | \$26,273.54                      |
| 8        | 1440 Site Acquisition                               | \$0.00               | \$0.00              | \$0.00                | \$0.00                           |
| 9        | 1450 Site Improvement                               | \$56,000.00          | \$44,490.71         | \$15,990.71           | \$15,990.71                      |
| 10       | 1460 Dwelling Structures                            | \$21,600.00          | \$113,379.58        | \$57,216.00           | \$57,216.00                      |
| 11       | 1465.1 Dwelling Equipment - Nonexpendable           |                      |                     |                       |                                  |
| 12       | 1470 Nondwelling Structures                         | \$402,107.00         | \$389,234.67        | \$216,334.00          | \$216,334.00                     |
| 13       | 1475 Nondwelling Equipment                          | \$2,500.00           | \$2,219.70          | \$2,219.70            | \$2,219.70                       |
| 14       | 1485 Demolition                                     |                      |                     |                       |                                  |
| 15       | 1490 Replacement Reserve                            |                      |                     |                       |                                  |
| 16       | 1495.1 Relocation Costs                             |                      |                     |                       |                                  |
| 17       | 1498 Mod Used for Development                       |                      |                     |                       |                                  |
| 18       | 1502 Contingency (may not exceed 8% of line 19)     | \$1,500.00           | \$0.00              | \$0.00                | \$0.00                           |
| 19       | <b>Amount of Annual Grant (Sum of lines 2-18)</b>   | <b>\$778,035.00</b>  | <b>\$778,035.00</b> | <b>\$513,635.77</b>   | <b>\$513,635.77</b>              |
| 20       | Amount of line 19 Related to LBP Activities         | \$21,600.00          | \$21,600.00         | \$0.00                | \$0.00 being deferred to the 03  |
| 21       | Amount of line 19 Related to Section 504 Compliance | \$0.00               | \$44,490.71         | \$0.00                | \$0.00 under contract/to be obli |
| 22       | Amount of line 19 Related to Security               |                      | \$0.00              |                       |                                  |
| 23       | Amount of line 19 Related to Conservation Measures  |                      | \$0.00              |                       |                                  |

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

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

|                                 |                   |  |
|---------------------------------|-------------------|--|
| Signature of Executive Director | Date (mm/dd/yyyy) | Signature of Public Housing Director/Office American Programs Administrator Date(mm/dd/yyyy) |
|---------------------------------|-------------------|--|

**Annual Statement / Performance and Evaluation Report**  
 Part II : Supporting Pages  
 Comprehensive Grant Program (CGP)

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

OMB Approval No. 2577-0157  
 (exp. 6/30/2005)

| Development Number/Name<br>HA - Wide Activities | General Description of Major Work Categories                | Development Account Number | Quantity           | Total Estimated Costs |                    | Total Actual Cost  |                    | Statues of proposed work (2) |
|---|---|----------------------------|--------------------|-----------------------|--------------------|--------------------|--------------------|------------------------------|
|   |   |                            |                    | Original              | Revised (1)        | Funds Obligated    | Funds Expended (2) |                              |
| PHA Wide Operating                              | HVAC Mechanic (Assistant)                                   | 1406                       |                    | \$30,000.00           | \$33,874.53        | \$33,874.53        | \$33,874.53        |                              |
|   | Fringes   |                            |                    | \$10,000.00           | \$10,233.75        | \$10,233.75        | \$10,233.75        |                              |
|   | Maintenance Contracts                                       |                            |                    | \$39,000.00           | \$2,380.97         | \$2,380.97         | \$2,380.97         |                              |
|   | <b>Subtotal</b>   |                            |                    | <b>\$79,000.00</b>    | <b>\$46,489.25</b> | <b>\$46,489.25</b> | <b>\$46,489.25</b> |                              |
| PHA Wide Management Improvement                 | Resident services coordinator                               | 1408                       |                    | \$33,600.00           | \$34,538.23        | \$34,538.23        | \$34,538.23        |                              |
|   | fringes (30%)   |                            |                    | \$10,080.00           | \$9,465.03         | \$9,465.03         | \$9,465.03         |                              |
|   | Commissioner Training                                       |                            |                    | \$10,000.00           | \$9,061.77         | \$5,733.19         | \$5,733.19         |                              |
|   | Staff Training  |                            |                    | <u>\$10,000.00</u>    | \$10,000.00        | \$6,493.60         | \$6,493.60         |                              |
|   | Technical Assistance with operations and affordable housing |                            |                    | <u>\$15,484.00</u>    | \$15,484.00        | \$15,484.00        | \$15,484.00        |                              |
| <b>Subtotal</b>                                 | <b>\$79,164.00</b>  | <b>\$78,549.03</b>         | <b>\$71,714.05</b> | <b>\$71,714.05</b>    |                    |                    |                    |                              |
| PHA Wide Administration                         | Director of Technical Services (70%)                        | 1410                       |                    | \$38,289.00           | \$40,139.81        | \$40,139.81        | \$40,139.81        |                              |
|   | Clerical Support  |                            |                    | \$29,245.00           | \$20,378.05        | \$20,378.05        | \$20,378.05        |                              |
|   | fringes (30%)   |                            |                    | <u>\$11,630.00</u>    | <u>\$16,880.66</u> | \$16,880.66        | \$16,880.66        |                              |
| <b>Subtotal</b>                                 | <b>\$79,164.00</b>  | <b>\$77,398.52</b>         | <b>\$77,398.52</b> | <b>\$77,398.52</b>    |                    |                    |                    |                              |
| Fees & Costs                                    | A/E Fees  | 1430                       |                    | <u>\$49,500.00</u>    | <u>\$20,471.63</u> | \$20,471.63        | \$20,471.63        |                              |
|   | Capital Program Update                                      |                            |                    | <u>\$7,500.00</u>     | \$5,801.91         | \$5,801.91         | \$5,801.91         |                              |
|   | <b>Subtotal</b>   |                            |                    | <b>\$57,000.00</b>    | <b>\$26,273.54</b> | <b>\$26,273.54</b> | <b>\$26,273.54</b> |                              |

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Signature of Executive Director

Date (mm/dd/yyyy)

Signature of Public Housing Director/Office American Programs Administrator Date(mm/dd/yyyy)

**Annual Statement / Performance and Evaluation Report**  
 Part II : Supporting Pages  
 Comprehensive Grant Program (CGP)

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

OMB Approval No. 2577-0157  
 (exp. 6/30/2005)

| Development Number/Name<br>HA - Wide Activities | General Description of Major Work Categories | Development Account Number | Quantity | Total Estimated Costs |                   | Total Actual Cost |                    | Statues of proposed work (2) |
|---|--|----------------------------|----------|-----------------------|-------------------|-------------------|--------------------|------------------------------|
|   |  |                            |          | Original              | Revised (1)       | Funds Obligated   | Funds Expended (2) |                              |
| IL 47-12<br>Staunton                            | Replace Trash Corrals                        | 1450                       |          | \$8,000.00            | \$8,000.00        | \$0.00            | \$0.00             | In progress                  |
|   | <b>Subtotal</b>                              |                            |          | <b>\$8,000.00</b>     | <b>\$8,000.00</b> | <b>\$0.00</b>     | <b>\$0.00</b>      |                              |
| IL 47-13<br>Bunker Hill                         | Replace Trash Corrals                        | 1450                       |          | \$4,000.00            | \$4,000.00        | \$0.00            | \$0.00             | In progress                  |
|   | <b>Subtotal</b>                              |                            |          | <b>\$4,000.00</b>     | <b>\$4,000.00</b> | <b>\$0.00</b>     | <b>\$0.00</b>      |                              |
| IL 47-14<br>Gillespie                           | Replace Trash Corrals                        | 1450                       |          | \$8,000.00            | \$500.00          | \$0.00            | \$0.00             | In progress                  |
|   | <b>Subtotal</b>                              |                            |          | <b>\$8,000.00</b>     | <b>\$500.00</b>   | <b>\$0.00</b>     | <b>\$0.00</b>      |                              |
| IL 47-15<br>Carlinville                         | Replace Trash Corrals                        | 1450                       |          | \$8,000.00            | \$8,000.00        | \$8,000.00        | \$8,000.00         | Complete                     |
|   | <b>Subtotal</b>                              |                            |          | <b>\$8,000.00</b>     | <b>\$8,000.00</b> | <b>\$8,000.00</b> | <b>\$8,000.00</b>  |                              |
| IL 47-16<br>Staunton                            | Replace Trash Corrals                        | 1450                       |          | \$8,000.00            | \$8,000.00        | \$0.00            | \$0.00             | In progress                  |
|   | <b>Subtotal</b>                              |                            |          | <b>\$8,000.00</b>     | <b>\$8,000.00</b> | <b>\$0.00</b>     | <b>\$0.00</b>      |                              |
| IL 47-17<br>Gillespie                           | Replace Trash Corrals                        | 1450                       |          | \$8,000.00            | \$7,990.71        | \$7,990.71        | \$7,990.71         | Complete                     |
|   | <b>Subtotal</b>                              |                            |          | <b>\$8,000.00</b>     | <b>\$7,990.71</b> | <b>\$7,990.71</b> | <b>\$7,990.71</b>  |                              |

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Date (mm/dd/yyyy)

Signature of Public Housing Director/Office American Programs Administrator Date(mm/dd/yyyy)

form HUD-52837 (9/98)  
 ref Handbook7485.3

**Annual Statement / Performance and Evaluation Report**  
 Part II : Supporting Pages  
 Comprehensive Grant Program (CGP)

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

OMB Approval No. 2577-0157  
 (exp. 6/30/2005)

| Development Number/Name<br>HA - Wide Activities | General Description of Major Work Categories | Development Account Number | Quantity | Total Estimated Costs |                    | Total Actual Cost |                    | Statues of proposed work (2) |
|---|--|----------------------------|----------|-----------------------|--------------------|-------------------|--------------------|------------------------------|
|   |  |                            |          | Original              | Revised (1)        | Funds Obligated   | Funds Expended (2) |                              |
| IL 47-18<br>Bunker Hill                         | Replace Trash Corrals                        | 1450                       |          | \$4,000.00            | \$4,000.00         | \$0.00            | \$0.00             | In progress                  |
|   | <b>Subtotal</b>                              |                            |          | <b>\$4,000.00</b>     | <b>\$4,000.00</b>  | <b>\$0.00</b>     | <b>\$0.00</b>      |                              |
| IL 47-19<br>Mt. Olive                           | Replace Trash Corrals                        | 1450                       |          | \$4,000.00            | \$4,000.00         | \$0.00            | \$0.00             | In progress                  |
|   | <b>Subtotal</b>                              |                            |          | <b>\$4,000.00</b>     | <b>\$4,000.00</b>  | <b>\$0.00</b>     | <b>\$0.00</b>      |                              |
| IL 47-20<br>Palmyra                             | Replace Trash Corrals                        | 1450                       |          | \$4,000.00            | \$0.00             | \$0.00            | \$0.00             | In progress                  |
|   | <b>Subtotal</b>                              |                            |          | <b>\$4,000.00</b>     | <b>\$0.00</b>      | <b>\$0.00</b>     | <b>\$0.00</b>      |                              |
| IL 47-2<br>Carlinville                          | Install vented range hoods in 2 level units  | 1460                       |          | \$0.00                | \$10,634.98        | \$0.00            | \$0.00             | In progress                  |
|   | <b>Subtotal</b>                              |                            |          | <b>\$0.00</b>         | <b>\$10,634.98</b> | <b>\$0.00</b>     | <b>\$0.00</b>      |                              |
| IL 47-3<br>Staunton                             | Install vented range hoods in 2 level units  | 1460                       |          | \$0.00                | \$5,317.47         | \$0.00            | \$0.00             | In progress                  |
|   | <b>Subtotal</b>                              |                            |          | <b>\$0.00</b>         | <b>\$5,317.47</b>  | <b>\$0.00</b>     | <b>\$0.00</b>      |                              |
| IL 47-4<br>Virden                               | Install vented range hoods in 2 level units  | 1460                       |          | \$0.00                | \$10,634.91        | \$0.00            | \$0.00             | In progress                  |
|   | <b>Subtotal</b>                              |                            |          | <b>\$0.00</b>         | <b>\$10,634.91</b> | <b>\$0.00</b>     | <b>\$0.00</b>      |                              |

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Signature of Public Housing Director/Office American Programs Administrator \_\_\_\_\_ Date (mm/dd/yyyy)

form HUD-52837 (9/98)  
 ref Handbook7485.3

**Annual Statement / Performance and Evaluation Report**  
 Part II : Supporting Pages  
 Comprehensive Grant Program (CGP)

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

OMB Approval No. 2577-0157  
 (exp. 6/30/2005)

| Development Number/Name<br>HA - Wide Activities | General Description of Major Work Categories | Development Account Number | Quantity | Total Estimated Costs |                     | Total Actual Cost   |                     | Statues of proposed work (2) |
|---|--|----------------------------|----------|-----------------------|---------------------|---------------------|---------------------|------------------------------|
|   |  |                            |          | Original              | Revised (1)         | Funds Obligated     | Funds Expended (2)  |                              |
| IL 47-9<br>Carlinville                          | Install vented range hoods in 2 level units  | 1460                       |          | \$0.00                | \$3,988.11          | \$0.00              | \$0.00              | In progress                  |
|   | <b>Subtotal</b>                              |                            |          | <b>\$0.00</b>         | <b>\$3,988.11</b>   | <b>\$0.00</b>       | <b>\$0.00</b>       |                              |
| IL 47-10<br>Gillespie                           | Install vented range hoods in 2 level units  | 1460                       |          | \$0.00                | \$3,988.11          | \$0.00              | \$0.00              | In progress                  |
|   | <b>Subtotal</b>                              |                            |          | <b>\$0.00</b>         | <b>\$3,988.11</b>   | <b>\$0.00</b>       | <b>\$0.00</b>       |                              |
| IL 47-12<br>Staunton                            | Cover windows and door frames                | 1460                       |          | \$21,600.00           | \$21,600.00         | \$0.00              | \$0.00              | Deferred to 03 plan          |
|   | <b>Subtotal</b>                              |                            |          | <b>\$21,600.00</b>    | <b>\$21,600.00</b>  | <b>\$0.00</b>       | <b>\$0.00</b>       |                              |
| IL 47-15<br>Carlinville                         | Re-shingle / Roofs                           | 1460                       |          | \$0.00                | \$57,216.00         | \$57,216.00         | \$57,216.00         | Completed                    |
|   | <b>Subtotal</b>                              |                            |          | <b>\$0.00</b>         | <b>\$57,216.00</b>  | <b>\$57,216.00</b>  | <b>\$57,216.00</b>  |                              |
| Central Office                                  | Central Office renovations & expansions      | 1470                       |          | \$402,107.00          | \$216,334.00        | \$216,334.00        | \$216,334.00        | Completed final pay pending  |
|   | <b>Subtotal</b>                              |                            |          | <b>\$402,107.00</b>   | <b>\$216,334.00</b> | <b>\$216,334.00</b> | <b>\$216,334.00</b> |                              |
| Pave Office & Maint. Shop                       | Pave Central Office & Maintence Shop area    | 1470                       |          | \$0.00                | \$172,900.67        | \$0.00              | \$0.00              | To bid end June              |
|   | <b>Subtotal</b>                              |                            |          | <b>\$0.00</b>         | <b>\$172,900.67</b> | <b>\$0.00</b>       | <b>\$0.00</b>       |                              |
| Non-Dwelling Equipment                          | Maintenance Vehicles and tools               | 1475                       |          | \$2,500.00            | \$2,219.70          | \$2,219.70          | \$2,219.70          |                              |
|   | <b>Subtotal</b>                              |                            |          | <b>\$2,500.00</b>     | <b>\$2,219.70</b>   | <b>\$2,219.70</b>   | <b>\$2,219.70</b>   |                              |
| Contingency                                     | Contingency                                  | 1502                       |          | \$1,500.00            | \$0.00              | \$0.00              | \$0.00              |                              |
|   | <b>Subtotal</b>                              |                            |          | <b>\$1,500.00</b>     | <b>\$0.00</b>       | <b>\$0.00</b>       | <b>\$0.00</b>       |                              |

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Signature of Public Housing Director/Office American Programs Administrator \_\_\_\_\_ Date (mm/dd/yyyy) \_\_\_\_\_

**Annual Statement / Performance and Evaluation Report**  
**Part III : Implementation Schedule**  
 Comprehensive Grant Program (CGP)

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

OMB Approval No. 2577-0157  
 (exp. 6/30/2005)

| Development Number/Name<br>HA - Wide<br>Activities | All Funds Obligated ( Quarter Ending Da |             |            | All Funds Expended (Quarter Ending Date) |  |             | Reason for Revised Target Date (2) |
|--|---|-------------|------------|--|--|-------------|------------------------------------|
|  | Original                                | Revised (1) | Actual (2) | Original                                 |  | Revised (1) |                                    |
| IL 47 - 12   | 9/30/2004                               | 9/30/2004   |            | 9/30/2005                                |  | 9/30/2005   |                                    |
| IL 47 - 13   | 9/30/2004                               | 9/30/2004   |            | 9/30/2005                                |  | 9/30/2005   |                                    |
| IL 47 - 14   | 9/30/2004                               | 9/30/2004   |            | 9/30/2005                                |  | 9/30/2005   |                                    |
| IL 47-15   | 9/30/2004                               | 9/30/2004   |            | 9/30/2005                                |  | 9/30/2005   |                                    |
| IL 47-16   | 9/30/2004                               | 9/30/2004   |            | 9/30/2005                                |  | 9/30/2005   |                                    |
| IL 47-17   | 9/30/2004                               | 9/30/2004   |            | 9/30/2005                                |  | 9/30/2005   |                                    |
| IL 47-18   | 9/30/2004                               | 9/30/2004   |            | 9/30/2005                                |  | 9/30/2005   |                                    |
| IL 47-19   | 9/30/2004                               | 9/30/2004   |            | 9/30/2005                                |  | 9/30/2005   |                                    |
| IL 47-20   | 9/30/2004                               | 9/30/2004   |            | 9/30/2005                                |  | 9/30/2005   |                                    |
| Main Office  | 9/30/2004                               | 9/30/2004   |            | 9/30/2005                                |  | 9/30/2005   |                                    |
| 1406   | 9/30/2004                               | 9/30/2004   |            | 9/30/2005                                |  | 9/30/2005   |                                    |
| 1408   | 9/30/2004                               | 9/30/2004   |            | 9/30/2005                                |  | 9/30/2005   |                                    |
| 1410   | 9/30/2004                               | 9/30/2004   |            | 9/30/2005                                |  | 9/30/2005   |                                    |
| 1430   | 9/30/2004                               | 9/30/2004   |            | 9/30/2005                                |  | 9/30/2005   |                                    |
| 1440   | 9/30/2004                               | 9/30/2004   |            | 9/30/2005                                |  | 9/30/2005   |                                    |
| 1450   | 9/30/2004                               | 9/30/2004   |            | 9/30/2005                                |  | 9/30/2005   |                                    |
| 1460   | 9/30/2004                               | 9/30/2004   |            | 9/30/2005                                |  | 9/30/2005   |                                    |
| 1475   | 9/30/2004                               | 9/30/2004   |            | 9/30/2005                                |  | 9/30/2005   |                                    |
| 1502   | 9/30/2004                               | 9/30/2004   |            | 9/30/2005                                |  | 9/30/2005   |                                    |

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form HUD-52837 (9/98)  
 ref Handbook 7485.3



**Part II: Contracts Awarded**

1. Construction Contracts:

|   |    |            |
|---|----|------------|
| A. Total dollar amount of all contracts awarded on the project                    | \$ | 289,540.71 |
| B. Total dollar amount of contracts awarded to Section 3 businesses               | \$ | 0          |
| C. Percentage of the total dollar amount that was awarded to Section 3 businesses |    | 0 %        |
| D. Total number of Section 3 businesses receiving contracts                       |    | 0          |

2. Non-Construction Contracts:

|  |    |           |
|--|----|-----------|
| A. Total dollar amount of all non-construction contracts awarded on the project/activity | \$ | 26,273.54 |
| B. Total dollar amount of non-construction contracts awarded to Section 3 businesses     | \$ | 0         |
| C. Percentage of the total dollar amount that was awarded to Section 3 businesses        |    | 0 %       |
| D. Total number of Section 3 businesses receiving non-construction contracts             |    | 0         |

**Part III: Summary**

Indicate the efforts made to direct the employment and other economic opportunities generated by HUD financial assistance for housing and community development programs, to the greatest extent feasible, toward low- and very low-income persons, particularly those who are recipients of government assistance for housing. (Check all that apply.)

- Attempted to recruit low-income residents through: local advertising media, signs prominently displayed at the project site, contacts with community organizations and public or private agencies operating within the metropolitan area (or nonmetropolitan county) in which the Section 3 covered program or project is located, or similar methods.
- Participated in a HUD program or other program which promotes the training or employment of Section 3 residents.
- Participated in a HUD program or other program which promotes the award of contracts to business concerns which meet the definition of Section 3 business concerns.
- Coordinated with Youthbuild Programs administered in the metropolitan area in which the Section 3 covered project is located.
- Other; describe below.

The Section 3 Clause is included in contracts. The contractors were instructed to offer new hires to "Section 3 Residents".

There are no Section 3 Contractors in this area.

Public reporting burden for this collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u., mandates that the Department ensure that employment and other economic opportunities generated by its housing and community development assistance programs are directed toward low- and very low-income persons, particularly those who are recipients of government assistance for housing. The regulations are found at 24 CFR Part 135. The information will be used by the Department to monitor program recipients' compliance with Section 3, to assess the results of the Department's efforts to meet the statutory objectives of Section 3, to prepare reports to Congress, and by recipients as a self-monitoring tool. The data is entered into a data base and will be analyzed and distributed. The collection of information involves recipients receiving Federal financial assistance for housing and community development programs covered by Section 3. The information will be collected annually to assist HUD in meeting its reporting requirements under Section 808(e)(6) of the Fair Housing Act and Section 916 of the HCDA of 1992. An assurance of confidentiality is not applicable to this form. The Privacy Act of 1974 and OMB Circular A-108 are not applicable. The reporting requirements do not contain sensitive questions. Data is cumulative; personal identifying information is not included.

**Instructions:** This form is to be used to report annual accomplishments regarding employment and other economic opportunities provided to low- and very low-income persons under Section 3 of the Housing and Urban Development Act of 1968. The Section 3 regulations apply to any **public and Indian Housing programs** that receive: (1) development assistance pursuant to Section 5 of the U.S. Housing Act of 1937; (2) operating assistance pursuant to Section 9 of the U.S. Housing Act of 1937; or (3) modernization grants pursuant to Section 14 of the U.S. Housing Act of 1937 and to **recipients of housing and community development assistance in excess of \$200,000** expended for: (1) housing rehabilitation (including reduction and abatement of lead-based paint hazards); (2) housing construction; or (3) other public construction projects; and to **contracts and subcontracts in excess of \$100,000** awarded in connection with the Section-3-covered activity.

Form HUD-60002 has three parts which are to be completed for all programs covered by Section 3. Part I relates to **employment and training**. The recipient has the option to determine numerical employment/training goals either on the basis of the number of hours worked by new hires (columns B, D, E and F) or the number of new hires utilized on the Section 3 covered project (columns B, C and F). Part II of the form relates to **contracting**, and Part III summarizes recipients' **efforts** to comply with Section 3.

Recipients or contractors subject to Section 3 requirements must maintain appropriate documentation to establish that HUD financial assistance for housing and community development programs were directed toward low- and very low-income persons.\* A recipient of Section 3 covered assistance shall submit two copies of this report to the local HUD Field Office. Where the program providing assistance requires an annual performance report, this Section 3 report is to be submitted at the same time the program performance report is submitted. Where an annual performance report is not required, this Section 3 report is to be submitted by January 10 and, if the project ends before December 31, within 10 days of project completion. **Only Prime Recipients are required to report to HUD. The report must include accomplishments of all recipients and their Section 3 covered contractors and subcontractors.**

HUD Field Office: Enter the Field Office name forwarding the Section 3 report.

1. Recipient: Enter the name and address of the recipient submitting this report.
2. Federal Identification: Enter the number that appears on the award form (with dashes). The award may be a grant, cooperative agreement or contract.
3. Dollar Amount of Award: Enter the dollar amount, rounded to the nearest dollar, received by the recipient.
- 4 & 5. Contact Person/Phone: Enter the name and telephone number of the person with knowledge of the award and the recipient's implementation of Section 3.
6. Reporting Period: Indicate the time period (months and year) this report covers.
7. Date Report Submitted: Enter the appropriate date.

Submit two (2) copies of this report to the to the HUD Field Office of Fair Housing and Equal Opportunity, Program Operations and Compliance Center Director, at the same time the performance report is submitted to the program office. For those programs where such a report is not required, the Section 3 report is submitted by January 10. Include only contracts executed during the reporting period specified in item 8. PHAs/HAs are to report all contracts/subcontracts.

\* The terms "low-income persons" and "very low-income persons" have the same meanings given the terms in section 3(b)(2) of the United States Housing Act of 1937. **Low-income persons** mean families (including single persons) whose incomes do not exceed 80 per centum of the median income for the area, as determined by the Secretary, with adjustments for

8. Program Code: Enter the appropriate program code as listed at the bottom of the page.
9. Program Name: Enter the name of the HUD Program corresponding with the "Program Code" in number 8.

**Part I: Employment and Training Opportunities**

**Column A:** Contains various job categories. Professionals are defined as people who have special knowledge of an occupation (i.e., supervisors, architects, surveyors, planners, and computer programmers). For construction positions, list each trade and provide data in columns B through F for each trade where persons were employed. The category of "Other" includes occupations such as service workers.

**Column B:** Enter the number of new hires for each category of workers identified in **Column A** in connection with this award. New Hire refers to a person who is not on the contractor's or recipient's payroll for employment at the time of selection for the Section 3 covered award or at the time of receipt of Section 3 covered assistance.

**Column C:** Enter the number of Section 3 new hires for each category of workers identified in **Column A** in connection with this award. Section 3 new hire refers to a Section 3 resident who is not on the contractor's or recipient's payroll for employment at the time of selection for the Section 3 covered award or at the time of receipt of Section 3 covered assistance.

**Column D:** Enter the percentage of all the staff hours of new hires (Section 3 residents) in connection with this award.

**Column E:** Enter the percentage of the total staff hours worked for Section 3 employees and trainees (including new hires) connected with this award. Include staff hours for part-time and full-time positions.

**Column F:** Enter the number of Section 3 residents that were employed and trained in connection with this award.

**Part II: Contract Opportunities**

**Block 1: Construction Contracts**

Item A: Enter the total dollar amount of all contacts awarded on the project/program.

Item B: Enter the total dollar amount of contracts connected with this project/program that were awarded to Section 3 businesses.

Item C: Enter the percentage of the total dollar amount of contracts connected with this project/program awarded to Section 3 businesses.

Item D: Enter the number of Section 3 businesses receiving awards.

**Block 2: Non-Construction Contracts**

Item A: Enter the total dollar amount of all contacts awarded on the project/program.

Item B: Enter the total dollar amount of contracts connected with this project awarded to Section 3 businesses.

Item C: Enter the percentage of the total dollar amount of contracts connected with this project/program awarded to Section 3 businesses.

Item D: Enter the number of Section 3 businesses receiving awards.

**Part III: Summary of Efforts - Self-explanatory**

smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 80 per centum of the median for the area on the basis of the Secretary's findings such that variations are necessary because of prevailing levels of construction costs or unusually high- or low-income families. **Very low-income persons** mean low-income families (including single persons) whose incomes do not exceed 50 per centum of the median family income for the area, as determined by the Secretary with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 50 per centum of the median for the area on the basis of the Secretary's findings that such variations are necessary because of unusually high or low family incomes.

MACOUPIN COUNTY  
**HOUSING AUTHORITY**

Post Office Box 226, Carlinville, Illinois 62626

760 Anderson Street  
Telephone (217) 854-8606  
FAX (217) 854-8749

April 22, 2004

Performance and Evaluation Report  
2003 Capital Fund Plan

This report is submitted to describe the activities, obligations and expenditures of this authority's 2003 Capital Fund Plan for fiscal year 2004 as of March 31, 2004. The allocated funds have been obligated and expended within the prescribed implementation plan and schedule and changes have been made within the prescribed activities as stated in the Comprehensive Grant Handbook 7485.3.

**1. Emergency Needs**

There were no funds used for emergency needs.

**2. Deviations within the 10% cap for major changes.**

All changes were within the "Fungibility" standards adopted for the 2002 Capital Fund Plan. These standards allow the movement of work items throughout the approved Five-Year Action Plan.

**3. Deviations between years one and two of the approved Annual Statement.**

There are no deviations between years one and two at this reporting period.

**4. Actual fund obligations and expenditures as compared to the budgeted amounts.**

The actual fund obligations and expenditures are within the budgeted amounts.

**5. Performance with respect to the target dates established in the implementation schedule.** Target dates established in the implementation schedule are being maintained.

**Summary of resident and local/tribal government comments.**

The Macoupin County Housing Authority distributed the Performance and Evaluation Draft Report to the county board chairman, the Macoupin County Housing Board of Commissioners and the resident advisory board members. In addition the housing residents were notified that a copy of the draft report was available for their review and comments at the housing office. This report was available for review and comment from May 1, 2004 to June 14, 2004. The Macoupin County Housing Board of Directors will review the Draft Performance and Evaluation Report included as part of the Agency Plan at their July board meeting.

Sincerely,

Margaret (Peg) Barkley  
Chief Executive Officer

**Annual Statement /  
Performance and Evaluation Report**

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

OMB Approval No. 2577-0157  
(exp. 6/30/2005)

Comprehensive Grant Program (CGP) **Part 1 Summary**

Office of Public and Indian Housing

HA NAME

**MACOUPIN COUNTY HOUSING AUTHORITY**

Comprehensive Grant Number

IL06P04750103

FFY of Grant Approval

2003

Original Annual Statement  Revised Annual Statement/Revision Number 1

Performance and Evaluation Report for Program Year Ending 04

Reserve for Disaster/Emergencies  Final Performance and Evaluation Report

| Line No. | Summary by Development Account                      | Total Estimated Cost |              | Total Actual Cost (2) |              |
|----------|---|----------------------|--------------|-----------------------|--------------|
|          |   | Original             | Revised (1)  | Obligated             | Expended     |
| 1        | Total Non-CGP Funds                                 | \$0.00               |              |                       |              |
| 2        | 1406 Operations                                     | \$62,151.00          | \$62,151.00  | \$22,206.36           | \$22,206.36  |
| 3        | 1408 Management Improvements                        | \$62,151.00          | \$62,151.00  | \$29,100.53           | \$29,100.53  |
| 4        | 1410 Administration                                 | \$62,151.00          | \$62,151.00  | \$36,000.75           | \$36,000.75  |
| 5        | 1411 Audit  |                      |              |                       |              |
| 6        | 1415 Liquidated Damages                             |                      |              |                       |              |
| 7        | 1430 Fees and Costs                                 | \$97,500.00          | \$97,500.00  | \$22,609.33           | \$22,609.33  |
| 8        | 1440 Site Acquisition                               |                      |              |                       |              |
| 9        | 1450 Site Improvement                               |                      |              |                       |              |
| 10       | 1460 Dwelling Structures                            | \$238,560.00         | \$238,560.00 | \$19,267.87           | \$19,267.87  |
| 11       | 1465.1 Dwelling Equipment - Nonexpendable           |                      |              |                       |              |
| 12       | 1470 Nondwelling Structures                         |                      |              |                       |              |
| 13       | 1475 Nondwelling Equipment                          | \$24,000.00          | \$24,000.00  | \$4,465.00            | \$4,465.00   |
| 14       | 1485 Demolition                                     | \$75,000.00          | \$75,000.00  | \$0.00                | \$0.00       |
| 15       | 1490 Replacement Reserve                            |                      |              |                       |              |
| 16       | 1495.1 Relocation Costs                             |                      |              |                       |              |
| 17       | 1498 Mod Used for Development                       |                      |              |                       |              |
| 18       | 1502 Contingency (may not exceed 8% of line 19)     | \$0.00               | \$0.00       | \$0.00                | \$0.00       |
| 19       | <b>Amount of Annual Grant (Sum of lines 2-18)</b>   | \$621,513.00         | \$621,513.00 | \$133,649.84          | \$133,649.84 |
| 20       | Amount of line 19 Related to LBP Activities         | \$55,000.00          | \$55,000.00  | \$0.00                | \$0.00       |
| 21       | Amount of line 19 Related to Section 504 Compliance | \$48,160.00          | \$48,160.00  | \$0.00                | \$0.00       |
| 22       | Amount of line 19 Related to Security               |                      |              |                       |              |
| 23       | Amount of line 19 Related to Conservation Measures  |                      |              |                       |              |

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

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

|                                 |                   |  |
|---------------------------------|-------------------|--|
| Signature of Executive Director | Date (mm/dd/yyyy) | Signature of Public Housing Director/Office American Programs Administrator Date(mm/dd/yyyy) |
|---------------------------------|-------------------|--|

**Annual Statement / Performance and Evaluation Report**  
 Part II : Supporting Pages  
 Comprehensive Grant Program (CGP)

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

OMB Approval No. 2577-0157  
 (exp. 6/30/2005)

| Development Number/Name<br>HA - Wide Activities | General Description of Major Work Categories  | Development Account Number | Quantity | Total Estimated Costs |                    | Total Actual Cost  |                    | Statues of proposed work (2) |
|---|---|----------------------------|----------|-----------------------|--------------------|--------------------|--------------------|------------------------------|
|   |   |                            |          | Original              | Revised (1)        | Funds Obligated    | Funds Expended (2) |                              |
| PHA Wide Operating                              | HVAC System Repair/Replace Maintenance Contracts  | 1406                       |          | \$40,000.00           | \$40,000.00        | \$22,206.36        | \$22,206.36        |                              |
|   |   |                            |          | \$22,151.00           | \$22,151.00        | \$0.00             | \$0.00             |                              |
|   |   |                            |          | <b>\$62,151.00</b>    | <b>\$62,151.00</b> | <b>\$22,206.36</b> | <b>\$22,206.36</b> |                              |
| PHA Wide Management Improvement                 | Resident services coordinator/Fringes<br>Commissioner Training<br>Technical Assistance with operations and affordable housing | 1408                       |          | \$44,000.00           | \$44,000.00        | \$21,559.87        | \$21,559.87        |                              |
|   |   |                            |          | \$10,000.00           | \$10,000.00        | \$0.00             | \$0.00             |                              |
|   |   |                            |          | \$8,151.00            | \$8,151.00         | \$7,540.66         | \$7,540.66         |                              |
|   |   |                            |          | <b>\$62,151.00</b>    | <b>\$62,151.00</b> | <b>\$29,100.53</b> | <b>\$29,100.53</b> |                              |
| PHA Wide Administration                         | CFP Administrator/fringes<br>Clerical Support/fringes   | 1410                       |          | \$42,775.00           | \$42,775.00        | \$22,233.51        | \$22,233.51        |                              |
|   |   |                            |          | \$19,376.00           | \$19,376.00        | \$13,767.24        | \$13,767.24        |                              |
|   |   |                            |          | <b>\$62,151.00</b>    | <b>\$62,151.00</b> | <b>\$36,000.75</b> | <b>\$36,000.75</b> |                              |
| Fees & Costs                                    | A/E Fees<br>Capital Program Update<br>LBP inspections/risk assesments   | 1430                       |          | <u>\$35,000.00</u>    | <u>\$35,000.00</u> | \$2,546.08         | \$2,546.08         | in progress                  |
|   |   |                            |          | <u>\$7,500.00</u>     | \$7,500.00         | \$0.00             | \$0.00             |                              |
|   |   |                            |          | \$55,000.00           | \$55,000.00        | \$20,063.25        | \$20,063.25        |                              |
|   |   |                            |          | <b>\$97,500.00</b>    | <b>\$97,500.00</b> | <b>\$22,609.33</b> | <b>\$22,609.33</b> |                              |

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

Signature of Executive Director \_\_\_\_\_ Date (mm/dd/yyyy) \_\_\_\_\_ Signature of Public Housing Director/Office American Programs Administrator Date(mm/dd/yyyy) \_\_\_\_\_

form HUD-52837 (9/98)  
 ref Handbook7485.3

**Annual Statement / Performance and Evaluation Report**  
 Part II : Supporting Pages  
 Comprehensive Grant Program (CGP)

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

OMB Approval No. 2577-0157  
 (exp. 6/30/2005)

| Development Number/Name<br>HA - Wide Activities | General Description of Major Work Categories | Development Account Number | Quantity | Total Estimated Costs |                    | Total Actual Cost  |                    | Statues of proposed work (2) |
|---|--|----------------------------|----------|-----------------------|--------------------|--------------------|--------------------|------------------------------|
|   |  |                            |          | Original              | Revised (1)        | Funds Obligated    | Funds Expended (2) |                              |
| PHA Wide  | Section 504 Upgrade to full UFAS standards   | 1460                       |          | \$48,160.00           | \$48,160.00        | \$19,267.87        | \$19,267.87        | in progress                  |
|   | <b>Subtotal</b>                              |                            |          | <b>\$48,160.00</b>    | <b>\$48,160.00</b> | <b>\$19,267.87</b> | <b>\$19,267.87</b> |                              |
| PHA Wide  | Asbestos containing material removal         | 1460                       |          | \$15,000.00           | \$15,000.00        | \$0.00             | \$0.00             |                              |
|   | <b>Subtotal</b>                              |                            |          | <b>\$15,000.00</b>    | <b>\$15,000.00</b> | <b>\$0.00</b>      | <b>\$0.00</b>      |                              |
| IL 47-2 Carlinville                             | Cover siding                                 | 1460                       |          | \$60,000.00           | \$60,000.00        | \$0.00             | \$0.00             |                              |
|   | <b>Subtotal</b>                              |                            |          | <b>\$60,000.00</b>    | <b>\$60,000.00</b> | <b>\$0.00</b>      | <b>\$0.00</b>      |                              |
| IL 47-3 Staunton                                | Cover siding                                 | 1460                       |          | \$30,000.00           | \$30,000.00        | \$0.00             | \$0.00             |                              |
|   | <b>Subtotal</b>                              |                            |          | <b>\$30,000.00</b>    | <b>\$30,000.00</b> | <b>\$0.00</b>      | <b>\$0.00</b>      |                              |
| IL 47-13 Bunker Hill                            | Cover window & door frames with aluminum     | 1460                       |          | \$14,400.00           | \$14,400.00        | \$0.00             | \$0.00             |                              |
|   | <b>Subtotal</b>                              |                            |          | <b>\$14,400.00</b>    | <b>\$14,400.00</b> | <b>\$0.00</b>      | <b>\$0.00</b>      |                              |
| IL 47-14 Gillespie                              | Cover window & door frames with aluminum     | 1460                       |          | \$24,000.00           | \$24,000.00        | \$0.00             | \$0.00             | Planning                     |
|   | <b>Subtotal</b>                              |                            |          | <b>\$24,000.00</b>    | <b>\$24,000.00</b> | <b>\$0.00</b>      | <b>\$0.00</b>      |                              |

|   |   |
|---|---|
| (1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.<br>Signature of Executive Director _____ Date (mm/dd/yyyy) _____ | (2) To be completed for the Performance and Evaluation Report<br>Signature of Public Housing Director/Office American Programs Administrator _____ Date(mm/dd/yyyy) _____ |
|---|---|

form HUD-52837 (9/98)  
 ref Handbook7485.3

**Annual Statement / Performance and Evaluation Report**  
 Part II : Supporting Pages  
 Comprehensive Grant Program (CGP)

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

OMB Approval No. 2577-0157  
 (exp. 6/30/2005)

| Development Number/Name<br>HA - Wide Activities | General Description of Major Work Categories | Development Account Number | Quantity | Total Estimated Costs |                    | Total Actual Cost |                    | Statues of proposed work (2) |
|---|--|----------------------------|----------|-----------------------|--------------------|-------------------|--------------------|------------------------------|
|   |  |                            |          | Original              | Revised (1)        | Funds Obligated   | Funds Expended (2) |                              |
| IL 47-15<br>Carlinville                         | Cover window & door trim with aluminum       | 1460                       |          | \$10,000.00           | \$10,000.00        | \$0.00            | \$0.00             | Planning                     |
|   | <b>Subtotal</b>                              |                            |          | <b>\$10,000.00</b>    | <b>\$10,000.00</b> | <b>\$0.00</b>     | <b>\$0.00</b>      |                              |
| IL 47-16<br>Staunton                            | Cover window & door trim with aluminum       | 1460                       |          | \$10,000.00           | \$10,000.00        | \$0.00            | \$0.00             | Planning                     |
|   | <b>Subtotal</b>                              |                            |          | <b>\$10,000.00</b>    | <b>\$10,000.00</b> | <b>\$0.00</b>     | <b>\$0.00</b>      |                              |
| IL 47-17<br>Gillespie                           | Cover window & door trim with aluminum       | 1460                       |          | \$10,000.00           | \$10,000.00        | \$0.00            | \$0.00             | Planning                     |
|   | <b>Subtotal</b>                              |                            |          | <b>\$10,000.00</b>    | <b>\$10,000.00</b> | <b>\$0.00</b>     | <b>\$0.00</b>      |                              |
| IL 47-18<br>Bunker Hill                         | Cover window & door trim with aluminum       | 1460                       |          | \$7,000.00            | \$7,000.00         | \$0.00            | \$0.00             | Planning                     |
|   | <b>Subtotal</b>                              |                            |          | <b>\$7,000.00</b>     | <b>\$7,000.00</b>  | <b>\$0.00</b>     | <b>\$0.00</b>      |                              |
| IL 47-19<br>Mt. Olive                           | Cover window & door trim with aluminum       | 1460                       |          | \$5,000.00            | \$5,000.00         | \$0.00            | \$0.00             | Planning                     |
|   | <b>Subtotal</b>                              |                            |          | <b>\$5,000.00</b>     | <b>\$5,000.00</b>  | <b>\$0.00</b>     | <b>\$0.00</b>      |                              |
| IL 47-20<br>Palmyra                             | Cover window & door trim with aluminum       | 1460                       |          | \$5,000.00            | \$5,000.00         | \$0.00            | \$0.00             | Planning                     |
|   | <b>Subtotal</b>                              |                            |          | <b>\$5,000.00</b>     | <b>\$5,000.00</b>  | <b>\$0.00</b>     | <b>\$0.00</b>      |                              |

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

|                                 |   |
|---------------------------------|---|
| Signature of Executive Director | Signature of Public Housing Director/Office American Programs Administrator |
| Date (mm/dd/yyyy)               | Date(mm/dd/yyyy)  |

form HUD-52837 (9/98)

Attachment p

| Development Number/Name<br>HA - Wide Activities | General Description of Major Work Categories | Development Account Number | Quantity | Total Estimated Costs |                    | Total Actual Cost |                    | Statues of proposed work (2) |
|---|--|----------------------------|----------|-----------------------|--------------------|-------------------|--------------------|------------------------------|
|   |  |                            |          | Original              | Revised (1)        | Funds Obligated   | Funds Expended (2) |                              |
|   | Non-Dwelling Equipment                       | 1475                       |          |                       |                    |                   |                    |                              |
|   | Computer Hardware                            |                            |          | \$10,000.00           | \$10,000.00        | \$4,465.00        | \$4,465.00         |                              |
|   | Maintenance vehicles and tools               |                            |          | \$14,000.00           | \$14,000.00        | \$0.00            | \$0.00             |                              |
|   | <b>Subtotal</b>                              |                            |          | <b>\$24,000.00</b>    | <b>\$24,000.00</b> | <b>\$4,465.00</b> | <b>\$4,465.00</b>  |                              |
|   | Demolition                                   |                            |          |                       |                    |                   |                    |                              |
|   | Site preparation of Morse Farm property      | 1485                       |          | \$75,000.00           | \$75,000.00        | \$0.00            | \$0.00             |                              |
|   | <b>Subtotal</b>                              |                            |          | <b>\$75,000.00</b>    | <b>\$75,000.00</b> | <b>\$0.00</b>     | <b>\$0.00</b>      |                              |

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

Signature of Executive Director \_\_\_\_\_ Date (mm/dd/yyyy) \_\_\_\_\_ Signature of Public Housing Director/Office American Programs Administrator \_\_\_\_\_ Date(mm/dd/yyyy) \_\_\_\_\_

form HUD-52837 (9/98)

**Annual Statement / Performance and Evaluation Report**  
**Part III : Implementation Schedule**  
 Comprehensive Grant Program (CGP)

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

OMB Approval No. 2577-0157  
 (exp. 6/30/2005)

| Development Number/Name<br>HA - Wide<br>Activities | All Funds Obligated ( Quarter Ending Date) |             |            | All Funds Expended (Quarter Ending Date) |             |            | Reason for Revised Target Date (2) |
|--|--|-------------|------------|--|-------------|------------|------------------------------------|
|  | Original                                   | Revised (1) | Actual (2) | Original                                 | Revised (1) | Actual (2) |                                    |
| IL 47 - 2  | 9/30/2005                                  | 9/30/2005   |            | 9/30/2006                                | 9/30/2006   |            |                                    |
| IL 47-3  | 9/30/2005                                  | 9/30/2005   |            | 9/30/2006                                | 9/30/2006   |            |                                    |
| IL 47 - 13   | 9/30/2005                                  | 9/30/2005   |            | 9/30/2006                                | 9/30/2006   |            |                                    |
| IL 47 - 14   | 9/30/2005                                  | 9/30/2005   |            | 9/30/2006                                | 9/30/2006   |            |                                    |
| IL 47-15   | 9/30/2005                                  | 9/30/2005   |            | 9/30/2006                                | 9/30/2006   |            |                                    |
| IL 47-16   | 9/30/2005                                  | 9/30/2005   |            | 9/30/2006                                | 9/30/2006   |            |                                    |
| IL 47-17   | 9/30/2005                                  | 9/30/2005   |            | 9/30/2006                                | 9/30/2006   |            |                                    |
| II 47-18   | 9/30/2005                                  | 9/30/2005   |            | 9/30/2006                                | 9/30/2006   |            |                                    |
| IL 47-19   | 9/30/2005                                  | 9/30/2005   |            | 9/30/2006                                | 9/30/2006   |            |                                    |
| IL 47-20   | 9/30/2005                                  | 9/30/2005   |            | 9/30/2006                                | 9/30/2006   |            |                                    |
| 1406   | 9/30/2005                                  | 9/30/2005   |            | 9/30/2006                                | 9/30/2006   |            |                                    |
| 1408   | 9/30/2005                                  | 9/30/2005   |            | 9/30/2006                                | 9/30/2006   |            |                                    |
| 1410   | 9/30/2005                                  | 9/30/2005   |            | 9/30/2006                                | 9/30/2006   |            |                                    |
| 1430   | 9/30/2005                                  | 9/30/2005   |            | 9/30/2006                                | 9/30/2006   |            |                                    |
| 1460   | 9/30/2005                                  | 9/30/2005   |            | 9/30/2006                                | 9/30/2006   |            |                                    |
| 1475   | 9/30/2005                                  | 9/30/2005   |            | 9/30/2006                                | 9/30/2006   |            |                                    |
| 1485   | 9/30/2005                                  | 9/30/2005   |            | 9/30/2006                                | 9/30/2006   |            |                                    |

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

|                                 |                   |   |                  |
|---------------------------------|-------------------|---|------------------|
| Signature of Executive Director | Date (mm/dd/yyyy) | Signature of Public Housing Director/Office American Programs Administrator | Date(mm/dd/yyyy) |
|---------------------------------|-------------------|---|------------------|

**Section 3 Summary Report**  
 Economic Opportunities for  
 Low- and Very Low-Income Persons

**U.S. Department of Housing  
 and Urban Development**  
 Office of Fair Housing  
 and Equal Opportunity

OMB Approval No. 2529-0043  
 (exp. 6/30/2004)

HUD Field Office:

See back of page for Public Reporting Burden statement

|  |  |   |  |                               |  |
|--|--|---|--|-------------------------------|--|
| 1. Recipient Name & Address: (street, city, state, zip)            |  | 2. Federal Identification: (contract/award no.) |  | 3. Dollar Amount of Award:    |  |
| Macoupin County Housing Authority                                  |  | IL 06P04750103                                  |  | \$621,513.00                  |  |
| P.O. Box 226   |  | 4. Contact Person:                              |  | 5. Phone: (include area code) |  |
| Carlinville, IL 62626  |  | John Whitby                                     |  | 217-854-8606                  |  |
| 8. Program Code: * 3C (Use a separate sheet for each program code) |  | 9. Program Name:                                |  | 6. Reporting Period:          |  |
|  |  | Capital Fund Program                            |  | 7. Date Report Submitted:     |  |
|  |  |   |  | as of 3/31/2004               |  |
|  |  |   |  | 7/15/03                       |  |

**Part I: Employment and Training** (\*\* Include New Hires in columns E & F.)

| A<br>Job Category                    | B<br>Number of<br>New Hires | C<br>Number of New<br>Hires that are<br>Sec. 3 Residents | D<br>% of Aggregate Number<br>of Staff Hours of New Hires<br>that are Sec. 3 Residents | E**<br>% of Total Staff Hours<br>for Section 3 Employees<br>and Trainees | F**<br>Number of Section 3<br>Employees<br>and Trainees |
|--------------------------------------|-----------------------------|--|--|--|---|
| Professionals                        | 0                           |  |  |  |   |
| Technicians                          | 0                           |  |  |  |   |
| Office/Clerical                      | 0                           |  |  |  |   |
| Construction by Trade (List<br>Trade | 0                           |  |  |  |   |
| Trade                                | 0                           |  |  |  |   |
| Trade                                | 0                           |  |  |  |   |
| Trade                                | 0                           |  |  |  |   |
| Trade                                | 0                           |  |  |  |   |
| Other (List)                         | 0                           |  |  |  |   |
|                                      |                             |  |  |  |   |
|                                      |                             |  |  |  |   |
|                                      |                             |  |  |  |   |
|                                      |                             |  |  |  |   |
|                                      |                             |  |  |  |   |
|                                      |                             |  |  |  |   |
|                                      |                             |  |  |  |   |
| <b>Total</b>                         |                             |  |  |  |   |

**\*Program Codes**

|                      |                           |                             |                             |
|----------------------|---------------------------|-----------------------------|-----------------------------|
| 1 = Flexible Subsidy | 3 = Public/Indian Housing | 4 = Homeless Assistance     | 8 = CDBG-State Administered |
| 2 = Section 202/811  | A = Development,          | 5 = HOME                    | 9 = Other CD Programs       |
|                      | B = Operation             | 6 = HOME-State Administered | 10 = Other Housing Programs |
|                      | C = Modernization         | 7 = CDBG-Entitlement        |                             |

**Part II: Contracts Awarded**

## 1. Construction Contracts:

|   |    |           |
|---|----|-----------|
| A. Total dollar amount of all contracts awarded on the project                    | \$ | 19,267.87 |
| B. Total dollar amount of contracts awarded to Section 3 businesses               | \$ | 0         |
| C. Percentage of the total dollar amount that was awarded to Section 3 businesses |    | 0 %       |
| D. Total number of Section 3 businesses receiving contracts                       |    | 0         |

## 2. Non-Construction Contracts:

|  |    |           |
|--|----|-----------|
| A. Total dollar amount of all non-construction contracts awarded on the project/activity | \$ | 22,609.33 |
| B. Total dollar amount of non-construction contracts awarded to Section 3 businesses     | \$ | 0         |
| C. Percentage of the total dollar amount that was awarded to Section 3 businesses        |    | 0 %       |
| D. Total number of Section 3 businesses receiving non-construction contracts             |    | 0         |

**Part III: Summary**

Indicate the efforts made to direct the employment and other economic opportunities generated by HUD financial assistance for housing and community development programs, to the greatest extent feasible, toward low- and very low-income persons, particularly those who are recipients of government assistance for housing. (Check all that apply.)

- Attempted to recruit low-income residents through: local advertising media, signs prominently displayed at the project site, contacts with community organizations and public or private agencies operating within the metropolitan area (or nonmetropolitan county) in which the Section 3 covered program or project is located, or similar methods.
- Participated in a HUD program or other program which promotes the training or employment of Section 3 residents.
- Participated in a HUD program or other program which promotes the award of contracts to business concerns which meet the definition of Section 3 business concerns.
- Coordinated with Youthbuild Programs administered in the metropolitan area in which the Section 3 covered project is located.
- Other; describe below.

The Section 3 Clause is included in contracts. The contractors were instructed to offer new hires to "Section 3 Residents".

There are no Section 3 Contractors in this area.

Public reporting burden for this collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u., mandates that the Department ensure that employment and other economic opportunities generated by its housing and community development assistance programs are directed toward low- and very low-income persons, particularly those who are recipients of government assistance for housing. The regulations are found at 24 CFR Part 135. The information will be used by the Department to monitor program recipients' compliance with Section 3, to assess the results of the Department's efforts to meet the statutory objectives of Section 3, to prepare reports to Congress, and by recipients as a self-monitoring tool. The data is entered into a data base and will be analyzed and distributed. The collection of information involves recipients receiving Federal financial assistance for housing and community development programs covered by Section 3. The information will be collected annually to assist HUD in meeting its reporting requirements under Section 808(e)(6) of the Fair Housing Act and Section 916 of the HCDA of 1992. An assurance of confidentiality is not applicable to this form. The Privacy Act of 1974 and OMB Circular A-108 are not applicable. The reporting requirements do not contain sensitive questions. Data is cumulative; personal identifying information is not included.

**Instructions:** This form is to be used to report annual accomplishments regarding employment and other economic opportunities provided to low- and very low-income persons under Section 3 of the Housing and Urban Development Act of 1968. The Section 3 regulations apply to any **public and Indian Housing programs** that receive: (1) development assistance pursuant to Section 5 of the U.S. Housing Act of 1937; (2) operating assistance pursuant to Section 9 of the U.S. Housing Act of 1937; or (3) modernization grants pursuant to Section 14 of the U.S. Housing Act of 1937 and to **recipients of housing and community development assistance in excess of \$200,000** expended for: (1) housing rehabilitation (including reduction and abatement of lead-based paint hazards); (2) housing construction; or (3) other public construction projects; and to **contracts and subcontracts in excess of \$100,000** awarded in connection with the Section-3-covered activity.

Form HUD-60002 has three parts which are to be completed for all programs covered by Section 3. Part I relates to **employment and training**. The recipient has the option to determine numerical employment/training goals either on the basis of the number of hours worked by new hires (columns B, D, E and F) or the number of new hires utilized on the Section 3 covered project (columns B, C and F). Part II of the form relates to **contracting**, and Part III summarizes recipients' **efforts** to comply with Section 3.

Recipients or contractors subject to Section 3 requirements must maintain appropriate documentation to establish that HUD financial assistance for housing and community development programs were directed toward low- and very low-income persons.\* A recipient of Section 3 covered assistance shall submit two copies of this report to the local HUD Field Office. Where the program providing assistance requires an annual performance report, this Section 3 report is to be submitted at the same time the program performance report is submitted. Where an annual performance report is not required, this Section 3 report is to be submitted by January 10 and, if the project ends before December 31, within 10 days of project completion. **Only Prime Recipients are required to report to HUD. The report must include accomplishments of all recipients and their Section 3 covered contractors and subcontractors.**

HUD Field Office: Enter the Field Office name forwarding the Section 3 report.

1. Recipient: Enter the name and address of the recipient submitting this report.
2. Federal Identification: Enter the number that appears on the award form (with dashes). The award may be a grant, cooperative agreement or contract.
3. Dollar Amount of Award: Enter the dollar amount, rounded to the nearest dollar, received by the recipient.
- 4 & 5. Contact Person/Phone: Enter the name and telephone number of the person with knowledge of the award and the recipient's implementation of Section 3.
6. Reporting Period: Indicate the time period (months and year) this report covers.
7. Date Report Submitted: Enter the appropriate date.

Submit two (2) copies of this report to the to the HUD Field Office of Fair Housing and Equal Opportunity, Program Operations and Compliance Center Director, at the same time the performance report is submitted to the program office. For those programs where such a report is not required, the Section 3 report is submitted by January 10. Include only contracts executed during the reporting period specified in item 8. PHAs/HAs are to report all contracts/subcontracts.

\* The terms "low-income persons" and "very low-income persons" have the same meanings given the terms in section 3(b)(2) of the United States Housing Act of 1937. **Low-income persons** mean families (including single persons) whose incomes do not exceed 80 per centum of the median income for the area, as determined by the Secretary, with adjustments for

8. Program Code: Enter the appropriate program code as listed at the bottom of the page.
9. Program Name: Enter the name of the HUD Program corresponding with the "Program Code" in number 8.

**Part I: Employment and Training Opportunities**

**Column A:** Contains various job categories. Professionals are defined as people who have special knowledge of an occupation (i.e., supervisors, architects, surveyors, planners, and computer programmers). For construction positions, list each trade and provide data in columns B through F for each trade where persons were employed. The category of "Other" includes occupations such as service workers.

**Column B:** Enter the number of new hires for each category of workers identified in **Column A** in connection with this award. New Hire refers to a person who is not on the contractor's or recipient's payroll for employment at the time of selection for the Section 3 covered award or at the time of receipt of Section 3 covered assistance.

**Column C:** Enter the number of Section 3 new hires for each category of workers identified in **Column A** in connection with this award. Section 3 new hire refers to a Section 3 resident who is not on the contractor's or recipient's payroll for employment at the time of selection for the Section 3 covered award or at the time of receipt of Section 3 covered assistance.

**Column D:** Enter the percentage of all the staff hours of new hires (Section 3 residents) in connection with this award.

**Column E:** Enter the percentage of the total staff hours worked for Section 3 employees and trainees (including new hires) connected with this award. Include staff hours for part-time and full-time positions.

**Column F:** Enter the number of Section 3 residents that were employed and trained in connection with this award.

**Part II: Contract Opportunities**

**Block 1: Construction Contracts**

Item A: Enter the total dollar amount of all contacts awarded on the project/program.

Item B: Enter the total dollar amount of contracts connected with this project/program that were awarded to Section 3 businesses.

Item C: Enter the percentage of the total dollar amount of contracts connected with this project/program awarded to Section 3 businesses.

Item D: Enter the number of Section 3 businesses receiving awards.

**Block 2: Non-Construction Contracts**

Item A: Enter the total dollar amount of all contacts awarded on the project/program.

Item B: Enter the total dollar amount of contracts connected with this project awarded to Section 3 businesses.

Item C: Enter the percentage of the total dollar amount of contracts connected with this project/program awarded to Section 3 businesses.

Item D: Enter the number of Section 3 businesses receiving awards.

**Part III: Summary of Efforts - Self-explanatory**

smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 80 per centum of the median for the area on the basis of the Secretary's findings such that variations are necessary because of prevailing levels of construction costs or unusually high- or low-income families. **Very low-income persons** mean low-income families (including single persons) whose incomes do not exceed 50 per centum of the median family income for the area, as determined by the Secretary with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 50 per centum of the median for the area on the basis of the Secretary's findings that such variations are necessary because of unusually high or low family incomes.

MACOUPIN COUNTY  
**HOUSING AUTHORITY**

Post Office Box 226, Carlinville, Illinois 62626

760 Anderson Street  
Telephone (217) 854-8606  
FAX (217) 854-8749

April 22, 2004

Performance and Evaluation Report  
2003 Capital Fund Plan (Bonus)

This report is submitted to describe the activities, obligations and expenditures of this authority's 2003 Capital Fund Plan (bonus) for fiscal year 2004 as of March 31, 2004. The allocated funds have been obligated and expended within the prescribed implementation plan and schedule and changes have been made within the prescribed activities as stated in the Comprehensive Grant Handbook 7485.3.

**1. Emergency Needs**

There were no funds used for emergency needs.

**2. Deviations within the 10% cap for major changes.**

All changes were within the "Fungibility" standards adopted for the 2002 Capital Fund Plan. These standards allow the movement of work items throughout the approved Five-Year Action Plan.

**3. Deviations between years one and two of the approved Annual Statement.**

There are no deviations between years one and two at this reporting period.

**4. Actual fund obligations and expenditures as compared to the budgeted amounts.**

The actual fund obligations and expenditures are within the budgeted amounts.

**5. Performance with respect to the target dates established in the implementation schedule.** Target dates established in the implementation schedule are being maintained.

**Summary of resident and local/tribal government comments.**

The Macoupin County Housing Authority distributed the Performance and Evaluation Draft Report to the county board chairman, the Macoupin County Housing Board of Commissioners and the resident advisory board members. In addition the housing residents were notified that a copy of the draft report was available for their review and comments at the housing office. This report was available for review and comment from May 1, 2004 to June 14, 2004. The Macoupin County Housing Board of Directors will review the Draft Performance and Evaluation Report included as part of the Agency Plan at their July board meeting.

Sincerely,

Margaret (Peg) Barkley  
Chief Executive Officer

**Annual Statement /  
Performance and Evaluation Report**

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

OMB Approval No. 2577-0157  
(exp. 6/30/2005)

Comprehensive Grant Program (CGP) **Part 1 Summary**

Office of Public and Indian Housing

HA NAME **MACOUPIN COUNTY HOUSING AUTHORITY** Comprehensive Grant Number **IL06P04750203** FFY of Grant Approval **2003**  
 Original Annual Statement  Revised Annual Statement/Revision Number 1  Performance and Evaluation Report for Program Year Ending 04  
 Reserve for Disaster/Emergencies  Final Performance and Evaluation Report

| Line No. | Summary by Development Account                      | Total Estimated Cost |              | Total Actual Cost (2) |          |
|----------|---|----------------------|--------------|-----------------------|----------|
|          |   | Original             | Revised (1)  | Obligated             | Expended |
| 1        | Total Non-CGP Funds                                 |                      |              |                       |          |
| 2        | 1406 Operations                                     |                      |              |                       |          |
| 3        | 1408 Management Improvements                        |                      |              |                       |          |
| 4        | 1410 Administration                                 |                      |              |                       |          |
| 5        | 1411 Audit  |                      |              |                       |          |
| 6        | 1415 Liquidated Damages                             |                      |              |                       |          |
| 7        | 1430 Fees and Costs                                 | \$93,864.00          | \$93,864.00  | \$0.00                | \$0.00   |
| 8        | 1440 Site Acquisition                               | \$30,000.00          | \$30,000.00  | \$0.00                | \$0.00   |
| 9        | 1450 Site Improvement                               |                      |              |                       |          |
| 10       | 1460 Dwelling Structures                            |                      |              |                       |          |
| 11       | 1465.1 Dwelling Equipment - Nonexpendable           |                      |              |                       |          |
| 12       | 1470 Nondwelling Structures                         |                      |              |                       |          |
| 13       | 1475 Nondwelling Equipment                          |                      |              |                       |          |
| 14       | 1485 Demolition                                     |                      |              |                       |          |
| 15       | 1490 Replacement Reserve                            |                      |              |                       |          |
| 16       | 1495.1 Relocation Costs                             |                      |              |                       |          |
| 17       | 1498 Mod Used for Development                       |                      |              |                       |          |
| 18       | 1502 Contingency (may not exceed 8% of line 19)     |                      |              |                       |          |
| 19       | <b>Amount of Annual Grant (Sum of lines 2-18)</b>   | \$123,864.00         | \$123,864.00 | \$0.00                | \$0.00   |
| 20       | Amount of line 19 Related to LBP Activities         |                      |              |                       |          |
| 21       | Amount of line 19 Related to Section 504 Compliance |                      |              |                       |          |
| 22       | Amount of line 19 Related to Security               |                      |              |                       |          |
| 23       | Amount of line 19 Related to Conservation Measures  |                      |              |                       |          |

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

|                                 |                   |  |
|---------------------------------|-------------------|--|
| Signature of Executive Director | Date (mm/dd/yyyy) | Signature of Public Housing Director/Office American Programs Administrator Date(mm/dd/yyyy) |
|---------------------------------|-------------------|--|

**Annual Statement / Performance and Evaluation Report**  
 Part II : Supporting Pages  
 Comprehensive Grant Program (CGP)

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

OMB Approval No. 2577-0157  
 (exp. 3/31/2002)

| Development Number/Name<br>HA - Wide Activities | General Description of Major Work Categories | Development Account Number | Quantity | Total Estimated Costs |                    | Total Actual Cost |                    | Statues of proposed work (2) |
|---|--|----------------------------|----------|-----------------------|--------------------|-------------------|--------------------|------------------------------|
|   |  |                            |          | Original              | Revised (1)        | Funds Obligated   | Funds Expended (2) |                              |
| PHA Wide  | Fees and Costs                               | 1430                       |          | \$93,864.00           | \$93,864.00        | \$0.00            | \$0.00             |                              |
|   | <b>Subtotal</b>                              |                            |          | <b>\$93,864.00</b>    | <b>\$93,864.00</b> | <b>\$0.00</b>     | <b>\$0.00</b>      |                              |
|   | Site Acquisition                             | 1440                       |          | \$30,000.00           | \$30,000.00        | \$0.00            | \$0.00             |                              |
|   | <b>Subtotal</b>                              |                            |          | <b>\$30,000.00</b>    | <b>\$30,000.00</b> | <b>\$0.00</b>     | <b>\$0.00</b>      |                              |

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

|                                 |   |
|---------------------------------|---|
| Signature of Executive Director | Signature of Public Housing Director/Office American Programs Administrator |
| Date (mm/dd/yyyy)               | Date (mm/dd/yyyy)   |

form HUD-52837 (9/98)  
 ref Handbook 7485.3

**Annual Statement / Performance and Evaluation Report**  
**Part III : Implementation Schedule**  
 Comprehensive Grant Program (CGP)

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

OMB Approval No. 2577-0157  
 (exp. 3/31/2002)

| Development<br>Number/Name<br>HA - Wide<br>Activities | All Funds Obligated ( Quarter Ending Date) |             |            | All Funds Expended (Quarter Ending Date) |             |            | Reason for Revised Target Date (2) |
|---|--|-------------|------------|--|-------------|------------|------------------------------------|
|   | Original                                   | Revised (1) | Actual (2) | Original                                 | Revised (1) | Actual (2) |                                    |
| 1430  | 9/30/2005                                  | 9/30/2005   |            | 9/30/2006                                | 9/30/2006   |            |                                    |
| 1440  | 9/30/2005                                  | 9/30/2005   |            | 9/30/2006                                | 9/30/2006   |            |                                    |

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

|                                 |                   |   |                  |
|---------------------------------|-------------------|---|------------------|
| Signature of Executive Director | Date (mm/dd/yyyy) | Signature of Public Housing Director/Office American Programs Administrator | Date(mm/dd/yyyy) |
|---------------------------------|-------------------|---|------------------|

form HUD-52837 (9/98)  
 ref Handbook 7485.3



**Part II: Contracts Awarded**

## 1. Construction Contracts:

|   |    |     |
|---|----|-----|
| A. Total dollar amount of all contracts awarded on the project                    | \$ | 0   |
| B. Total dollar amount of contracts awarded to Section 3 businesses               | \$ | 0   |
| C. Percentage of the total dollar amount that was awarded to Section 3 businesses |    | 0 % |
| D. Total number of Section 3 businesses receiving contracts                       |    | 0   |

## 2. Non-Construction Contracts:

|  |    |     |
|--|----|-----|
| A. Total dollar amount of all non-construction contracts awarded on the project/activity | \$ | 0   |
| B. Total dollar amount of non-construction contracts awarded to Section 3 businesses     | \$ | 0   |
| C. Percentage of the total dollar amount that was awarded to Section 3 businesses        |    | 0 % |
| D. Total number of Section 3 businesses receiving non-construction contracts             |    | 0   |

**Part III: Summary**

Indicate the efforts made to direct the employment and other economic opportunities generated by HUD financial assistance for housing and community development programs, to the greatest extent feasible, toward low- and very low-income persons, particularly those who are recipients of government assistance for housing. (Check all that apply.)

- Attempted to recruit low-income residents through: local advertising media, signs prominently displayed at the project site, contacts with community organizations and public or private agencies operating within the metropolitan area (or nonmetropolitan county) in which the Section 3 covered program or project is located, or similar methods.
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The Section 3 Clause is included in contracts. The contractors were instructed to offer new hires to "Section 3 Residents".

There are no Section 3 Contractors in this area.

No contracts have been awarded at this reporting period.

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6. Reporting Period: Indicate the time period (months and year) this report covers.
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8. Program Code: Enter the appropriate program code as listed at the bottom of the page.
9. Program Name: Enter the name of the HUD Program corresponding with the "Program Code" in number 8.

**Part I: Employment and Training Opportunities**

**Column A:** Contains various job categories. Professionals are defined as people who have special knowledge of an occupation (i.e., supervisors, architects, surveyors, planners, and computer programmers). For construction positions, list each trade and provide data in columns B through F for each trade where persons were employed. The category of "Other" includes occupations such as service workers.

**Column B:** Enter the number of new hires for each category of workers identified in **Column A** in connection with this award. New Hire refers to a person who is not on the contractor's or recipient's payroll for employment at the time of selection for the Section 3 covered award or at the time of receipt of Section 3 covered assistance.

**Column C:** Enter the number of Section 3 new hires for each category of workers identified in **Column A** in connection with this award. Section 3 new hire refers to a Section 3 resident who is not on the contractor's or recipient's payroll for employment at the time of selection for the Section 3 covered award or at the time of receipt of Section 3 covered assistance.

**Column D:** Enter the percentage of all the staff hours of new hires (Section 3 residents) in connection with this award.

**Column E:** Enter the percentage of the total staff hours worked for Section 3 employees and trainees (including new hires) connected with this award. Include staff hours for part-time and full-time positions.

**Column F:** Enter the number of Section 3 residents that were employed and trained in connection with this award.

**Part II: Contract Opportunities**

**Block 1: Construction Contracts**

Item A: Enter the total dollar amount of all contacts awarded on the project/program.

Item B: Enter the total dollar amount of contracts connected with this project/program that were awarded to Section 3 businesses.

Item C: Enter the percentage of the total dollar amount of contracts connected with this project/program awarded to Section 3 businesses.

Item D: Enter the number of Section 3 businesses receiving awards.

**Block 2: Non-Construction Contracts**

Item A: Enter the total dollar amount of all contacts awarded on the project/program.

Item B: Enter the total dollar amount of contracts connected with this project awarded to Section 3 businesses.

Item C: Enter the percentage of the total dollar amount of contracts connected with this project/program awarded to Section 3 businesses.

Item D: Enter the number of Section 3 businesses receiving awards.

**Part III: Summary of Efforts - Self-explanatory**

smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 80 per centum of the median for the area on the basis of the Secretary's findings such that variations are necessary because of prevailing levels of construction costs or unusually high- or low-income families. **Very low-income persons** mean low-income families (including single persons) whose incomes do not exceed 50 per centum of the median family income for the area, as determined by the Secretary with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 50 per centum of the median for the area on the basis of the Secretary's findings that such variations are necessary because of unusually high or low family incomes.

**Attachment U**  
**MACOUPIN COUNTY HOUSING AUTHORITY GRIEVANCE PROCEDURE**  
[24 Code of Federal Regulations (CFR) 966 Subpart B]

- I. Definitions applicable to the grievance procedure: [§966.53]
- A. Grievance: Any dispute which a Resident may have with respect to the Macoupin County Housing Authority's action or failure to act in accordance with the individual's Resident's rights, duties, welfare or status.
  - B. Complainant: Any Resident (as defined below) whose grievance is presented to the Macoupin County Housing Authority (MCHA) at the central office in accordance with the requirements presented in this procedure.
  - C. Elements of due process: An eviction action or a termination of tenancy in a State or local court in which the following procedural safeguards are required:
    - (1) Adequate notice to the Resident of the grounds for terminating the tenancy and for eviction;
    - (2) Right of the Resident to be represented by counsel;
    - (3) Opportunity for the Resident to refute the evidence presented by MCHA, including the right to confront and cross-examine witnesses and to present any affirmative legal or equitable defense which the Resident may have;
    - (4) A decision on the merits.
  - D. Hearing Officer: A person selected in accordance with §966.55 and this procedure to hear grievances and render a decision with respect thereto.
  - E. Resident: The adult person or persons, other than a Live-in aide: (1) Who resides in the unit, and who executed the lease with MCHA as lessee of the dwelling unit, or, if no such person now resides in the unit, (2) Who resides in the unit, and who is the remaining head of the household of the Resident family residing in the dwelling unit.
  - F. Resident Organization: An organization of residents, which also includes the Resident Advisory Board.

## **Attachment U**

### **II. Applicability of this grievance procedure [§966.51]**

In accordance with the applicable Federal regulations §966.51 this grievance procedure shall be applicable to all individual grievances (as defined in Section I above) between Resident and MCHA with the following two exceptions:

- A. Because HUD has issued a due process determination that the law of several states requires that Resident be given the opportunity for a hearing in court which provides the basic elements of due process (as defined above) before eviction from the dwelling unit, the grievance procedure shall not be applicable to any termination of tenancy or eviction that involves:
  - (1) Any criminal activity that threatens the health, safety, or right to peaceful enjoyment of the premises of other residents or employees of MCHA, or
  - (2) Any drug-related criminal activity on or near such premises. [§966.51 (2)(i) and (ii)]
  
- B. The MCHA grievance procedure shall not be applicable to disputes between tenants not involving the MCHA or to class grievances. The grievance procedure is not intended as a forum for initiating or negotiating policy changes between a group or groups of tenants and the MCHA's Board of Commissioners. [§966.51 (b)]

This grievance procedure is incorporated by reference in all Resident dwelling leases and will be furnished to each Resident and all resident organizations. [§966.52 (b) and (d)]

Any changes proposed in this grievance procedure must provide for at least 30 days notice to Residents and resident organizations, setting forth the proposed changes and providing an opportunity to present written comments which will be considered before adoption of any grievance procedure changes by the MCHA. [§966.52 (c)]

### **III. Informal settlement of a grievance [§966.54]**

Any grievance must be personally presented, either orally or in writing, to MCHA's central office within ten days after the grievable event.

As soon as the grievance is received, it will be reviewed by MCHA's management to be certain that neither of the exclusions in paragraphs II.A or II.B above apply to the grievance. Should one of the exclusions apply, the complainant will be notified in writing that the matter raised is not subject to the MCHA's grievance procedure, with the reason therefore.

If neither of the exclusions cited above apply, the complainant will be contacted to arrange a mutually convenient time within ten working days to meet so the grievance may be discussed informally and settled without a hearing. At the informal hearing the complainant will present the grievance, and MCHA will attempt to settle the grievance to the satisfaction of both parties.

## **Attachment U**

Within five working days following the informal discussion, MCHA shall prepare and either give or mail to Resident a summary of the discussion that must specify the names of the participants, the dates of meeting, the nature of the proposed disposition of the complaint, and the specific reasons therefore, and shall specify the procedures by which a formal hearing under this procedure may be obtained if the complainant is not satisfied. A copy of this summary shall also be placed in Resident's file.

### **IV. Formal Grievance Hearing**

If the complainant is dissatisfied with the settlement arrived at in the informal hearing, the complainant must submit a written request for a hearing to the central management office no later than five working days after the summary of the informal hearing is received. A receipt signed by the complainant or a return receipt for delivery of certified mail, whether or not signed, will be sufficient proof of time of delivery for the summary of the informal discussion. [§966.55 (a)]

The written request shall specify:

- The reasons for the grievance;
- The action of relief sought from MCHA; and
- Several dates and times in the following ten working days when the complainant can attend a grievance hearing.

If the complainant requests a hearing in a timely manner, MCHA shall schedule a hearing on the grievance at the earliest time possible for the complainant, MCHA and the hearing officer, but in no case later than ten working days after the MCHA received the complainant's request.

If the complainant fails to request a hearing within five working days after receiving the summary of the informal hearing, the MCHA's decision rendered at the informal hearing becomes final, and MCHA is not obligated to offer the complainant a formal hearing unless the complainant can show good cause why he failed to proceed in accordance with this procedure. [§966.55 (c)]

### **V. Selecting the Hearing Officer [966.55 (b)(2)(ii)]**

A grievance hearing shall be conducted by an impartial person appointed by MCHA after consultation with the Resident Advisory Board, as described below:

- A. MCHA shall nominate a slate of impartial persons to sit as hearing officers, which may include housing professionals from other Housing Authorities.

MCHA will check with each nominee to determine whether there is an interest in serving as a potential hearing officer, whether the nominee feels fully capable of impartiality, whether the nominee can serve without compensation, and what limitations on the nominee's time would affect such service.

Nominees will be informed that they will be expected to disqualify themselves from hearing grievances that involve personal friends, other residents of developments in

## **Attachment U**

which they work or reside, or grievances in which they have some personal interest.

Nominees who are not interested in serving as hearing officers or whose time is too limited to make service practical will be withdrawn.

- B. A slate of potential hearing officers nominated by MCHA shall be submitted to MCHA's Resident Advisory Board. Written comments from the organizations shall be considered by MCHA before the nominees are appointed as hearing officers.
  
- C. When the comments from the Resident Advisory Board have been received and considered, the nominees will be informed that they are the MCHA's official grievance hearing committee. MCHA will provide the Resident Advisory Board a list of the official grievance hearing committee. MCHA will subsequently contact committee members in random order to request their participation as hearing officers.

### VI. Escrow deposit required for a hearing involving rent [§966.55 (e)]

Before a hearing is scheduled in any grievance involving the amount of rent which MCHA claims is due under this lease, the complainant shall pay to the MCHA an amount equal to the rent due and payable as of the first of the month preceding the month in which the act or failure to act took place. The complainant shall, thereafter, deposit the same amount of the monthly rent in an escrow account monthly until the complaint is resolved by decision of the hearing officer or hearing panel. This requirement will not be waived by MCHA.

### VII. Scheduling hearings [§966.55 (f)]

When a complainant submits a timely request for a grievance hearing, MCHA will immediately contact the hearing officer to schedule the hearing within the following ten working days on one of the dates and times indicated by the complainant. If the hearing officer can agree on a date and time for the hearing, the complainant will be so notified.

As soon as the hearing officer has agreed upon the hearing date and time, the complainant, a MCHA representative and the hearing officer shall be notified in writing. Notice to the complainant shall be in writing, either personally delivered to complainant or sent by mail, return receipt requested. The written notice will specify the time, place and procedures governing the hearing.

### VIII. Procedures governing the hearing [§966.56]

The hearing shall be held before a hearing officer as described above in Section VII. The complainant shall be afforded a fair hearing, which shall include:

- A. The opportunity to examine before the hearing any MCHA documents, including records and regulations that are directly relevant to the hearing.

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The Resident shall be allowed to copy any such document at the Resident's expense. If the MCHA does not make the document available for examination upon request by the complainant, the MCHA may not rely on such document at the grievance hearing.

- B. The right to be represented by counsel or other person chosen as the Resident's representative and to have such person makes statements on the Resident's behalf.
- C. The right to a private hearing unless the complainant request a public hearing. The right to present evidence and arguments in support of the Resident's complaint to controvert evidence relied on by MCHA and to confront and cross-examine all witnesses upon whose testimony or information MCHA relies; and
- D. A decision based solely and exclusively upon the fact presented at the hearing. [§966.56 (b)]

The hearing officer may render a decision without proceeding with the hearing if the hearing officer determines that the issue has been previously decided in another proceeding. [§966.56 (c)]

At the hearing the complainant must first make a showing of an entitlement to the relief sought and, thereafter, the MCHA must sustain the burden of justifying MCHA's action or failure to act against which the complaint is directed. [§966.56 (e)]

The hearing officer shall conduct the hearing informally. Oral or documentary evidence pertinent to the facts and issues raised by the complaint may be received without regard to admissibility under the rules of evidence applicable to judicial proceedings. [§966.56 (f)]

The hearing officer shall require MCHA, the complainant, counsel and other participants or spectators to conduct themselves in an orderly fashion. Failure to comply with the directions of the hearing officer to obtain order may result in exclusion from the proceedings or in a decision adverse to the interests of the disorderly party and granting or denial of the relief sought, as appropriate. [§966.56 (f)]

The complainant or MCHA may arrange in advance, and at expense of the party making the arrangement, for a transcript of the hearing. Any interested party may purchase a copy of such transcript. [§966.56 (g)]

If a hearing officer fails to disqualify himself/herself as required in Section V. A., MCHA will remove the officer from the hearing committee, invalidate the results of the hearing and schedule a new hearing with a new hearing officer.

#### **IX. Failure to appear at the hearing**

If the complainant or MCHA fails to appear at the scheduled hearing, the hearing officer may make a determination to postpone the hearing for not to exceed five business days, or may make a determination that the party has waived his right to a hearing. [§966.56 (d)]

Both the complainant and MCHA shall be notified of the determination by the hearing officer: Provided,

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that a determination that the complainant has waived his right to a hearing shall not constitute a waiver of any right the complainant may have to contest MCHA's disposition of the grievance in court. [§966.56 (d)]

#### X. Decision of the hearing panel or officer [§966.57]

The hearing officer shall prepare a written decision, together with the reasons for the decision within ten working days after the hearing. A copy of the decision shall be sent to the complainant and MCHA.

MCHA shall retain a copy of the decision in the Resident's folder. A copy of the decision with all names and identifying references deleted, shall also be maintained on file by e MCHA and made available for inspection by a prospective complainant, his representative, or the hearing officer.

The decision of the hearing officer shall be binding on MCHA which shall take all actions, or refrain from any actions, necessary to carry out the decision unless MCHA's Board of Commissioners determines within ten working days, and promptly notifies the complainant of its determination that:

- A. The grievance does not concern MCHA action or failure to act in accordance with or involving the complainant's lease or MCHA regulations, which adversely affect the complainant's rights, duties, welfare or status.
- B. The decision of the hearing officer is contrary to applicable Federal, State or local law, HUD regulations, or requirements of the Annual Contributions Contract between HUD and MCHA.
- C. A decision by the hearing officer or Board of Commissioners in favor of MCHA or which denies the relief requested by the complainant in whole or in part shall not constitute a waiver of, nor affect in any way, the rights of the complainant to a trial or judicial review in any court proceedings which may be brought in the matter later.  
[§966.57]

#### XI. Accommodation of persons with disabilities [§966.56 (h)]

The Authority will provide reasonable accommodation for persons with disabilities to participate in the hearing. Reasonable accommodation may include qualified sign language interpreters, readers, accessible locations, or attendants. If the complainant is visually impaired, any notice to the tenant which is required by this Grievance Procedure must be in an accessible format.

**ATTACHMENT W PROGRESS MEETING 5-YEAR PLAN GOALS  
STATUS REPORT F/Y 2004**

**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)

Our goal is to provide drug free, safe and sanitary housing for eligible families and to provide opportunities and promote self-sufficiency and economic independence for residents.

**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)

Pursue funding to develop assisted living units for the elderly or build single-family units for homeownership opportunities.

**STATUS:**

The Authority is on track in finalizing the funding for the construction of additional elderly housing units in an elderly supportive living facility. Funding is coming from a number of private lenders in the local area. The funding will be complete by the last quarter of 2004.

- 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)

**STATUS:**

The Authority has been successful in elevating Communication from a score of 77% in 2001 to its most recent score of 82.2%. Security/Safety has also been elevated from a score of 70% in 2001 to its most recent score of 87.5%.

- Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

Add amenities and improve curb appeal for improved quality of life and marketability of units

**STATUS:**

Work items implemented include:

- Replaced trash corrals in nine developments.
- Covered exterior siding in two developments.
- Re-wired elderly units in IL 47-2.
- The Authority implemented contract mowing of all Authority properties. From 1948 until 2003 residents were responsible for the mowing of their respective lawns.
- Completed the air conditioning of all Authority properties.
- In the process of completing the carpeting all elderly units.
- Added community pavilions in three developments.
- Ongoing tree trimming and removal program.

- 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)

Pursue funding for assisted living and homeownership units.

**STATUS:**

The Authority is on track in finalizing the funding for the construction of additional elderly housing units in an elderly supportive living facility. Funding is coming from a number of private lenders in the local area. The facility will provide 46 units of supportive living, which will include a social setting including meals, laundry, housekeeping, security, physical and mental activities, transportation, individual monitoring, medication reminders, and other amenities that will greatly improve the quality of their lives. Part of the overall "quality of life concept" includes using a state Medicaid Waiver that will enable low-income seniors access to all amenities in the facility. Property has been acquired for the facility as submitted in previous Agency Plans. Plans to obtain water and sewer easements are in the process.

The Authority is proceeding with creating a homeownership center thru an inter-agency agreement with Rock Island Renaissance and the Rock Island Housing Authority. Thru this arrangement The Macoupin County Housing Authority is participating in a pilot program affording homeownership to low-income recipients. The Authority is developing and implementing plans to offer a broad range of funding to low and moderate-income applicants to participate in becoming a homeowner. Through local meetings lenders, realtors, and other agencies have been identified to help provide all the services required to enable renters become homebuyers. The program will also provide a safety net of services so once a home has been purchased services and procedures will ensure the homeowner does not default. The Authority anticipates selling the first homes in 2005 or early 2006. Funding is being pursued from HOME, CDBG and conventional loan financing to build homes for immediate sale and tax credits and trust funds for lease-purchase arrangements.

**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:

**STATUS:**

The Authority was successful in elevating security improvements. All developments have been upgraded with exterior security lighting providing needed nighttime visibility and security. Positive comments have been received from residents and neighboring neighbors as to the positive affect the additional new lights have made. Also local police departments have commented on the improvement for security. The Macoupin County Housing Authority has achieved a positive working relationship with local police departments in each of its nine communities it serves. The Authority communicates weekly with each of the nine police departments regarding criminal and other activities.

- 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:

**STATUS:**

Each year the Authority has funded a full time Resident Services Coordinator whose primary function is to 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)

Pursue funding for assisted living for the elderly

**STATUS:**

The Authority is on track in finalizing the funding for the construction of additional elderly housing units in an elderly supportive living facility. Funding is coming from a number of private lenders in the local area. The funding will be complete by the last quarter of 2004.

**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)

Provide training for current residents and applicants.

**STATUS:**

All Authority staff members were required to complete a comprehensive oneday training course to prepare them to train current residents and applicants. In addition the Authority's Chief Operating Officer continually monitors the staffs interaction with current residents and applicants to ensure that proper training is provided.

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

Pursue alternate funding sources.

**STATUS:**

The Authority is continuing to manage the neighboring Montgomery County Housing Authority for a fee. The Macoupin County Housing Authority was successful in elevating the Montgomery Housing Authority's PHAS and SEMAP scores to high performer in F/Y 2002 and maintained this status in F/Y2003.

