

# PHA Plans

## Streamlined 5-Year/Annual Version

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

OMB No. 2577-0226  
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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937 that introduced 5-year and annual PHA Plans. The full PHA plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form allows eligible PHAs to make a streamlined annual Plan submission to HUD consistent with HUD's efforts to provide regulatory relief to certain PHAs. Public reporting burden for this information collection is estimated to average 11.7 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. HUD may not collect this information and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Privacy Act Notice.** The United States Department of Housing and Urban Development, Federal Housing Administration, is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Information in PHA plans is publicly available.

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# Streamlined 5-Year Plan for Fiscal Years 2005 - 2009

## Streamlined Annual Plan for Fiscal Year 2007

**NOTE:** This PHA Plan template (HUD-50075-SA) is to be completed in accordance with instructions contained in previous Notices PIH 99-33 (HA), 99-51 (HA), 2000-22 (HA), 2000-36 (HA), 2000-43 (HA), 2001-4 (HA), 2001-26 (HA), 2003-7 (HA), and any related notices HUD may subsequently issue. Full reporting for each component listed in the streamlined Annual Plan submitted with the 5-year plan is required.

## Streamlined Five-Year PHA Plan Agency Identification

**PHA Name:** LaSalle County

**PHA Number:** IL014

**PHA Fiscal Year Beginning:** (07/2007)

**PHA Programs Administered:**

- Public Housing and Section 8**     
  **Section 8 Only**     
  **Public Housing Only**  
 Number of public housing units:982     
 Number of S8 units:     
 Number of public housing units:  
 Number of S8 units:536

**PHA Consortia: (check box if submitting a joint PHA Plan and complete table)**

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participating PHA 1:				
Participating PHA 2:				
Participating PHA 3:				

**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 and attachments (if any) 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)

## Streamlined Five-Year PHA Plan

PHA FISCAL YEARS 20\_\_ - 20\_\_

[24 CFR Part 903.12]

### A. Mission

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

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

The PHA's mission is: (state mission here)

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

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

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

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

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

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

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

### B. Goals

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

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

PHA Goal: Expand the supply of assisted housing  
Objectives:

Apply for additional rental vouchers:

Reduce public housing vacancies:

Leverage private or other public funds to create additional housing opportunities:

Acquire or build units or developments

Other (list below)

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

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

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

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

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

- PHA Goal: Promote self-sufficiency and asset development of assisted households  
Objectives:
- Increase the number and percentage of employed persons in assisted families:

- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

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

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

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

**See Attachment A**

## **Streamlined Annual PHA Plan**

### **PHA Fiscal Year 2007**

[24 CFR Part 903.12(b)]

### **Table of Contents**

Provide the following table of contents for the streamlined Annual Plan submitted with the Five-Year Plan, including all streamlined plan components, and additional requirements, together with the list of supporting documents available for public inspection.

#### **A. ANNUAL STREAMLINED PHA PLAN COMPONENTS**

- 1. Housing Needs
- 2. Financial Resources
- 3. Policies on Eligibility, Selection and Admissions
- 4. Rent Determination Policies
- 5. Capital Improvements Needs
- 6. Demolition and Disposition
- 7. Homeownership
- 8. Civil Rights Certifications (included with PHA Certifications of Compliance)
- 9. Additional Information
  - a. PHA Progress on Meeting 5-Year Mission and Goals
  - b. Criteria for Substantial Deviations and Significant Amendments
  - c. Other Information Requested by HUD
    - i. Resident Advisory Board Membership and Consultation Process
    - ii. Resident Membership on the PHA Governing Board
    - iii. PHA Statement of Consistency with Consolidated Plan
    - iv. (Reserved)
- 10. Project-Based Voucher Program
- 11. Supporting Documents Available for Review
- 12. FY 2007 Capital Fund Program and Capital Fund Program Replacement Housing Factor, Annual Statement/Performance and Evaluation Report
- 13. Capital Fund Program 5-Year Action Plan
- 14. Other (List below, providing name for each item)
  - Attachment A Goals and Objectives (il014a01)
  - Attachment B FFY 2005 501-05 CFP Performance and Evaluation Report (il014b01)
  - Attachment C FFY 2006 501-06 CFP Performance and Evaluation Report (il014c01)
  - Attachment D Advisory Board Membership (il014d01)
  - Attachment E Illinois Carbon Monoxide Alarm Detector Act
  - Attachment F Violence Against Women Act

#### **B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE**

**Form HUD-50077, PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans;**

**Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.**

**For PHAs APPLYING FOR CAPITAL FUND PROGRAM (CFP) GRANTS:**

**Form HUD-50070, *Certification for a Drug-Free Workplace*;**  
**Form HUD-50071, *Certification of Payments to Influence Federal Transactions*;**  
**Form SF-LLL & SF-LLLa, *Disclosure of Lobbying Activities*.**

**Executive Summary (optional)**

[903.7(r)]. If desired, provide a brief overview of the contents of the streamlined 5-Year/Annual Plan.

**1. Statement of Housing Needs** [24 CFR Part 903.12 (b), 903.7(a)]

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

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

<b>Housing Needs of Families on the PHA's Waiting Lists</b>			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	1221		232
Extremely low income <=30% AMI	965	79%	
Very low income (>30% but <=50% AMI)	220	18%	
Low income (>50% but <80% AMI)	36	3%	
Families with children	684	56%	
Elderly families	183	15%	
Families with Disabilities	256	21%	
White Non Hispanic	940	77%	
Black	171	14%	
Hispanic	73	6%	
Other	37	3%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	464	38%	76
2 BR	488	40%	71
3 BR	238	19%	38
4 BR	24	2%	10
5 BR	7	.01%	1
5+ BR			

<b>Housing Needs of Families on the PHA's Waiting Lists</b>	
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	

<b>Housing Needs of Families on the PHA's Waiting Lists</b>			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	1398		146
Extremely low income <=30% AMI	1062	76%	
Very low income (>30% but <=50% AMI)	336	24%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	895	64%	
Elderly families	56	4%	
Families with Disabilities	252	18%	
White Non Hispanic	1062	76%	
Black	308	22%	
Hispanic	28	2%	
Other	0	0%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed?			
<input type="checkbox"/> No <input type="checkbox"/> Yes			

## B. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families on the PHA's public housing and Section 8 waiting lists **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

### (1) Strategies

**Need: Shortage of affordable housing for all eligible populations**

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

Select all that apply

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

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

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)

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

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

Select all that apply

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

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

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

Select all that apply

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

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

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

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

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

Select all that apply

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

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

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

Select if applicable

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

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

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

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

**2. Statement of Financial Resources**

[24 CFR Part 903.12 (b), 903.7 (c)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2007 grants)</b>		
a) Public Housing Operating Fund	\$2,038,028	
b) Public Housing Capital Fund	\$1,449,819	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$2,463,353	
f) Resident Opportunity and Self-Sufficiency Grants		
g) Community Development Block Grant		
h) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
Capital Fund 501-06	\$125,000	Approved CFP Operations
<b>3. Public Housing Dwelling Rental Income</b>		
	\$1,921,000	Public Housing Operations
<b>4. Other income (list below)</b>		
Interest Income	\$119,000	Public Housing Operations
<b>Misc. Income</b>	\$107,000	Public Housing Operations
<b>4. Non-federal sources (list below)</b>		
<b>Total resources</b>	\$8,220,200	

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

[24 CFR Part 903.12 (b), 903.7 (b)]

#### **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: (within 60 days)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission

to public housing (select all that apply)?

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

- c.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

**(2)Waiting List Organization**

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

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

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

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

c. Site-Based Waiting Lists-Previous Year

- 1. Has the PHA operated one or more site-based waiting lists in the previous year? NO If yes, complete the following table; if not skip to d.

Site-Based Waiting Lists				
Development Information: (Name, number, location)	Date Initiated	Initial mix of Racial, Ethnic or Disability Demographics	Current mix of Racial, Ethnic or Disability Demographics since Initiation of SBWL	Percent change between initial and current mix of Racial, Ethnic, or Disability demographics


2. What is the number of site based waiting list developments to which families may apply at one time? \_\_\_

3. How many unit offers may an applicant turn down before being removed from the site-based waiting list? \_\_\_

4.  Yes  No: Is the PHA the subject of any pending fair housing complaint by HUD or any court order or settlement agreement? If yes, describe the order, agreement or complaint and describe how use of a site-based waiting list will not violate or be inconsistent with the order, agreement or complaint below:

d. Site-Based Waiting Lists – Coming Year

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

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

2.  Yes  No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?  
If yes, how many lists?

3.  Yes  No: May families be on more than one list simultaneously?  
If yes, how many lists?

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

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

**(3) Assignment**

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

- One
- Two
- Three or More

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

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

**(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

- Emergencies
- Over-housed
- Under-housed
- 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)
  - 1. Currently residing in non-assisted housing.
  - 2. Displaced by a Federally declared natural disaster.
  - 3. Currently resides in a County that borders LaSalle County.

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.

(5) 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
- (2) 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
- (3) Other preference(s) Currently residing in non-assisted housing.
- (1) Other preference(s) Displaced by a Federally declared natural disaster.
- (4) Other preference(s) currently residing in a County that borders LaSalle County.

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 on the following table:

<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>

**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):
- 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 Information on residency for last two years.

## **(2) Waiting List Organization**

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

- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)

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

- PHA main administrative office
- Other (list below)

## **(3) Search Time**

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

If yes, state circumstances below:

## **(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) Currently residing in non-assisted housing.
- Other preference(s) Displaced by Federally declared natural disaster.
- Other preference(s) Displaced by Modernization activities carried out by the Authority.

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

(6) Date and Time

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)

- (4) Working families and those unable to work because of age or disability
- Veterans and veterans' families
- (3) 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
- (5) Other preference(s) Currently residing in non-assisted housing.
- (1) Other preference(s) Displaced by Federally declared natural disasters.
- (2) Other preference(s) Displaced by Modernization activities carried out by the Authority.

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 903.12(b), 903.7(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 of the following two)

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

b. Minimum Rent

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

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

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

3. If yes to question 2, list these policies below: **The family experiences medical expenses that exceed 10% of the family's gross annual income.**

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

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

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

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

- For the earned income of a previously unemployed household member
- For increases in earned income

- Fixed amount (other than general rent-setting policy)  
If yes, state amount/s and circumstances below:
- Fixed percentage (other than general rent-setting policy)  
If yes, state percentage/s and circumstances below:
- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family

composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\_\_\_\_\_
- Other If rent was based on minimum rent or zero income.

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**

a. 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 County wide market value rent survey.

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

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

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

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

- Success rates of assisted families
- Rent burdens of assisted families
- Other Future funding levels.

## **(2) Minimum Rent**

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

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

b.  Yes  No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below) The family experiences medical expenses that exceed 10% of the family's gross annual income.

## **5. Capital Improvement Needs**

[24 CFR Part 903.12(b), 903.7 (g)]

Exemptions from Component 5: Section 8 only PHAs are not required to complete this component and may skip to Component 6.

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

Exemptions from sub-component 5A: PHAs that will not participate in the Capital Fund Program may skip to component 5B. All other PHAs must complete 5A as instructed.

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

a.  Yes  No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete items 12 and 13 of this template (Capital Fund Program tables). If no, skip to B.

b.  Yes  No: Does the PHA propose to use any portion of its CFP funds to repay debt

incurred to finance capital improvements? If so, the PHA must identify in its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities.).

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

Applicability of sub-component 5B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

### **(1) Hope VI Revitalization**

- a.  Yes  No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to next component; if yes, provide responses to questions on chart below 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)  
Development name:  
Development (project) number:  
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
- c.  Yes  No: Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year? If yes, list development name/s below:
- d.  Yes  No: 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:
- e.  Yes  No: 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:

## **6. Demolition and Disposition**

[24 CFR Part 903.12(b), 903.7 (h)]

Applicability of component 6: Section 8 only PHAs are not required to complete this section.

- a.  Yes  No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 or 24 (Hope VI) of the U.S. Housing Act of 1937 (42 U.S.C. 1437p) or Section 202/Section 33 (Mandatory Conversion) in the plan Fiscal Year? (If “No”, skip to component 7; if “yes”, complete one activity description for each development on the following chart.)

<b>Demolition/Disposition Activity Description</b>
1a. Development name: Evans Heights Day Care Center 1b. Development (project) number: IL14-9
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: (08/31/2007)
5. Number of units affected: 0
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: 02/01/2008 b. Projected end date of activity: 05/01/2008

<b>Demolition/Disposition Activity Description</b>
1a. Development name: Unnamed Scattered Sites 1b. Development (project) number: IL14-27
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: (08/31/2007)
5. Number of units affected: 9
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: 02/01/2008 b. Projected end date of activity: 11/01/2008

**7. Section 8 Tenant Based Assistance--Section 8(y) Homeownership Program**

[24 CFR Part 903.12(b), 903.7(k)(1)(i)]

- (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 the next component; if “yes”, complete each program description below (copy and complete questions for each program identified.)

**(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, what is the maximum number of participants this fiscal year? \_\_\_

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:

- c. What actions will the PHA undertake to implement the program this year (list)?

**(3) Capacity of the PHA to Administer a Section 8 Homeownership Program**

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

- a.  Establishing a minimum homeowner downpayment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price comes from the family’s resources.
- b.  Requiring that financing for purchase of a home under its Section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.
- c.  Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below).
- d.  Demonstrating that it has other relevant experience (list experience below).

**8. Civil Rights Certifications**

[24 CFR Part 903.12 (b), 903.7 (o)]

Civil rights certifications are included in the *PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans*, which is submitted to the Field Office in hard copy—see Table of Contents.

## **9. Additional Information**

[24 CFR Part 903.12 (b), 903.7 (r)]

### **A. PHA Progress in Meeting the Mission and Goals Described in the 5-Year Plan**

*(Provide a statement of the PHA's progress against the goals and objectives established in the previous 5-Year Plan for the period FY 2000\_ - 2004\_)*

Over the past 5 years the Authority has continued to keep its vacancy rate below 2% and its unit turn around time to around 20 days in the Public Housing Program. The Authority has added 30 additional units to its inventory through the acquisition of two Rural Development Section 515 properties. We have brought our Voucher utilization rate up to 100%. We have completed modernization of all of our family developments. We have started modernization programs in our Senior Developments consisting of kitchen and bathroom renovations. We have completed an Energy Performance Contract with an ESCO to reduce energy consumption at all of our developments and free up Capital Fund dollars for other uses. We have updated all of our Policies and procedural manuals. In cooperation with Illinois Valley Community College, we are offering GED Programs to residents on site at our three largest Family Developments. In cooperation with three local hospitals we have established three Adult Day Care Centers within our senior high rises. We have brought Women and Infant Children Programs directly on site at our three largest Family Developments to better serve our residents.

### **B. Criteria for Substantial Deviations and Significant Amendments**

#### **(1) Amendment and Deviation Definitions**

24 CFR Part 903.7(r)

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

##### a. Substantial Deviation from the 5-Year Plan

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

##### b. Significant Amendment or Modification to the Annual Plan

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

### **C. Other Information**

[24 CFR Part 903.13, 903.15]

#### **(1) Resident Advisory Board Recommendations**

a.  Yes  No: Did the PHA receive any comments on the PHA Plan from the

**Resident Advisory Board/s?**

If yes, provide the comments below:

b. In what manner did the PHA address those comments? (select all that apply)

- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments  
List changes below:
- Other: (list below)

**(2) Resident Membership on PHA Governing Board**

The governing board of each PHA is required to have at least one member who is directly assisted by the PHA, unless the PHA meets certain exemption criteria. Regulations governing the resident board member are found at 24 CFR Part 964, Subpart E.

a. Does the PHA governing board include at least one member who is directly assisted by the PHA this year?

Yes  No:

If yes, complete the following:

Name of Resident Member of the PHA Governing Board: Florence Kepper  
705 Calhoun St.  
Peru, IL 61354

Method of Selection:

Appointment

**The term of appointment is (include the date term expires): 07/01/2003  
thru 06/30/2008**

Election by Residents (if checked, complete next section--Description of Resident Election Process)

**Description of Resident Election Process**

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)

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)

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)

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

- The PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis
- The PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.
- Other (explain):

Date of next term expiration of a governing board member:

Name and title of appointing official(s) for governing board (indicate appointing official for the next available position):

### **(3) PHA Statement of Consistency with the Consolidated Plan**

[24 CFR Part 903.15]

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

#### **Consolidated Plan jurisdiction: (provide name here)**

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

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

**(4) (Reserved)**

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

## **10. Project-Based Voucher Program**

- a.  Yes  No: Does the PHA plan to “project-base” any tenant-based Section 8 vouchers in the coming year? If yes, answer the following questions.
- b.  Yes  No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option?

If yes, check which circumstances apply:

- Low utilization rate for vouchers due to lack of suitable rental units
- Access to neighborhoods outside of high poverty areas
- Other (describe below:) Working with developers to increase the amount of

affordable housing units available through the County.

- c. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts):

10 units Streator, IL

## **11. List of Supporting Documents Available for Review for Streamlined Five-Year/ Annual PHA Plans**

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
X	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans.</i>	Standard 5 Year and Annual Plans; streamlined 5 Year Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan.	5 Year Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA's public housing and Section 8 tenant-based waiting lists.	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] and the Site-Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. <input checked="" type="checkbox"/> Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the method for setting public housing flat rents. <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development. <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation).	Annual Plan: Operations and Maintenance
X	Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).	Annual Plan: Management and Operations
	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
X	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
X	Any policies governing any Section 8 special housing types <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
	Consortium agreement(s).	Annual Plan: Agency Identification and Operations/ Management
X	Public housing grievance procedures <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures. <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Grievance Procedures
X	The Capital Fund/Comprehensive Grant Program Annual Statement /Performance	Annual Plan: Capital

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
	and Evaluation Report for any active grant year.	Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing.	Annual Plan: Capital Needs
X	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA).	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, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937.	Annual Plan: Conversion of Public Housing
	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans.	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program (Section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
X	Public Housing Community Service Policy/Programs <input checked="" type="checkbox"/> Check here if included in Public Housing A & O Policy	Annual Plan: Community Service & Self-Sufficiency
X	Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies.	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan(s) for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency
X	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports for public housing.	Annual Plan: Community Service & Self-Sufficiency
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Pet Policy
X	The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings.	Annual Plan: Annual Audit
	Consortium agreement(s), if a consortium administers PHA programs.	Joint PHA Plan for Consortia
	Consortia Joint PHA Plans ONLY: Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection	Joint PHA Plan for Consortia
	Other supporting documents (optional). List individually.	(Specify as needed)

**12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report**

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHA Name: Housing Authority for LaSalle County</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: IL06P014501-07 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:2007</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> <input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:</b> <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	100,000			
3	1408 Management Improvements				
4	1410 Administration	144,500			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	101,000			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	995,000			
11	1465.1 Dwelling Equipment—Nonexpendable	52,000			
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	2,000			
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency	55,319			
21	Amount of Annual Grant: (sum of lines 2 – 20)	1,449,819			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

**12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report**

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: Housing Authority for LaSalle County		Grant Type and Number Capital Fund Program Grant No: : IL06P014501-07 Replacement Housing Factor Grant No:			Federal FY of Grant:			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
IL14-10	R/R Door Entry System	1460	1	22,850				
IL14-11	R/R Door Entry System	1460	1	22,850				
IL14-11	R/R Heating Boiler	1460	1	35,000				
IL14-11	R/R Domestic Boilers	1460	2	10,000				
IL14-11	Upgrade boiler control valves	1460	1	30,000				
IL14-12	R/R Door Entry System	1460	1	11,450				
IL14-12	R/R Kitchens	1460	80	390,000				
IL14-12	R/R Ranges	1465	80	26,000				
IL14-13	R/R Door Entry System	1460	1	22,850				
IL14-15	R/R Kitchens	1460	76	370,000				
IL14-15	R/R Ranges	1465	76	26,000				
IL14-15	R/R Door Entry System	1460	1	11,450				
IL14-16	R/R Door Entry System	1460	1	22,850				
IL14-17	R/R Door Entry System	1460	1	22,850				
IL14-26	R/R Door Entry System	1460	1	22,850				
HA WIDE	A/E SERVICES	1430	1	101,000				
HA WIDE	ADMINISTRATION	1410	1	144,500				
HA WIDE	CONTINGENCY	1502	1	55,319				
HA WIDE	OPERATIONS	1406	1	100,000				
HA WIDE	RELOCATION	1495	1	2,000				

**13. Capital Fund Program Five-Year Action Plan**

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part III: Implementation Schedule</b>							
PHA Name: Housing Authority for LaSalle County			<b>Grant Type and Number</b> Capital Fund Program No: IL06P014501-07 Replacement Housing Factor No:			<b>Federal FY of Grant:</b>	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
IL 14-10	8/18/09			8/18/11			
IL 14-11	8/18/09			8/18/11			
IL 14-12	8/18/09			8/18/11			
IL 14-13	8/18/09			8/18/11			
IL 14-15	8/18/09			8/18/11			
IL 14-16	8/18/09			8/18/11			
IL 14-17	8/18/09			8/18/11			
IL 14-26	8/18/09			8/18/11			

### 13. Capital Fund Program Five-Year Action Plan

<b>Capital Fund Program Five-Year Action Plan</b>					
<b>Part I: Summary</b>					
PHA Name Housing Authority for LaSalle County			<input checked="" type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>		
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2008 PHA FY: 2009	Work Statement for Year 3 FFY Grant: 2009 PHA FY: 2010	Work Statement for Year 4 FFY Grant: 2010 PHA FY: 2011	Work Statement for Year 5 FFY Grant: 2011 PHA FY: 2012
	Annual Statement				
IL014001		194,500			18,500
IL014002		10,000		65,000	
IL014003					
IL014004				235,000	46,000
IL014005				15,000	15,000
IL014006				70,000	
IL014007				264,000	
IL014008		35,000	52,000	12,000	
IL014009			20,000		873,500
IL014010		110,000			
IL014011		10,000			
IL014012		55,000	308,000		
IL014013		60,000	45,000	30,000	20,000
IL014014		30,000	52,500	10,000	
IL014015		55,000	268,000		
IL014016		45,000	145,000		
IL014017		374,500	89,500		20,000
IL014018					
IL014026		45,000	40,000		
IL014027				57,000	40,000
IL014029		24,000	28,000	290,000	15,000
HA Wide		401,819	401,819	401,819	401,819
Total CFP Funds		1,449,819	1,449,819	1,449,819	1,449,819
Replacement Housing Factor Funds					

### 13. Capital Fund Program Five-Year Action Plan

<b>Capital Fund Program Five-Year Action Plan</b>						
<b>Part II: Supporting Pages—Work Activities</b>						
Activities for Year 1	Activities for Year : 2 FFY Grant: 2008 PHA FY: 2009			Activities for Year:3 FFY Grant: 2009 PHA FY: 2010		
	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
<b>See</b>	IL 14-1	R/R Concrete Drive	50,000	IL 14-8	Resurface Parking	12,000
<b>Annual</b>	IL 14-1	Upgrade Phone System	4,500	IL 14-8	R/R Roofs	40,000
<b>Statement</b>	IL 14-1	Tuckpoint Seal	140,000	IL 14-9	Sitework Parking	20,000
	IL 14-2	Sitework	10,000	IL 14-12	R/R Carpet Tile	48,000
	IL 14-8	R/R Heating Boilers	35,000	IL 14-12	R/R Roof	70,000
	IL 14-10	Replace domestic boilers	15,000	IL 14-12	Seal, Caulk, Tuck	150,000
	IL 14-10	Replace heating boilers	35,000	IL 14-12	R/R Generator	40,000
	IL 14-10	Upgrade boiler control valves	30,000	IL 14-13	R/R Domestic Boilers	15,000
	IL 14-10	R/R Apartment door locks	30,000	IL 14-13	Upgrade boiler control valves	30,000
	IL 14-11	Resurface parking area	10,000	IL 14-14	R/R Roofs (5)	52,500
	IL 14-12	Replace Domestic Boilers	15,000	IL 14-15	R/R Carpet Tile	48,000
	IL 14-12	Upgrade boiler control valves	30,000	IL 14-15	R/R Roof	70,000
	IL 14-12	Sitwork	10,000	IL 14-15	Seal, Caulk, Tuck	150,000
	IL 14-13	R/R single bottom cylinder	60,000	IL 14-16	1 <sup>st</sup> floor 504 ACC	115,000
	IL 14-14	R/R Heating Boilers	30,000	IL 14-16	R/R Generator	30,000
	IL 14-15	Replace Domestic Boilers	25,000	IL 14-17	R/R Domestic Boilers	15,000
	IL 14-15	Upgrade boiler control valves	30,000	IL 14-17	Upgrade boiler control valves	30,000
	IL 14-16	Replace Domestic Boilers	15,000	IL 14-17	R/R Apartment door locks	32,500
	IL 14-16	Upgrade boiler control valves	30,000	IL 14-17	Resurface Parking	12,000
	IL 14-17	R/R Bathrooms	366,500	IL 14-26	Sprinkler Upgrade	20,000
	IL 14-17	R/R Roof Exhausters	8,000	IL 14-26	R/R gutters & spouts	20,000
	IL 14-26	Replace Domestic Boilers	15,000	IL 14-29	R/R Roofs	28,000
	IL 14-26	Upgrade boiler control valves	30,000			
	IL 14-29	R/R Roofs	24,000			
<b>Total CFP Estimated Cost</b>			\$			\$

### 13. Capital Fund Program Five-Year Action Plan

<b>Capital Fund Program Five-Year Action Plan</b>					
<b>Part II: Supporting Pages—Work Activities</b>					
Activities for Year :4 FFY Grant: 2010 PHA FY: 2010			Activities for Year: 5 FFY Grant: 2011 PHA FY: 2012		
<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
IL 14-2	R/R Roofs	65,000	IL 14-1	R/R Appliances	18,500
IL 14-4	R/R roofs	90,000	IL 14-4	R/R Appliances	18,500
IL 14-4	R/R Storm Doors	35,000	IL 14-4 admin	R/R Roof	27,500
IL 14-4	R/r Entry doors	60,000	IL 14-5	Sitework drainage	15,000
IL 14-4	Sitework parking	50,000	IL 14-9	R/R Appliances	18,500
IL 14-5	R/R Furnace flues	15,000	IL 14-9	R/R water systems	500,000
IL 14-6	R/R Roofs	70,000	IL 14-9	R/R secondary gas line	300,000
IL 14-7	R/R Roofs	135,000	IL 14-9DC	R/R Entry doors	10,000
IL 14-7	R/R Storm Doors	49,000	IL 14-9DC	R/R Roof	45,000
IL 14-7	R/R Entry Doors	80,000	IL 14-13	R/R East Entry ramp	20,000
IL 14-8	R/R Domestic water heaters	12,000	IL 14-17	R/R Compactor	20,000
IL 14-13	R/R Generator	30,000	IL 14-27	R/R Bathrooms (5)	40,000
IL 14-14	R/R Domestic water heaters	10,000	IL 14-29	Sitework	15,000
IL 14-27	R/R Roofs	27,000			
IL 14-27	R/R Siding	30,000			
IL 14-29	R/R Roofs (3)	28,000			
IL 14-29	Remove carpet & tile	100,000			
IL 14-29	R/R Baths	72,000			
IL 14-29	R/R Kitchens	90,000			
<b>Total CFP Estimated Cost</b>		<b>\$</b>			<b>\$</b>

# HOUSING AUTHORITY FOR LASALLE COUNTY

526 E. NORRIS DRIVE  
OTTAWA, ILLINOIS 61350  
PHONE: (815) 434-0380  
FAX: (815) 434-7237  
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## OPERATIONS PLAN

## Fiscal Years 2005-2009

Approved by  
the Housing Authority's  
Board of Commissioners

Resolution No. 1764

Date March 10, 2004

*FORWARD . . . . .*

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

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

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

**BOARD OF DIRECTORS**

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

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## **MISSION**

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

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

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

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

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

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

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

## GOALS

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

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

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

## **OBJECTIVES**

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

## **BOARD FUNCTIONS**

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

## **ADMINISTRATION AND PERSONNEL**

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

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

## FINANCE

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

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

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

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

## **HOUSING MANAGEMENT**

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

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

#### SPECIAL PROGRAMS & SUPPORT SERVICES

##### FOOD SERVICE:

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

SENIOR SERVICES:

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

FAMILY SERVICES:

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

SPECIAL POPULATIONS:

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

## OCCUPANCY

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

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

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

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

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

SECTION 8 INSPECTIONS:

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

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

## **TECHNICAL SERVICES**

### CAPITAL FUND PROGRAM & DEVELOPMENT

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

### MAINTENANCE

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

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

INVENTORY & PURCHASING:

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

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

#### UTILITIES:

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

#### HALC UTILITY ALLOWANCE SCHEDULE

##### Public Housing

Effective Date - January 1

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

##### Section 8

Effective Date - January 1

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

##### RURAL DEVELOPMENT

Effective Date - July 1

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

##### Fornof Manor

Effective Date - January 1

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

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

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

## UPCS AND ANNUAL INSPECTIONS

### PUBLIC HOUSING

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

### FORNOF MANOR

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

### RURAL DEVELOPMENT

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

**CAPITAL FUND PROGRAM TABLES START HERE**

<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: Housing Authority for LaSalle County		Grant Type and Number Capital Fund Program Grant No: IL06P014501-05 Replacement Housing Factor Grant No:			Federal FY of Grant: 2005
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:    ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/06 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	100,000		100,000	100,000
3	1408 Management Improvements Soft Costs Management Improvements Hard Costs				
4	1410 Administration	163,901		159,976.82	159,976.82
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	110,000	105,000	102,500	91,799.97
8	1440 Site Acquisition				
9	1450 Site Improvement	60,000	48,425	48,425	48,425
10	1460 Dwelling Structures	1,094,000	1,139,000	1,110,756.24	428,717.34
11	1465.1 Dwelling Equipment—Nonexpendable	54,500	34,500	854.17	854.17
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	1,000			
18	1499 Development Activities				
19	1502 Contingency	55,609	47,184		
	Amount of Annual Grant: (sum of lines.....)	1,639,010			



## 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: Housing Authority for LaSalle County		Grant Type and Number Capital Fund Program Grant No: IL06P014501-05 Replacement Housing Factor Grant No:					Federal FY of Grant: 2005		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
IL14-3	RESURFACE PARKING/ROAD		1450	1	60,000	48,425	48,425	48,425	Complete
IL14-8	TUCKPOINT SEAL		1460	1	40,000	60,000	60,000	57,550.86	Under Contract
IL14-8	R/R BATHROOMS (19)		1460	19	85,500	75,000	75,000	75,000	Under Contract
IL14-8	R/R SOFFITS & FASCIA		1460	1	25,000	37,000	37,000		Under Contract
IL14-10	R/R ELECTRIC RANGES		1465	66	20,000		854.17	854.17	Pending
IL14-10	TUCKPOINT SEAL		1460	1	75,000	201,803.64	195,000.30	148,521.69	Under Contract
IL14-10	R/R KITCHENS		1460	66	250,000	175,000	175,000	20,808.79	Under Contract
IL14-10	R/R HEATING BOILER		1460	1	37,500	0			Rescheduled
IL14-11	R/R KITCHENS		1460	66	250,000	0			Rescheduled
IL14-11	R/R ELECTRIC RANGES		1465	66	20,000	0			Rescheduled
IL14-11	R/R HEATING BOILER		1460	1	37,500	0			Rescheduled
IL14-14	TUCKPOINT SEAL		1460	1	35,000	55,000	55,000	49,500	Under Contract
IL14-14	R/R BATHROOMS		1460	13	58,500	65,000	65,000	65,000	Under Contract
IL 14-14	R/R SOFFITS FASCIA		1460	1	20,000	30,196.36	30,196.36		Under Contract
IL 14-16	R/R BATHROOMS (48)		1460	48	0	225,000	206,223.58		
IL14-16	R/R KITCHENS		1460	48	180,000	200,000	200,000		Under Contract
IL14-16	R/R ELECTRIC RANGES		1465	48	14,500				Pending
IL 14-29	R/R ROOFS (2)		1460	2	0	15,000	12,336	12,336	Complete
HA WIDE	A/E SERVICES		1430	1	110,000	105,000	102,500	91,799.97	Under contract
HA WIDE	ADMINISTRATION		1410	1	163,901		159,976.82	159,976.82	On Going
HA WIDE	CONTINGENCY		1502	1	55,609	47,184			
HA WIDE	OPERATIONS		1406	1	100,000		100,000	100,000	Complete
HA WIDE	RELOCATION		1495	1	1,000				



## CAPITAL FUND PROGRAM TABLES START HERE

<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: Housing Authority for LaSalle County		Grant Type and Number Capital Fund Program Grant No: IL06P014501-06 Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2006</b>
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:    ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/06 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	100,000		100,000	100,000
3	1408 Management Improvements Soft Costs Management Improvements Hard Costs				
4	1410 Administration	144,500		133,088	41,716.92
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	83,000		80,300	25,927.50
8	1440 Site Acquisition				
9	1450 Site Improvement	30,000			
10	1460 Dwelling Structures	1,007,500		11,172	11,172
11	1465.1 Dwelling Equipment—Nonexpendable	24,500			
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	1,000			
18	1499 Development Activities				
19	1502 Contingency	59,319			
	Amount of Annual Grant: (sum of lines.....)	1,449,819			
	Amount of line XX Related to LBP Activities				

<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: Housing Authority for LaSalle County		Grant Type and Number Capital Fund Program Grant No: IL06P014501-06 Replacement Housing Factor Grant No:		Federal FY of Grant: 2006	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:    ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/06 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
	Amount of line XX Related to Section 504 compliance	240,000			
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

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

PHA Name: Housing Authority for LaSalle County		Grant Type and Number Capital Fund Program Grant No: IL06P014501-06 Replacement Housing Factor Grant No:				Federal FY of Grant: 2006			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost	Status of Work	
IL14-10	R/R Roof Exhausters		1460	1	35,000		4,245	4,245	Complete
IL14-11	Tuckpoint Seal Exterior		1460	1	100,000				In A & E
IL14-11	1 <sup>st</sup> floor Comm Bath 504 Acc		1460	1	60,000				In A & E
IL14-11	R/R Roof Exhausters		1460	1	35,000				In A & E
IL14-13	Rehab Elevator Doors		1460	1	45,000				In A & E
IL14-13	Seal/Stripe Parking		1450	1	10,000				In A & E
IL14-16	R/R Roof		1460	1	50,000				In A & E
IL14-17	504 Acc 4 units		1460	4	180,000				In A & E
IL14-17	R/R/ Kitchens		1460	70	280,000				In A & E
IL 14-17	R/R Ranges		1465	70	24500				
IL14-27	Upgrade Exterior doors		1460	12	30,000				In A & E
IL14-27	Upgrade Electrical		1460	12	20,000				In A & E
IL14-27	R/R Exterior Siding		1460	12	40,000				In A & E
IL14-27	R/R Bathrooms		1460	12	42,500				In A & E
IL14-27	R/R Kitchens		1460	12	60,000				In A & E
IL14-27	Misc Sitework		1450	10	20,000				In A & E
IL14-27	R/R Roofs		1460	4	30,000		6,927	6,927	On going
HA WIDE	A/E SERVICES		1430	1	83,000		80,300	25,927.50	Under contract
HA WIDE	ADMINISTRATION		1410	1	144,500		133,088	41,716.92	On Going
HA WIDE	CONTINGENCY		1502	1	59,319				
HA WIDE	OPERATIONS		1406	1	100,000		100,000	100,000	Complete
HA WIDE	RELOCATION		1495	1	1,000				



## Attachment D

ADVISORY BOARD VOLUNTEERS

Development	Name	Address	Phone
Parkview	Della Dummitt	502 Utica Dr. Ottawa, IL 61350	433-0226
James O'Brien	Agie Orvis	213 Englewood Drive, Box 2 Seneca, IL 61360	357-8047
Centennial Courts	Lenna Rios	901 Grant St., Apt. 83 LaSalle, IL 61301	224-2054
Southview Manor	Sarah Friewald	100 S. Ninth Ave., #113 Mendota, IL 61342	539-6090
Robert Hughett	Judy Hall	1040 Second St., #907 LaSalle, IL 61301	223-3871
Mendota High Rise	Virginia Hampton	701 Meadowview Drive, #403 Mendota, IL 61342	910-7076
Ravlin Congregate	Henrietta Quinn	400 E. Washington St., 3-M Ottawa, IL 61350	434-3673
Stricker Courts	Cindy Buss	32 Sycamore. Street Marseilles, IL 61341	712-2768
Ben Guerrini	Anna Stanley	503 Wallace Street #9 Marseilles, IL 61341	795-5451
Ottawa Scattered Sites	Mike Greenwood	510 Pierce St. Ottawa, IL 61350	433-9862
Fox High Rise	Frank Ladwig	906 Canal St., #310 Ottawa, IL 61350	341-1344
James Gallo	Ange Yates	425 Walnut St., #4 Oglesby, IL 61348	883-8028
Phillip Mueller	Florence Kepper	705 Calhoun St., 7-F Peru, IL 61354	224-5952
Dougherty Manor	Terri Thomas	900 Paul St., #209 Ottawa, IL 61350	431-1626
Scattered Sites (14-27)	Delia Holcomb	2416 E. 2360 <sup>th</sup> Rd Marseille, IL 61341	257-0188
Section 8	Patricia Dillard	1045 State Street Ottawa, IL 61350	

# ATTACHMENT E

The Housing Authority for LaSalle County has installed carbon monoxide detectors in all of its units that fall under the Illinois Carbon Monoxide Alarm Detector Act.

## Attachment F

The Housing Authority for LaSalle County (HALC) has adopted and implemented the provisions of the Violence Against Women and Department of Justice Reauthorization Act of 2005 by revising its Administrative Plan for the Voucher Program and its Admissions and Occupancy Plan for Public Housing to include the provisions of the Act. HALC will work with local service providers and other organizations that provide services and programs to child and adult victims of domestic violence, dating violence, sexual assault or stalking to ensure that these victims maintain housing and enhance their safety and prevent domestic violence, dating violence, sexual assault and stalking.