

# PHA Plans

## Streamlined Annual Version

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

OMB No. 2577-0226  
(exp. 05/31/2006)

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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 for certain types of 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 Annual PHA Plan

## for Fiscal Year: 2008

# PHA Name: Menard County Housing Authority IL28

**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.**



## EXECUTIVE SUMMARY

The Authority is a high PHAS and SEMP for fiscal year ending 6/30/2007.

The Authority is on schedule with its FY2007 annual plan and its FY2005-2009 five-year plan. However, starting with FY2008 the Authority plans to change how it handles its operating and capital funds. The Authority only has 177 public housing units and receives less than \$250,000 a year in CFP funds. In fact the amount of CFP funds has continued to decline since the program was established in 2000. In addition, HUD has cut operating subsidies in excess of 15% over the past several years. With continued declining funding the Authority is forced to use more and more of its CFP funds to offset reduced operating subsidies. Starting with FY 2008, the Authority will put all its CFP funds in 1406 Operations and establish a capital reserve account which it will fund from rents collected. In FY 2009 or later the Authority may use up to a third of its CFP funds to secure 20-year financing for replacing public housing that is programmed for disposition.

Following its procurement policy, in FY2003 the Authority selected Professional Development Group Midwest (PDGM) as the developer for the replacement housing for Phase II demolition of IL28-01, for the demolition and replacement of IL28-07 dwelling units and for developing other affordable rental and homeownership housing. During FY2003 PDGM prepared a Development Plan for the Authority and the plan was made part of the Authority's FY2004 Housing Agency Plan. During FY2005 the Authority began implementing the first phase of the Asset Management and Development Plan including the development of a homeownership program. Implementation of the first phase of the Plan was completed in FY2007.

During FY2006 the Authority followed its procurement policy and selected a developer for implementing the second phase of the Authority's Asset Management and Development Plan. Phase two includes the disposition of 10 units in Oakford IL028-05; the demolition of 3 units in Athens IL028-02; construction of eight replacement public housing units, four in Greenview and four in Athens; and implementation of the first five years increment of the Authority's approved RHF Plan that includes the construction of a new public housing unit. The Authority's phase two construction funding strategies include, but are not limited to, using a third of its CFP funds to secure 20-year financing, using Replacement Housing Factor funds for replacement public housing and using mixed financing. The Authority will also assess the viability of using project-based vouchers and if viable, may pursue. The Authority's Asset Management and Development Plan is included as an attached to this template.

The Authority is currently in the process of disposing of the Mentor Graham building, a special use community building that is currently occupied by the Menard County Health Department. The Authority has submitted a Section 18 disposition application to HUD's Special Applications Center and is waiting for approval. Once the disposition application is approved, Mentor Graham will either be sold to the Menard County Health Department or to the highest bidder.

Public Housing flat rents were reviewed for FY 2008 and no changes were made in the current FY2007 flat rents which are as follows:

<b>DEV</b>	<b>1BR</b>	<b>2BR</b>	<b>3BR</b>	<b>4BR</b>
IL028-02	\$250	\$318	\$413	\$468
IL028-03	\$353	\$444		

IL028-04	\$242	\$308	\$406	
IL028-05	\$330	\$303	\$402	
IL028-06	\$329	\$312	\$412	
IL028-08	\$243	\$312		
IL028-09	\$243	\$312	\$412	\$466

Public housing ceiling rents for FY2008 are established to be the same as FY2008 flat rents.

During FY2008 the Authority will continue managing tax credit properties and other programs initiated by the not for profits established by the Authority. During FY2008 the Authority, in coordination with other entities, will continue to aggressively pursue affordable rental and homeownership housing programs for low and moderate-income families. During FY2008 the Authority may also pursue providing management, maintenance, modernization, resident initiatives, new housing development and other services to other agencies.

The Authority is and has been in full compliance with the Resident Community Service requirement of the Quality Housing and Work Responsibility Act of 1998. The Authority established and implemented Community Service Requirement policies and procedures in its FY2000 Agency Plan. During 2003 HUD suspended the requirement but re-instituted it in 2004. The Authority will ensure it continues to comply in 2008.

The Authority has reviewed all polices and updated its ACOP and adopted a new Ethics Policy. A new Section 34 has been added to the ACOP that covers maintenance charges and repairs. In addition the Authority updated its organizational chart and job descriptions. Copies of the updated documents are attached and are available for review at the Authority's central office.

During FY2007 the Authority developed and implemented strategies for complying with project-based accounting.

The Authority established community-based public housing waiting lists during FY2006 and implemented in FY2007. The public housing waiting lists are:

- Petersburg High Rise IL028-03
- All other Petersburg properties except the High Rise: IL028-08 and IL028-09
- All Athens properties: IL028-02 and IL028-04
- Oakford: IL028-05
- Tallula: IL028-06

Due to the failure rate of the high efficiency Maytag refrigerators purchased under a special statewide energy efficiency grant, the Authority may be required to use increasing more CFP funds to replace the units.

During the next five years the Authority plans to upgrade the parking at the Petersburg High Rise IL028-03 using operating funds, CFP funds or incorporating into the implementation of the second phase of the Authority's Asset Management and Development Plan.

## Streamlined Annual PHA Plan

**Fiscal Year 2008**

[24 CFR Part 903.12(c)]

### **Table of Contents**

[24 CFR 903.7(r)]

Provide a table of contents for the Plan, including applicable additional requirements, and a list of supporting documents available for public inspection.

A.

**1. PHA PLAN COMPONENTS**

Site-Based Waiting List Policies

**903.7(b)(2) Policies on Eligibility, Selection, and Admissions**

2. Capital Improvement Needs

**903.7(g) Statement of Capital Improvements Needed**

3. Section 8(y) Homeownership

**903.7(k)(1)(i) Statement of Homeownership Programs**

4. Project-Based Voucher Programs (We may request as part of our financing plan)

5. PHA Statement of Consistency with Consolidated Plan. Complete only if PHA has changed any policies, programs, or plan components from its last Annual Plan.

6. Supporting Documents Available for Review

7. Capital Fund Program and Capital Fund Program Replacement Housing Factor, Annual Statement/Performance and Evaluation Report

8. Capital Fund Program 5-Year Action Plan

ATTACHMENT A: Deconcentration and income mixing il028a01

ATTACHMENT B: Asset Management Plan Summary il028b01

ATTACHMENT C: VAWA Act, Carbon Monoxide, Student rule il028c01

ATTACHMENT D: Demolition/Disposition il028d01

ATTACHMENT E: Waiting List Analysis il028e01

ATTACHMENT F: FY2005 CFP P&E Report il028f01

ATTACHMENT G: FY2006 CFP P&E Report il028g01

ATTACHMENT H: FY2007 CFP P&E Report il028h01

ATTACHMENT I: Updated Organizational Chart il028i01

ATTACHMENT J: New Ethics Policy

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

**Form HUD-50076, PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Streamlined Annual Plan** identifying policies or programs the PHA has revised since submission of its last Annual Plan, and including Civil Rights certifications and assurances the changed policies were presented to the Resident Advisory Board for review and comment, approved by the PHA governing board, and made available for review and inspection at the PHA's principal office;

For PHAs Applying for Formula Capital Fund Program (CFP) Grants:

**Form HUD-50070**, *Certification for a Drug-Free Workplace*;

**Form HUD-50071**, *Certification of Payments to Influence Federal Transactions*; and

**Form SF-LLL & SF-LLLa**, *Disclosure of Lobbying Activities*.

**1. Site-Based Waiting Lists (Eligibility, Selection, Admissions Policies)**

[24 CFR Part 903.12(c), 903.7(b)(2)]

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

**A. Site-Based Waiting Lists-Previous Year**

1. Has the PHA operated one or more site-based waiting lists in the previous year? If yes, complete the following table; if not skip to B. Yes

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
High Rise, IL28-3	7/1/2006	See Attachment E		
Petersburg, IL28-8 & 9	7/1/2006	See Attachment E		
Athens, IL28-2 & 4	7/1/2006	See Attachment E		
Oakford, IL28-5	7/1/2006	See Attachment E		
Tallula, IL28-6	7/1/2006	See Attachment E		

See Attachment E: Waiting List Analysis il028e01

2. What is the number of site based waiting list developments to which families may apply at one time? 5
3. How many unit offers may an applicant turn down before being removed from the site-based waiting list? 3
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:

**B. 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 next component.

1. How many site-based waiting lists will the PHA operate in the coming year? 5
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)?

The site-based waiting lists were approved as part of the Authority's FY2006 Agency Plan and implemented in FY2007.

If yes, how many lists?

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

## **2. Capital Improvement Needs**

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

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

### **A. Capital Fund Program**

1.  Yes  No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete items 7 and 8 of this template (Capital Fund Program tables). If no, skip to B.
2.  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.).

The Authority may request using CFP funds to repay debt as part of the financing plan for redeveloping IL028-05, Oakford and three units in IL028-02 Athens.

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

Applicability: 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.  Yes  No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to #3; if yes, provide responses to the items on the chart located on the next page, copying and completing as many times as necessary).

2. Status of HOPE VI revitalization grant(s):

HOPE VI Revitalization Grant Status
a. Development Name:
b. Development Number:
c. Status of Grant: <input type="checkbox"/> Revitalization Plan under development <input type="checkbox"/> Revitalization Plan submitted, pending approval <input type="checkbox"/> Revitalization Plan approved <input type="checkbox"/> Activities pursuant to an approved Revitalization Plan underway

3.  Yes  No: Does the PHA expect to apply for a HOPE VI Revitalization grant in the Plan year?  
If yes, list development name(s) below:

4.  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:

During FY2008 the Authority plans to continue implementing the second phase of its Asset Management and Development Plan, which could take two or more years. The Authority's phase two construction funding strategies include, but are not limited to, using 30% of its CFP funds to secure 20-year financing, reprogramming all Replacement Housing Factor funds for replacement public housing and using mixed financing. Developments that might be affected include IL028-02 (3 units); IL028-05 (10 units); and IL028-06 (8 units).

5.  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:

During FY2006 the Authority followed its procurement policy and selected a developer for

implementing the second phase of the Authority's Asset Management and Development Plan. During FY2007 the Authority begin development activities. Phase two includes the disposition of 10 units in Oakford IL028-05; the disposition of 8 units in Tallula IL028-06; and the disposition of 3 units in Athens IL028-02. The Authority plans one-for-one replacement of the disposed units if funds are available. The Authority's phase two construction funding strategies include, but are not limited to, using 30% of its CFP funds to secure 20-year financing, reprogramming Replacement Housing Factor funds for replacement public housing and using mixed financing. The Authority will also assess the viability of using project-based vouchers and if viable, may pursue.

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

(if applicable) [24 CFR Part 903.12(c), 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:

##### 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):

- Establishing a minimum homeowner down payment 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.
- 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.

- Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below):
- Demonstrating that it has other relevant experience (list experience below):

#### **4. Use of the Project-Based Voucher Program**

##### **Intent to Use Project-Based Assistance**

Yes  No: Does the PHA plan to “project-base” any tenant-based Section 8 vouchers in the coming year? If the answer is “no,” go to the next component. If yes, answer the following questions.

1.  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:) There is an acute shortage of any type of rental units in Menard County, especially those affordable to low-income families.
2. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts):

#### **5. 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) only if the PHA has provided a certification listing program or policy changes from its last Annual Plan submission.

1. Consolidated Plan jurisdiction: (provide name here) Illinois State
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
  - The PHA has based its statement of needs of families on its waiting lists 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)

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

The State provides technical assistance as requested by the Authority. In addition, the State provides funding opportunities on a competitive application basis.

### **6. Supporting Documents Available for Review for Streamlined 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>	5 Year and Annual Plans
X	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Streamlined Annual Plan</i>	Streamlined Annual Plans
X	<i>Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.</i>	5 Year and standard Annual Plans
	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs 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	Deconcentration Income Analysis	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	Annual Plan: Operations and Maintenance

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
	infestation).	
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
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 and Evaluation Report for any active grant year.	Annual Plan: Capital 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
X	Approved or submitted applications for demolition and/or disposition of public housing.	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans).	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937.	Annual Plan: Conversion of Public Housing
	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
X	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.	Annual Plan: 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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
	Consortium agreement(s) and for Consortium Joint PHA Plans <u>Only</u> : 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 Annual PHA Plan for Consortia: Agency Identification and Annual Management and Operations

**7. 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 I: Summary					
PHA Name: Menard County Housing Authority		Grant Type and Number Capital Fund Program Grant No: IL06-P028-50108 Replacement Housing Factor Grant No:			Federal FY of Grant: 2008
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$242,583			
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$243,583			
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				

**7. 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 I: Summary					
PHA Name: Menard County Housing Authority		Grant Type and Number Capital Fund Program Grant No: IL06-P028-50108 Replacement Housing Factor Grant No:		Federal FY of Grant: 2008	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
	Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				



**7. 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 III: Implementation Schedule							
PHA Name: Menard County Housing Authority			Grant Type and Number Capital Fund Program No: IL06-P028-50108 Replacement Housing Factor No:				Federal FY of Grant: 2008
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	
HA-Wide	6/30/2010			6/30/2011			

## 7. 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 I: Summary					
PHA Name: Menard County Housing Authority			Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: IL06-R028-50108		Federal FY of Grant: 2008
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:    ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities	\$80,364			
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$80,364			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				

**7. 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>					
PHA Name: Menard County Housing Authority			Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: IL06-R028-50108		Federal FY of Grant: 2008
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:    )					
<input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
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				



**7. 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 III: Implementation Schedule							
PHA Name: Menard County Housing Authority		Grant Type and Number Capital Fund Program No: Replacement Housing Factor No: IL06-R028-50108				Federal FY of Grant: 2008	
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	
New project	6/31/2010			6/31/2011			

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

Capital Fund Program Five-Year Action Plan					
Part I: Summary					
PHA Name Menard County Housing Authority		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:			
Development Number/Name/ HA-Wide	Year 1	Work Statement for Year 2  FFY Grant: 2009 PHA FY: 2009	Work Statement for Year 3  FFY Grant: 2010 PHA FY: 2010	Work Statement for Year 4  FFY Grant: 2011 PHA FY: 2011	Work Statement for Year 5  FFY Grant: 2012 PHA FY: 2012
HA-Wide 1406 1501	Annual Statement	\$162,531 \$80,052	\$162,531 \$80,052	\$162,531 \$80,052	\$162,531 \$80,052
CFP Funds Listed for 5-year plan		\$242,583	\$242,583	\$242,583	\$242,583
Replacement Housing Factor Funds		\$80,364	\$80,364	\$80,364	\$80,364





## Attachment A (il028a01): Deconcentration and Income Mixing

### (6) Deconcentration and Income Mixing

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

If yes, list these developments as follows:

<b>Deconcentration Policy for Covered Developments</b>			
<b>Development Name:</b>	<b>Number of Units</b>	<b>Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]</b>	<b>Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]</b>
IL028-02	16	Above 115% average income	Waiting list skipping
IL028-05	10	Below 85% average income	Waiting list skipping
IL028-06	10	Below 85% average income	Waiting list skipping

<b>Development</b>	<b>Average Income</b>
IL028-02	\$20,880
IL028-03	\$13,116
IL028-04	\$11,937
IL028-05	\$8,713
IL028-06	\$8,614
IL028-08	\$10,881
IL028-09	\$12,665
Average	\$12,401
85% Average	\$10,541
115% Average	\$14,261

**ASSET MANAGEMENT PLAN SUMMARY**

The approach is to replace disposed public housing units with new public housing units using RHF and CFP funds as funding allows.

**PUBLIC HOUSING:**

**Petersburg**

IL028-3	47 units	Keep and upgrade as public housing
IL028-8	24 Units	Keep and upgrade as public housing
IL028-9	50 Units	Keep and upgrade as public housing

**Tallula**

IL028-6	10 Units	Keep new 2-3BR duplex (fire replacement) as public housing. Keep and maintain remaining 8 units as public housing for next 5 years then decide what to do based upon what is happening with the town of Tallula. Replace aluminum wire in the 8 public housing units now
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**Oakford**

IL028-5	10 Units	Dispose of all 10 public housing units and replace with 4-2BR elderly public housing units in Greenview and 4-2BR elderly handicap and 2-3BR family public housing units in Athens.
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**Athens**

IL028-2	16 Units	Demolish and replace 3 public housing DU's now (1-3BR at 203 West Monroe and 1-1BR/1-2BR at 801 and 803 North Main). Keep and maintain the remaining 13 public housing units for 10 years then decide what to do (i.e. keep and upgrade or demolish and replace with elderly handicap and/or homeownership). New construction from RHF and CFP funds will include the three units demolished in Athens and six of the ten disposed units from Oakford (Note four of the ten disposed units from Oakford will go to Greenview): <ul style="list-style-type: none"><li>• 4-2BR elderly handicap public housing units</li><li>• 2-3BR family public housing units</li><li>• 3-3BR family public housing units for Section 32 sale</li></ul>
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Build 2 to 4 homes in existing subdivisions for sell each year using HOME, CDBG, Bond Cap, etc



## **ATTACHMENT C**

### **VAWA ACT**

**Menard County Housing Authority in compliance with the Violence Against Women Act amended its ACOP policy and Section 8 Administrative Plan in 2007.**

**Admin Plan – Section 15J was added  
“Protection of Victims of Domestic Violence from Being Denied or Terminated from Housing”**

**and**

**ACOP- Section 33.0 Protection of Victims of Domestic Violence**

### **CARBON MONOXIDE DETECTOR ACT**

**Carbon monoxide detectors were installed in all public housing units in 2006. They are checked at annual inspections and when maintenance is in the unit for a work order.**

### **STUDENT RULE FOR SECTION 8**

**The Section 8 Admin plan was updated in 2007 to reflect HUD’s Student Rule**

**ATTACHMENT D (il028d01)**

**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: Athens (IL028-02) and Oakford (IL028-05)
1b. Development (project) number: IL28-02 and IL028-05
2. Activity type: Demolition <input checked="" type="checkbox"/> 3 units IL028-02 Disposition <input checked="" type="checkbox"/> 10 units IL028-05
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: July 2007 Begin process of preparing Section 18 Disposition Applications
5. Number of units affected: 13 total; 3 Athens, 10 Oakford
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development Athens IL028-02 demolish 3 of 16 units; replace one for one <input checked="" type="checkbox"/> Total development Oakford IL028-05 dispose of all 10 units; replace one for one
7. Timeline for activity: a. Actual or projected start date of activity: July 2007 b. Projected end date of activity: June 2010

The Authority is in the process of disposing of the Mentor Graham building, a special use community building that is currently occupied by the Menard County Health Department. A Section 18 Disposition Application has been prepared and submitted to HUD. The Authority is now waiting for HUD approval of the Application.

ATTACHMENT E

MENARD COUNTY HOUSING AUTHORITY

TOWN BASED WAITING LIST ANALYSIS FOR FY 2008 AGENCY PLAN

Town	White		Black		Hispanic		Elderly		Family		Disabled		Total Wait List
	2008		2008		2008		2008		2008		2008		
	#	%	#	%	#	%	#	%	#	%	#	%	
Athens	37	97.37%	1	2.63%	0	0.00%	3	7.89%	35	92.11%	12	31.58%	38
High Rise	12	100.00%	0	0.00%	0	0.00%	12	100.00%	0	0.00%	0	0.00%	12
Oakford	6	100.00%	0	0.00%	0	0.00%	3	50.00%	3	50.00%	0	0.00%	6
Tallula	6	85.71%	1	14.29%	0	0.00%	0	0.00%	7	100.00%	0	0.00%	7
Petersburg	60	98.36%	1	1.64%	0	0.00%	12	19.67%	49	80.33%	12	19.67%	61
Totals	121	97.58%	3	2.42%	0	0.00%	30	24.19%	94	75.81%	24	19.35%	124

**MENARD COUNTY HOUSING AUTHORITY**

**TOWN BASED WAITING LIST ANALYSIS FOR FY 2008 AGENCY PLAN**

Town	White		Black		Hispanic		Elderly		Family		Disabled		Total Wait List
	2008		2008		2008		2008		2008		2008		
	#	%	#	%	#	%	#	%	#	%	#	%	
Athens	34	94.44%	2	5.56%	0	0.00%	1	2.78%	35	97.22%	2	5.56%	36
High Rise	11	100.00%	0	0.00%	0	0.00%	5	45.45%	6	54.55%	0	0.00%	11
Oakford	6	100.00%	0	0.00%	0	0.00%	1	16.67%	5	83.33%	0	0.00%	6
Tallula	6	75.00%	2	25.00%	0	0.00%	0	0.00%	8	100.00%	0	0.00%	8
Petersburg	55	96.49%	2	3.51%	0	0.00%	4	7.02%	53	92.98%	2	3.51%	57
Totals	112	94.92%	6	5.08%	0	0.00%	11	9.32%	107	90.68%	4	3.39%	118

MENARD COUNTY HOUSING AUTHORITY

TOWN BASED WAITING LIST ANALYSIS, COMPARISON OF FY2007 TO FY2008

Town	White					Black					Hispanic					Elderly					Family					Disabled					FY2008 Total Applicants	FY2007 Total Applicants	Difference FY2008/FY2007	
	FY2008		FY2007		% Diff	FY2008		FY2007		% Diff	FY2008		FY2007		% Diff	FY2008		FY2007		% Diff	FY2008		FY2007		% Diff	#	#	#	#					
	#	%	#	%		#	%	#	%		#	%	#	%		#	%	#	%		#	%	#	%						%			%	
Athens	34	94.44%	37	97.37%	-2.9%	2	5.56%	1	2.63%	2.9%	0	0.00%	0	0.00%	0.0%	1	2.78%	3	7.89%	-5.1%	35	97.22%	35	92.11%	5.12%	2	5.56%	12	31.58%	-26.02%	36	38	-2	-5.26%
High Rise	11	100.00%	12	100.00%	0.0%	0	0.00%	0	0.00%	0.0%	0	0.00%	0	0.00%	0.0%	5	45.45%	12	100.00%	-54.5%	6	54.55%	0	0.00%	54.55%	0	0.00%	0	0.00%	0.00%	11	12	-1	-8.33%
Oakford	6	100.00%	6	100.00%	0.0%	0	0.00%	0	0.00%	0.0%	0	0.00%	0	0.00%	0.0%	1	16.67%	3	50.00%	-33.3%	5	83.33%	3	50.00%	33.33%	0	0.00%	0	0.00%	0.00%	6	6	0	0.00%
Tallula	6	75.00%	6	85.71%	-10.7%	2	25.00%	1	14.29%	10.7%	0	0.00%	0	0.00%	0.0%	0	0.00%	0	0.00%	0.0%	8	100.00%	7	100.00%	0.00%	0	0.00%	0	0.00%	0.00%	8	7	1	14.29%
Petersburg	55	96.49%	60	98.36%	-1.9%	2	3.51%	1	1.64%	1.9%	0	0.00%	0	0.00%	0.0%	4	7.02%	12	19.67%	-12.7%	53	92.98%	49	80.33%	12.65%	2	3.51%	12	19.67%	-16.16%	57	61	-4	-6.56%
Totals	112	94.92%	121	97.58%	-2.7%	6	5.08%	3	2.42%	2.7%	0	0.00%	0	0.00%	0.0%	11	9.32%	30	24.19%	-14.9%	107	90.68%	94	75.81%	14.87%	4	3.39%	24	19.35%	-15.97%	118	124	-6	-4.84%

ATTACHMENT F (il028f01)

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Menard County Housing Authority		Grant Type and Number Capital Fund Program Grant No: IL06-P028-50105 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 type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input checked="" type="checkbox"/> Final Performance and Evaluation Report			
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	32,164	32,164	32,164	32,164
3	1408 Management Improvements	32,164	33,050	33,050	33,050
4	1410 Administration	36,849	36,849	36,849	36,849
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	25,154	7,348	7,348	7,348
8	1440 Site Acquisition				
9	1450 Site Improvement	5,000			
10	1460 Dwelling Structures	93,093	136,720	136,720	136,720
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	33,900	23,193	23,193	23,193
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities	10,000			
19	1501 Collateralization or Debt Service	1,000			
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	269,324	269,324	269,324	269,324
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				

**ATTACHMENT F (il028f01)**

<b>Annual Statement/Performance and Evaluation Report</b>								
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b>								
<b>Part II: Supporting Pages</b>								
PHA Name: Menard County Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: IL06-P028-50105 Replacement Housing Factor Grant No:				<b>Federal FY of Grant: 2005</b>		
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	
HA-Wide	Operations	1406		32,164	32,164	32,164	32,164	
HA-Wide	Computer system upgrade and training	1408		11,500	33,050	33,050	33,050	
HA-Wide	Affordable housing technical assistance	1408		9,664				
HA-Wide	Commissioner and staff training	1408		11,000				
HA-Wide	Administration	1410		36,849	36,849	36,849	36,849	
HA-Wide	A/E and developer Fees	1430		25,154	7,348	7,348	7,348	
HA-Wide	Modernization work items	1460		5,000				
HA-Wide	Vehicle, tools and equipment	1475		33,900	23,193	23,193	23,193	
HA-Wide	Development activities	1499		10,000				
IL028-02	Re-roof	1460		26,786	37,300	37,300	37,300	
IL028-04	Re-roof	1460		35,507	49,444	49,444	49,444	
IL028-03	Abate floor tile	1460		3,677	3,677	3,677	3,677	
IL028-03	Replace floor tile	1460		17,351	17,351	17,351	17,351	
IL028-03	Security System	1460			24,676	24,676	24,676	
IL028-06	Replace boiler	1460		4,272	4,272	4,272	4,272	
IL028-08	Exhaust vent rain shield units #15/#21	1460		500				
IL028-09	Central mail box station, Chester Rd	1450		5,000				
HA-Wide	Development Bond service	1501		1,000				

**ATTACHMENT F (il028f01)**

<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: Menard County Housing Authority			<b>Grant Type and Number</b> Capital Fund Program No: IL06-P028-50105 Replacement Housing Factor No:				<b>Federal FY of Grant: 2005</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	
HA-Wide	6/30/2007	6/30/2007		6/30/2008	6/30/2008		
IL028-02	6/30/2007	6/30/2007		6/30/2008	6/30/2008		
IL028-03	6/30/2007	6/30/2007		6/30/2008	6/30/2008		
IL028-04	6/30/2007	6/30/2007		6/30/2008	6/30/2008		
IL028-06	6/30/2007	6/30/2007		6/30/2008	6/30/2008		
IL028-08	6/30/2007			6/30/2008			
IL028-09	6/30/2007			6/30/2008			

**ATTACHMENT G (il028g01)**

<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:</b> Menard County Housing Authority			<b>Grant Type and Number</b> Capital Fund Program Grant No: IL06-P028-50106 Replacement Housing Factor Grant No:		<b>Federal FY of Grant:</b> 2006
<input type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> <b>Reserve for Disasters/ Emergencies</b> <input checked="" type="checkbox"/> <b>Revised Annual Statement (revision no: 1)</b> <input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending: 3/31/2008</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	\$24,633	\$246,325	0	0
3	1408 Management Improvements	\$24,633			
4	1410 Administration	\$24,633			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$40,000			
8	1440 Site Acquisition				
9	1450 Site Improvement	\$4,000			
10	1460 Dwelling Structures	\$120,409			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	\$4,000			
13	1475 Nondwelling Equipment	\$4,017			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$246,325	\$246,325	0	0
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				

**ATTACHMENT G (il028g01)**

<b>Annual Statement/Performance and Evaluation Report</b>								
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b>								
<b>Part II: Supporting Pages</b>								
PHA Name: Menard County Housing Authority			<b>Grant Type and Number</b> Capital Fund Program Grant No: IL06-P028-50106 Replacement Housing Factor Grant No:			<b>Federal FY of Grant: 2006</b>		
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	
HA-Wide	Operations	1406		\$24,633	\$246,325	0	0	
HA-Wide	Computer system upgrade and training	1408		\$6,922				
HA-Wide	Technical Assist: Agency Plan/Operations	1408		\$8,711				
HA-Wide	Commissioner and staff training	1408		\$9,000				
HA-Wide	Administration	1410		\$24,633				
HA-Wide	A/E and development fees	1430		\$40,000				
HA-Wide	Parking and sidewalk repair	1450		\$4,000				
HA-Wide	Modernization work items	1460		\$17,449				
IL28-02	Replace roofs	1460		\$40,560				
IL28-02	Replace ducts and HVAC systems	1460						
IL28-04	Replace roofs	1460		\$62,400				
HA-Wide	Mentor Graham modernization	1470		\$4,000				
HA-Wide	Vehicle, tools and equipment	1475		\$4,017				

**ATTACHMENT G (il028g01)**

<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: Menard County Housing Authority			<b>Grant Type and Number</b> Capital Fund Program No: IL06-P028-50106 Replacement Housing Factor No:				<b>Federal FY of Grant: 2006</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	
HA-Wide	6/30/2008			6/30/2009			
IL028-04	6/30/2008			6/30/2009			
IL028-08	6/30/2008			6/30/2009			
IL028-09	6/30/2008			6/30/2009			

ATTACHMENT H (il028h01)

<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:</b> Menard County Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: IL06-P028-50107 Replacement Housing Factor Grant No:		<b>Federal FY of Grant:</b> 2007	
<input type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> <b>Reserve for Disasters/ Emergencies</b> <input checked="" type="checkbox"/> <b>Revised Annual Statement (revision no: 1)</b> <input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:</b> <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>					
<b>Line</b>	<b>Summary by Development Account</b>	<b>Total Estimated Cost</b>		<b>Total Actual Cost</b>	
		<b>Original</b>	<b>Revised</b>	<b>Obligated</b>	<b>Expended</b>
1	Total non-CFP Funds				
2	1406 Operations	\$38,184	\$242,583	0	0
3	1408 Management Improvements	\$22,711			
4	1410 Administration	\$22,711			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$45,000			
8	1440 Site Acquisition	\$16,977			
9	1450 Site Improvement	\$1,000			
10	1460 Dwelling Structures	\$92,000			
11	1465.1 Dwelling Equipment—Nonexpendable	\$1,000			
12	1470 Nondwelling Structures	\$1,000			
13	1475 Nondwelling Equipment	\$1,000			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service	\$1,000			
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$242,583	\$242,583		
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				

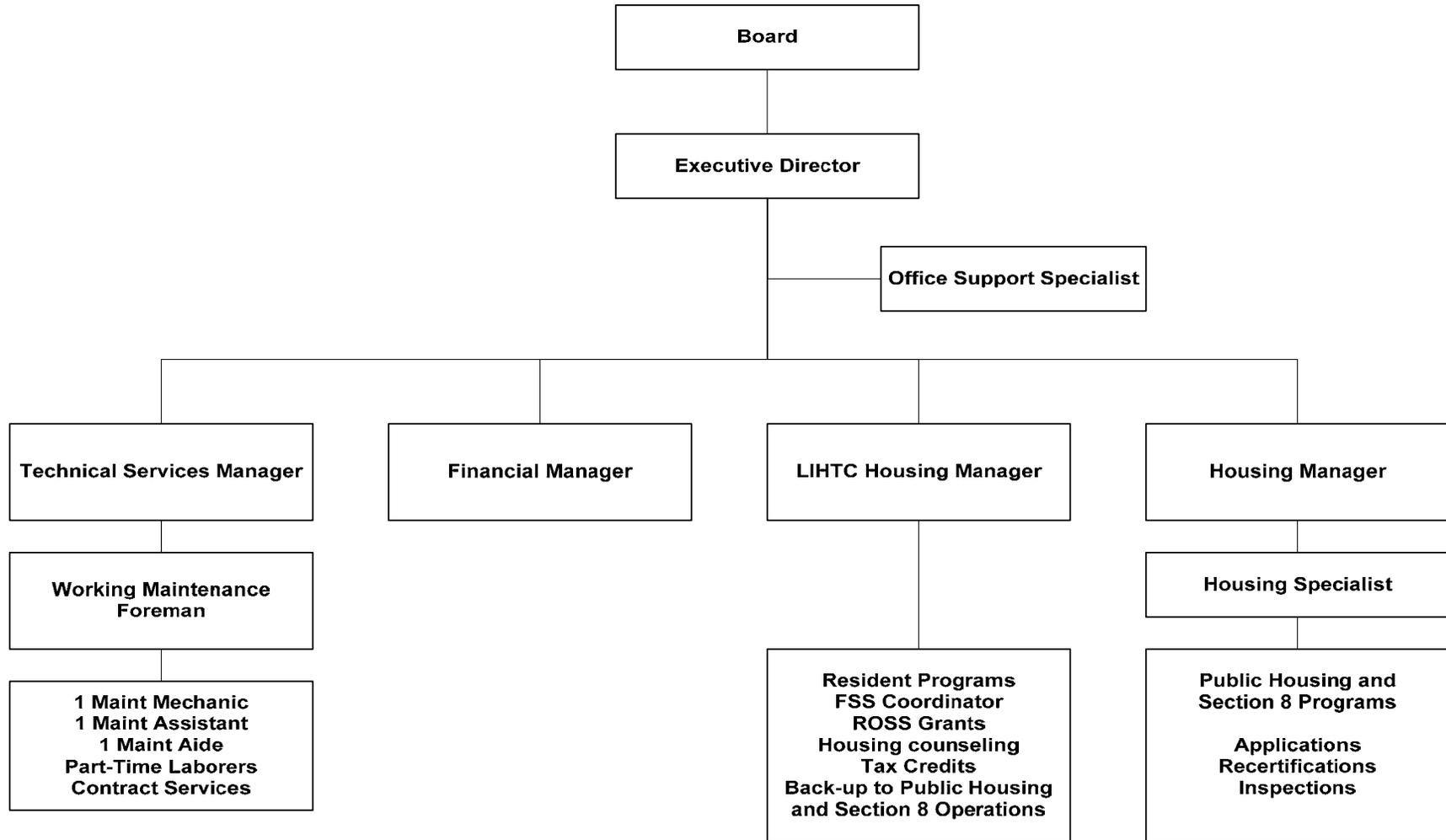
ATTACHMENT H (il028h01)

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name: Menard County Housing Authority			Grant Type and Number Capital Fund Program Grant No: IL06-P028-50107 Replacement Housing Factor Grant No:			Federal FY of Grant: 2007		
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	
HA-Wide	Operations	1406		\$38,184	\$242,583	0	0	
HA-Wide	Computer system upgrade and training	1408		\$4,000				
HA-Wide	Technical Assist: Agency Plan/Operations	1408		\$9,711				
HA-Wide	Commissioner and staff training	1408		\$9,000				
HA-Wide	Administration	1410		\$22,711				
HA-Wide	A/E fees	1430		\$5,000				
HA-Wide	Development/Consulting fees	1430		\$30,000				
HA-Wide	Technical Assistance	1430		\$10,000				
HA-Wide	Purchase Property	1440		\$16,977				
HA-Wide	Parking and sidewalk repair	1450		\$1,000				
IL28-06	Rewire	1460	8 DU	\$80,000				
IL28-02	Repair/paint storage units	1460	16 DU	\$5,333				
IL28-04	Repair/paint storage units	1460	20 DU	\$6,667				
HA-Wide	Replace appliances	1465.1		\$1,000				
HA-Wide	Upgrade facilities, furniture, equipment	1470		\$1,000				
HA-Wide	Vehicle, tools and equipment	1475		\$1,000				
II028-05	Relocation Costs	1495.1						
HA-Wide	Replacement public housing	1501		\$1,000				

ATTACHMENT H (il028h01)

<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: Menard County Housing Authority		<b>Grant Type and Number</b> Capital Fund Program No: IL06-P028-50107 Replacement Housing Factor No:					Federal FY of Grant: 2007
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	
HA-Wide	6/31/2009			6/31/2010			
IL028-02	6/31/2009			6/31/2010			
IL028-04	6/31/2009			6/31/2010			
IL028-06	6/31/2009			6/31/2010			

**MENARD COUNTY HOUSING AUTHORITY**  
**January 2008**



# Menard County Housing Authority

## ETHICS POLICY AND CODE OF CONDUCT

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### PREFACE

The Menard County Housing Authority has established standards of conduct for its employees and members of its Board of Commissioners. These standards are designed to assure the utmost in public trust and confidence in the policies and practices of the Authority. Because of its status as an independent public entity, the Authority recognizes its responsibility to conduct all business in a manner above reproach or censure. This Ethics Policy and Code of Conduct will describe in detail the standards by which members of the Board of Commissioners and staff are to be held accountable.

This code recognizes and incorporates those sections of federal, state, and local law which govern the conduct of public employees, and in no way supplants those provisions of law. In cases where no statutory precedent exists, the policy of the Menard County Housing Authority shall be applied.

The Standards of Conduct contained within the Code of Ethics shall be generally applied so as to avoid the appearance, or actual occurrence of, any favoritism or special treatment towards any applicant, resident, vendor, or agent having business, or dealings of any kind, with the Authority. No Commissioner or employee shall use or cause or allow to be used his or her position to secure any personal privileges for himself, herself, or others, or to influence the activities, actions, or proceeds of the Authority.

The Menard County Housing Authority, in establishing standards of conduct for its employees and commissioners, recognizes the importance of establishing standards of conduct for external vendors and suppliers of products and/or services to the Authority. While the Authority cannot mandate the internal conduct or policies of vendors, it nevertheless requires that vendors and suppliers adhere to certain basic principles in conducting business with the Authority. Specifically, these principles include:

- A. No direct or indirect personal inducement of Authority employees. This includes the giving of gifts, money, tickets or any item or service having value.
- B. No direct or indirect inducement of members of the Board of Commissioners. This shall include the same provisions covering employees, except that it is recognized that in the course of business dealings, there may be times when meals and/or visits may be arranged. In such cases, such events should be reported to the Chairman of the Board, with the nature of the visit explained.

It is expected that vendors or suppliers of professional services to the Authority will be governed by the Code of Ethics to which their particular profession prescribes.

## ATTACHMENT J

Any vendor or supplier found in violation of Authority policy shall be barred from future business dealings with the Authority. The Authority reserves the right to have vendors and suppliers sign a statement of compliance with the standards of conduct of the Authority.

### **1.0 TITLE**

This shall be called the "Menard County Housing Authority Code of Ethics and Standards of Conduct."

### **2.0 APPLICABILITY**

The provisions contained herein shall apply to all employees and the Board of Commissioners of the Menard County Housing Authority. With respect to contracted professional services of the Authority (legal, accounting, or otherwise), it is assumed that these professionals will abide by the professional ethics of their particular profession.

### **3.0 PURPOSE**

This Code of Ethics establishes standards for employee and Commissioner conduct that will assure the highest level of public service. Recognizing that compliance with any ethical standards rests primarily on personal integrity, and also recognizing in general the integrity of Commissioners and employees, it nevertheless sets forth those acts or omissions of acts that could be deemed injurious to the general mission of the Authority.

This Code of Ethics is not intended, nor should it be construed as, an attempt to unreasonably intrude upon the individual employee's or Commissioner's right to privacy and the right to participate freely in a democratic society and economy.

### **4.0 DEFINITIONS**

"Agent" shall mean any employee of the Authority (whether full or part time) acting in his or her official capacity as an agent of the Authority.

"Claim" shall mean any demand, written or oral, made upon the Authority to fulfill an obligation arising from law or equity.

"Commissioner" shall mean one of the persons serving on the Board of Commissioners of the Authority.

"Contract" shall mean any obligation to do something arising from an exchange of promises or consideration between persons, regardless of the particular form in which it is stated.

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"Conventional" shall mean those housing programs operated by the Authority, which are broadly considered part of the "conventional public housing program." This shall include but not be limited to, such programs as public housing and the Capital Fund.

"Employee" shall mean any person appointed or hired, whether full or part time, seasonal, temporary, paid or unpaid, on a fixed or unfixed term, provisional or permanent.

"Enrollee" shall broadly mean any applicant, resident, or program participant in any program operated by the Authority. Specifically, an "enrollee" shall be a person who expects to receive, or is receiving, some form of assistance from the Authority.

"Family" shall mean the father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, or half sister, or a person living in a stable household relationship.

"Interest" shall mean a benefit or advantage of an economic or tangible nature that a person or a member of his or her family would gain or lose as a result of any decision, or action or omission to decide or act, on the part of the Authority, its Board, or employees.

"Person" shall mean any individual, corporation, partnership, business entity, association, organization, and may include an Authority employee.

"Public Information" shall mean information obtainable pursuant to the Freedom of Information Act and Authority guidelines adopted pursuant thereto.

### **5.0 ETHICAL STANDARDS FOR EMPLOYEES**

No employee of the Menard County Housing Authority shall have any employment, or engage in any business or commercial transaction, or engage in any professional activity, or incur any obligation in which directly or indirectly he or she would have an interest that would impair his or her independence of judgement or action in the performance of his or her official duties or that would be in conflict with the performance of his or her official duties.

No employee shall have or enter into any contract with any person who has or enters into a contract with the Authority unless:

- A. The contract between the person and the Authority is awarded pursuant to competitive bidding procedures and/or purchasing policies as outlined in regulations promulgated by the U.S. Department of Housing and Urban Development (HUD), state law, or the Menard County Housing Authority Procurement Policy; or

## ATTACHMENT J

- B. The contract between the person and the Authority is one in which the Authority employee has no interest, has no duties or responsibilities, or if the contract with the person is one which the Authority employee entered into prior to becoming an employee.

There shall be no preferential treatment given by an employee of the Authority acting in performance of his or her official duties to any person, agency or organization.

No Authority employee shall use or permit the use of Authority-owned vehicles, equipment, materials or property for the convenience or profit of himself, herself, or any other person. However this provision shall not apply in the case of usage for "diminutive" purposes, i.e., purposes which in and of themselves should not be construed as abuse of Authority property.

No Authority employee shall solicit any gift or consideration of any kind, nor shall any Authority employee accept or receive a gift having value in excess of \$25.00 regardless of the form of the gift, from any person who has an interest in any matter proposed or pending before the Authority.

No authority employee acting individually can bind the housing authority by any action or verbal representation.

No Authority employee shall disclose without proper authorization non-public information or records concerning any aspects of the operation of the Authority, nor shall he or she use such information to the advantage or benefit of himself, herself, or any other person. This shall include records maintained on enrollees of the Authority, for whom a properly executed release of information form shall be obtained and kept in the client file. The release of any information relative to enrollees of the Authority shall be done pursuant to government regulations allowing the release of information among government agencies or agencies receiving government subsidy, shall be done following prescribed methods of requesting and transmitting such information, and shall be done with full knowledge of the enrollee except in those cases where through action of law the enrollee's knowledge is not required.

No Authority employee currently employed shall represent any person, other than himself, in business negotiations, judicial or administrative actions or procedures, to which the Authority may be a party.

No former employee of the Authority shall personally represent any person in a matter in which the former employee personally participated while employed by the Authority within the previous one year, if such representation would be adverse to the interests of the Authority. This provision shall not, however, bar the timely filing by a current or former employee, of any claim, account, demand, or suit arising out of personal injury, property damage, or any benefit authorized or permitted by law.

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No member of the family of any Authority employee shall be appointed or hired to serve under the direct supervision or authority of that employee, and in no event shall any Authority employee participate in the decision-making regarding employment or contract for services of any family member.

No Authority employee shall have an interest in a contract between any person and the Authority, except that this provision shall not apply if the contract was entered into prior to the employee's hire by the Authority; the employee discloses his or her interest in the contract prior to employment; and after employment, the employee has no power to authorize or approve payment under the contract, monitor performance or compliance under the contract, or audit bills or claims under the contract and the compensation of the employee will not be affected by the contract.

No Authority employee shall have any employment, engage in any business or commercial transaction, or engage in any professional activity in which, directly or indirectly, he or she would have an interest that would impair his or her independence of judgement or action in the performance of his or her duties with the Authority or that would be in conflict with his or her duties at the Authority.

No employee of the Authority shall discuss, vote upon, decide or take part in (formally or informally) any matter before the Authority in which he or she has an interest. Exception shall be made in the case of an employee whose interest in the matter is minimal (e.g. an employee helping decide on a new telephone system owns 100 shares of AT&T stock), provided the employee shall fully and specifically describe his or her interest, in writing, and the underlying basis of it, whether it be ownership, investment, contract, claim, employment or family relationship, to his or her immediate supervisor prior to the employee's participation. If, in the opinion of the supervisor, there is any question as to whether the interest is minimal, the matter shall be referred to the Ethics Review Committee for a binding decision on the question.

Any matter decided on, contracted, adjudicated, or in any way acted upon by an employee who does not disclose a personal interest either in the matter, or in any person or organization having an interest in the matter, may be considered null and void by the Authority. Such a matter may be referred to the Ethics Review Committee to render judgement and assess any penalties if necessary.

If the Ethics Review Committee renders judgement that a matter was performed; a contract entered into; or any matter was conducted, decided or acted upon in a manner prohibited by the Code of Ethics; it may then propose, among other things, that the Board of Commissioners seek an injunction against the proscribed action.

No person employed by the Authority shall be permitted to participate as a lessor or lessor's agent in the leasing programs. Similarly, no member of the Board of Commissioners in his or her individual capacity shall be a lessor or lessor's agent. These prohibitions, however, shall not apply where the employee or Commissioner is a

## ATTACHMENT J

principal in a not-for-profit or charitable, educational, or humanitarian agency or organization that may own or manage housing for rental purposes.

### **6.0 ETHICAL STANDARDS FOR COMMISSIONERS**

The Board of Commissioners of the Menard County Housing Authority is the architect of policy governing the operations of the Authority and retains legal and fiscal responsibility for the Authority. Recognizing that the commissioners are chosen from a broad range of fields and professions and community interests renders difficult the circumscription of external interests and activities of the Commissioners. It is the intent that, insofar as is possible, the members of the Board of Commissioners are generally enjoined to follow the standards of conduct which are outlined in the Code of Ethics for employees. Further, it is expected that a Commissioner will voluntarily and fully outline his or her personal interests and potential conflicts of interest prior to assuming their seat on the board. Such a statement should be submitted to the Board Chairman within ninety (90) days of the Commissioner's appointment. For Commissioners currently serving, such an updated statement shall be developed within ninety (90) days of their re-appointment for a new term. Such a statement shall disclose the following:

- A. The names of any business, organizational, or professional involvements that might reasonably be inferred as having business with the Authority and for which at some point a Commissioner might be expected to vote, legislate, or rule on a matter involving said party.
- B. Any current or past contact in, or interest in, activities or programs of the Authority, including, but not limited to, any contracts previously bid and let, familial relationships with any staff or other board members, or any consultative or professional contracts.
  1. No Commissioner shall vote, decide on, or discuss any matter before the Board if that Commissioner has an interest in the matter, except that:
    - a. A Commissioner having interest through a voluntary association with the person or organization may be allowed to discuss the matter.
    - b. If the matter concerns a person or organization with which the Commissioner had former contact, and that former contact existed either prior to his or her selection, or occurred at least two years prior to the current discussion of the matter, the Commissioner may freely act.
  2. No Commissioner may use his or her position on the Board to intimidate, coerce, persuade or otherwise influence any of the activities or employees of the Authority.

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### 7.0 ETHICS REVIEW COMMITTEE

There shall be established an Ethics Review Committee of the Menard County Housing Authority.

The purpose of the Committee shall be to review and render decisions on any matters involving ethical conduct, or breach of ethical conduct, by employees, vendors, or commissioners.

The Committee is empowered by the Board of Commissioners to:

- A. Call witnesses and receive depositions in the performance of its duties.
- B. Call for provision of appropriate records, files or tapes relative to the performance of its duties.
- C. Review any records maintained by the Authority, except those records that are considered confidential or personal. However, confidential records may be examined upon execution of a proper release by the subject person.

In performing its duties, the Committee may:

- A. Issue rules and regulations consistent with and to clarify the Code of Ethics.
- B. Review any questions concerning alleged or suspected infractions of the Code of Ethics and make recommendations to the Board of Commissioners or Executive Director for further or final actions.
- C. Require financial disclosure or disclosure of any other pertinent information by employees, vendors, or commissioners.
- D. Oversee compliance by the Authority with the Code of Ethics and any other applicable regulations involving ethics.

The Committee shall be composed of three (3) members: Board of Commissioners (1), employees (1), and a neutral third party (1). The neutral third party shall be a person versed in legal/ethical issues, e.g., an attorney not currently serving as counsel to the Authority or an academic authority on ethical issues.

The members of the Committee shall be appointed in the following manner:

- A. The representative of the Board of Commissioners and the neutral third party shall be selected by vote of the Board of Commissioners.
- B. The employee representative shall be selected by the Executive Director.

## ATTACHMENT J

Each member of the Committee will serve a three (3) year term and Committee members may serve multiple consecutive terms.

There shall be a chair of the Committee, elected annually by the members of the Committee. The Executive Director of the Authority shall serve as a non-voting Secretary of the Committee.

Voting by the Committee shall be by simple majority, with the Chair voting as any other member.

The Committee shall, upon receiving a written request from either the Board of Commissioners or any individual associated with the Authority, respond in writing within sixty (60) days after receipt of the request, unless the Committee determines that additional time is required. If additional time is required, it shall inform the requestor of the approximate time it will be able to render a response.

The Committee shall make reports and recommendations for action to the Board of Commissioners. If the Board finds a recommended action is properly within the purview of the Executive Director or her designee, it shall delegate the matter without further Board action.

The legal counsel of the Authority may be involved in the deliberations of the Committee, but he has no vote.

### **8.0 STARTUP PROCEDURES**

Within ninety (90) days of the adoption of this policy, the members of the Ethics Review Committee shall be appointed.

The Board of Commissioner representative shall initially serve a three (3) year terms; the employee representative shall initially serve a two (2) year term; and the neutral third party shall initially serve a one (1) year term. This way one appointment will expire each year and yet continuity can be maintained.

Within ninety (90) days of the adoption of this policy, the current Commissioners shall file the required disclosure with the Board Chairman.

ATTACHMENT K

**MENARD COUNTY HOUSING AUTHORITY**  
January 2008

