

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

---

# PHA Plans

5 Year Plan for Fiscal Years 2005 - 2009

Annual Plan for Fiscal Year 2008

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

## PHA Plan Agency Identification

**PHA Name:** Morgan County Housing Authority  
**PHA Number:** IL79

**PHA Fiscal Year Beginning:** (mm/yyyy) July 1, 2008

**PHA Programs Administered:**

**Public Housing and Section 8**   
  **Section 8 Only**   
  **Public Housing Only**  
 Number of public housing units: 428   
 Number of S8 units:   
 Number of public housing units:  
 Number of S8 units: 170

**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 (including attachments) are available for public inspection at: (select all that apply)

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

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

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

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2005 – 2009**  
[24 CFR Part 903.5]

**B. 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)

**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) 90% or above
  - Improve voucher management: (SEMAP score) 95% or more
  - 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)

- The Morgan County Housing Authority will refine the Networking Agreement with the Crisis Center Foundation, a non-profit organization dedicated to providing services to victims of domestic violence and their children, to address the needs of victims of domestic violence, dating violence, sexual assault, and stalking.

**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)
  - Provide or attract supportive services that will address the needs of victims of domestic violence, dating violence, sexual assault, and stalking.

**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)**

**Annual PHA Plan**  
**PHA Fiscal Year 2008**  
[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

- Standard Plan**
- Troubled Agency Plan**

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

[24 CFR Part 903.7 9 (r)]

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

- Included as an attachment (Executive Summary il079m08)

**iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

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

<b>Table of Contents</b>		<b>Page #</b>
<b>Annual Plan</b>		
i.	Executive Summary	
ii.	Table of Contents	
	1. Housing Needs	
	2. Financial Resources	
	3. Policies on Eligibility, Selection and Admissions	
	4. Rent Determination Policies	
	5. Operations and Management Policies	
	6. Grievance Procedures	
	7. Capital Improvement Needs	
	8. Demolition and Disposition	
	9. Designation of Housing	
	10. Conversions of Public Housing	
	11. Homeownership	
	12. Community Service Programs	
	13. Crime and Safety	
	14. Pets (Inactive for January 1 PHAs)	
	15. Civil Rights Certifications (included with PHA Plan Certifications)	
	16. Audit	
	17. Asset Management	
	18. Other Information	

## Attachments

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

### Required Attachments:

- Admissions Policy for Deconcentration
- FY 2007 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- List of Resident Advisory Board Members
- List of Resident Board Member
- Community Service Description of Implementation
- Information on Pet Policy
- Section 8 Homeownership Capacity Statement, if applicable
- Description of Homeownership Programs, if applicable

### Optional Attachments:

- PHA Management Organizational Chart
- FY 2007 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

- P&E Report (il079a07)
- Executive Summary (il079m08)
- Progress Report (il079c08)
- 5-Year Plan (il079n08)
- CCSF Policy (il079g04)
- Deconcentration Policy (il079b02)
- Residents Comments (il079f07)
- Pet Policy (il079e02)
- RAB (il079d07)
- Carbon Monoxide (il079u07)
- Violence Against Women (il079w07)
- Section 8 Homeownership Program (il079t01)
- Section 8 Capacity Statement (il0798o01)

## Supporting Documents Available for Review

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
✓	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
✓	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
✓	Fair Housing Documentation: 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
✓	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
✓	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
✓	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
✓	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
✓	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
✓	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
✓	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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
✓	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
✓	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
✓	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
✓	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
✓	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
✓	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
✓	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
✓	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
✓	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
✓	The most recent fiscal year audit of the PHA conducted	Annual Plan: Annual Audit

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	undersection 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

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

[24 CFR Part 903.7 9 (a)]

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

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

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
<b>Family Type</b>	<b>Overall</b>	<b>Afford-ability</b>	<b>Supply</b>	<b>Quality</b>	<b>Access-ibility</b>	<b>Size</b>	<b>Loca-tion</b>
Income <= 30% of AMI	64%	5	4	4	3	3	3
Income >30% but <=50% of AMI	42%	4	3	3	2	2	2
Income >50% but <80% of AMI	18%	3	2	2	1	1	1
Elderly	26%	4	2	2	1	1	1
Families with Disabilities	34%	4	3	2	3	1	3
White/Non Hispanic	28%	3	2	2	2	2	2
African American	27%	5	4	4	4	4	5
Hispanic	64%	5	4	4	4	4	5
Asian/Pacific	100%	4	3	3	3	3	3

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

- Consolidated Plan of the Jurisdiction/s  
Indicate year: 2007
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) 2000 dataset for Morgan County.
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year: 2006
- Other sources: (list and indicate year of information)

- Section 8 & Public Housing Waiting Lists

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

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

<b>Housing Needs of Families on the Waiting List</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	216		98
Extremely low income <=30% AMI	119	55	
Very low income (>30% but <=50% AMI)	83	39	
Low income (>50% but <80% AMI)	14	6	
Families with children	161	53	
Elderly families	14	6	

<b>Housing Needs of Families on the Waiting List</b>			
Families with Disabilities	41	19	
White Non Hispanic	141	65	
African American	69	32	
Hispanic	3	1	
Other	6	3	
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			

### Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance  
 Public Housing  
 Combined Section 8 and Public Housing  
 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	26		55
Extremely low income <=30% AMI	8	30	
Very low income (>30% but <=50% AMI)	11	42	
Low income (>50% but <80% AMI)	7	26	
Families with children	14	53	
Elderly families	7	26	
Families with Disabilities	2	.07	
White Non-Hispanic	21	80	
African American	3	11	
Hispanic			
Other	2		
Characteristics by Bedroom Size (Public Housing Only)			
1BR	12	46	37
2 BR	4	15	7
3 BR	7	27	8
4 BR	2	8	2
5 BR	1	4	1
5+ BR	N/A	N/A	N/A

Is the waiting list closed (select one)?  No  Yes

If yes:

How long has it been closed (# of months)?

Does the PHA expect to reopen the list in the PHA Plan year?  No  Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed?  No  Yes

### **C. Strategy for Addressing Needs**

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

- Maintain a 100% utilization rate.
- Screen applicants and/or evict tenants for criminal activity.
- Decrease unit turn around time.
- Increase resident self-sufficiency by coordinating education and job training opportunities in conjunction with the Early Years Program.
- Develop affordable multi-family housing.
- Section 8 Voucher Homeownership Program.
- Perform needed maintenance and continue modernization of PHA property.

#### **(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)

**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)

- Section 8 & Public Housing Waiting Lists

## **2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

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

<b>Financial Resources: 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	\$568,830	
b) Public Housing Capital Fund	\$1,336,699	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$619,885	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>3. Public Housing Dwelling Rental Income</b>	\$690,000	PHA Operations
<b>4. Other income</b> (list below)		
Non-dwelling Rent	\$25,000	PHA Operations
Interest Income	\$40,000	PHA Reserves
<b>4. Non-federal sources</b> (list below)		
<b>Total resources</b>	\$3,280,414	

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

[24 CFR Part 903.7 9 (c)]

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

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

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

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)

- At initial application.

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

- Criminal or Drug-related activity
- Rental history

- Housekeeping
- Other (describe)

- Credit History
- Verification that the applicant can obtain electrical service (PHA Only).

- 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)

- Date & Time of Application
- Preference for applicants who live and/or work in the jurisdiction.

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

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

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

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

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? three

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

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

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

**(3) Assignment**

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

- One
- Two
- Three or More

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

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

**(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

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
- Other preference(s) (list below)

(1) Date and Time

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

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

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

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

**(6) Deconcentration and Income Mixing**

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

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

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

- Adoption of site based waiting lists  
If selected, list targeted developments below:
- Employing waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments  
If selected, list targeted developments below:
- Other (list policies and developments targeted below)

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

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

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

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

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

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

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

## B. Section 8

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

### (1) Eligibility

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

### (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:

- If repairs to the home the family wants to rent require more time or the family is having difficulty locating a home to rent.

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

a. Income targeting

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

b. Preferences

1.  Yes  No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

- Date & Time of Application

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.

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 your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

- (1) Date & Time of Application

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

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

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

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

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

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

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

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

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

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

- Through published notices  
 Other (list below)

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

[24 CFR Part 903.7 9 (d)]

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

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

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

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

a. Use of discretionary policies: (select one)

- The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

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

b. Minimum Rent

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

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

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

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

- **Elderly/Disabled**
- **Zero Income**

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

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

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

- \$5.00 fixed rent for residents temporarily in a nursing home and all their income is going towards their nursing home care.

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 (list below)

g.  Yes  No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

**(2) Flat Rents**

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)

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

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

**(1) Payment Standards**

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

- Success rates of assisted families
- Rent burdens of assisted families
- Other (list below)

## **(2) Minimum Rent**

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

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

b.  Yes  No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

### **A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached.
- A brief description of the management structure and organization of the PHA follows:
- Executive Director
  - Finance Director
  - Maintenance Director
  - Occupancy Director
  - Public Housing Occupancy Specialist
  - Receptionist/Secretary
  - Maintenance Supervisor

### **B. HUD Programs Under PHA Management**

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	406	55
Section 8 Vouchers	145	48
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		
Section 8 Homeownership	1	0

### **C. Management and Maintenance Policies**

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

- ACOP
- Blood Born Pathogens
- Capitalization
- Community Service & Self Sufficiency
- Community Space Rental
- Check Signing
- Criminal Records
- De-concentration
- Drug Free
- Enterprise Income Verification
- Equal Housing
- Grievance
- Hazardous Materials
- Investment
- Maintenance
- Natural Disaster
- Personnel
- Procurement
- Pet
- Trespass
- Pest Control

(1) Section 8 Management: (list below)

- Section 8 Admin
- Enterprise Income Verification
- Grievance

### **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

### **A. Public Housing**

1.  Yes  No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)
- PHA main administrative office
  - PHA development management offices
  - Other (list below)

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

1.  Yes  No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)
- PHA main administrative office
  - Other (list below)

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

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

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

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

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

Select one:

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

-or-

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

**Annual Statement  
Capital Fund Program (CFP) Part I: Summary**

Capital Fund Grant Number IL06P07950108 FFY of Grant Approval: (2008)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	50,000
3	1408 Management Improvements	40,000
4	1410 Administration	5,000
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	50,000
8	1440 Site Acquisition	
9	1450 Site Improvement	594,740
10	1460 Dwelling Structures	
11	1465.1 Dwelling Equipment-Nonexpendable	35,200
12	1470 Non-dwelling Structures	
13	1475 Non-dwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>774,940</b>
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

**Annual Statement  
Capital Fund Program (CFP) Part II: Supporting Table**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
IL79-1 Vas Homes	Site Sign, Landscaping & Tree Trimming, Sidewalk Replacement, Trash Enclosures, Patio's & Porch Clothes Line Replacement, Grade Corrections, Exterior Lighting	1450	323,700
IL79-2 Beecher Cottages	Site Sign, Landscaping & Tree Trimming, Sidewalk Replacement, Trash Enclosures, Patio's & Porch Clothes Line Replacement, Grade Corrections, Exterior Lighting	1450	271,040
IL79-2 Vas Homes	New Stoves & Refrigerators	1465.1	35,200
Fee's & Costs	Contract Management	1430	50,000
HA Management Improvement	Police Call Back Services	1408	40,000
Operations	Computer Upgrades	1460	50,000
Administration	HA Costs Associated with CFP HA Bookkeeping, Management, and Site Supervisor Fee for Services	1410	5,000

**Annual Statement**

**Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
IL79-1 Vas Homes	09/30/2010	09/30/2011
IL79-2 Beecher	09/30/2010	09/30/2011
Cottages		
HA Wide	09/30/2010	09/30/2011
Operations		
HA Management	09/30/2010	09/30/2011
Improvements		
HA Administration	09/30/2010	09/30/2011
Fees & Costs	09/30/2010	09/30/2011

**(2) Optional 5-Year Action Plan**

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a.  Yes  No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name

-or-

- The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
IL-79-1	Walnut Terrace	0	0%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Miscellaneous Site Improvements			119,800	2012
Miscellaneous Dwelling Unit Upgrades			268,400	2012
<b>Total estimated cost over next 4 years</b>			<b>388,200</b>	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
IL-79-2	Beecher Plaza & Vas Homes	0	0%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Miscellaneous Dwelling Unit Upgrades Beecher Cottages & Vas Homes			563,200	2009
New Stoves & Refrigerators @ Beecher Cottages			35,200	2009
Miscellaneous Site Improvements @ Beecher High Rise			78,100	2010
Miscellaneous Dwelling Unit Upgrades @ Beecher High Rise			371,000	2010
Replace Stoves			52,200	2010
<b>Total estimated cost over next 4 years</b>			<b>1,099,700</b>	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
IL-79-3	Turner High Rise	0	0%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Miscellaneous Site Improvements			20,000	2011
Miscellaneous Dwelling Unit Upgrades			575,400	2011
Miscellaneous Common Halls & Corridors Upgrades			38,500	2011
<b>Total estimated cost over next 4 years</b>			<b>633,900</b>	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
IL-79-6	Scattered MIDD Sites	0	0%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Miscellaneous Site Improvements			75,200	2012
Miscellaneous Dwelling Unit Upgrades			46,500	2012
<b>Total estimated cost over next 4 years</b>			<b>124,600</b>	

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

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

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

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)

Revitalization Plan under development

- Revitalization Plan submitted, pending approval
- Revitalization Plan approved
- Activities pursuant to an approved Revitalization Plan underway

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

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

Yes  No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?  
If yes, list developments or activities below:

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

### 2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (j)]

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

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

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

#### 2. Activity Description

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

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

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

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

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

[24 CFR Part 903.7 9 (k)]

### **A. Public Housing**

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

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

#### 2. Activity Description

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

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

## B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

- Principal residence requirement.
- Financial capacity.
- Evidence of employment or participation in employment or training activities
- Evidence of regular income.
- Participate in Homeownership counseling.
- Comply with PHA Section 8 Admin Policies.

## **12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (l)]

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

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

#### 1. Cooperative agreements:

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

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

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

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

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

#### **(1) General**

##### a. Self-Sufficiency Policies

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

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

- Preference/eligibility for section 8 homeownership option participation  
 Other policies (list below)

b. Economic and Social self-sufficiency programs

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

<b>Services and Programs</b>				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Parent House	30 – 40	Specific Criteria	Early Years Program	Both
Pre-kg	120 – 130	Specific Criteria	Early Years Program	Both
Head Start	30 – 40	Specific Criteria	Springfield Urban League	Both
MCS Transitional Housing	3 – 4 families	Specific Criteria Homeless	Morgan Cass Scott Community Services	None
Camp Hope	50 – 60	Random Selection	Wells Center/PHA Main Office	Both
GED	10 – 20	Random Selection	School Dist. #117 Parent House	Both
Special Services	20 – 30	Specific Criteria	School Dist. #117	Both
500 Club	10 – 20	Specific Criteria	Council on Aging	PHA
Social Services Coordination and Exemption from Community Service	10 – 20	Specific Criteria	Morgan County Housing Authority	PHA
Section 8 Home Ownership Counseling	5 – 10	Specific Criteria	Morgan County Housing Authority	Section 8

**(2) Family Self Sufficiency program/s**

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2005 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

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

**C. Welfare Benefit Reductions**

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

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

- The PHA Community Service Policy is included as an attachment (il079g06)

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

[24 CFR Part 903.7 9 (m)]

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

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

1. Describe the need for measures to ensure the safety of public housing residents  
(select all that apply)

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

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

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed “in and around” public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)
  - Jacksonville newspaper,
  - Jacksonville Police Department,
  - Resident complaints,
  - Reports from agencies working in these developments.

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

- Vas Homes
- Turner High Rise
- Walnut Terrace

**B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year**

1. List the crime prevention activities the PHA has undertaken or plans to undertake:  
(select all that apply)

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities

- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

- Police Call Back Services.

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

- Vas Homes
- Turner High Rise
- Walnut Terrace

### C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

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

- Vas Homes
- Turner High Rise
- Walnut Terrace

### D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2005 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY 2005 in this PHA Plan?

Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

## **14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

- Included as an attachment (il079e02)

## **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

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

- Not applicable
- Private management
- Development-based accounting
- Comprehensive stock assessment
- Other: (list below)

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

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board Recommendations**

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
  - Attached at Attachment (File name) il079d05
  - Provided below:
3. In what manner did the PHA address those comments? (select all that apply)
  - Considered comments, but determined that no changes to the PHA Plan were necessary.
  - The PHA changed portions of the PHA Plan in response to comments  
List changes below:
  - Other: (list below)

### **B. Description of Election process for Residents on the PHA Board**

1.  Yes  No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2.  Yes  No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

### 3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

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

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

1. Consolidated Plan jurisdiction: (State of Illinois)

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

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

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

- (1). Coordination and alignment of state resources and initiatives to support affordable housing and services for priority populations.

- a. Released the Illinois Housing NOFA, combining housing and services funding for supportive housing projects targeting specific special needs populations.
- b. Funded a coordinated home modification program for seniors and people with disabilities who are at risk of institutionalization without home modifications.
- c. Implemented a Rental Housing Support Program benefiting households below 30% and 15% of median income.
- d. Development of new affordable housing for seniors, people with disabilities and prisoner re-entering the community.
- e. Increased renters, homebuyers and property owners' knowledge of fair housing regulations, landlord-tenant rights, and housing accessibility.
- f. Increased development capacity of housing developers and communities to improve equitable access to housing resources for currently underserved communities and populations.
- a. Undertaken the development of geographically targeted areas through planning, project incentives, and funding of housing development and revitalization activities.

(2). Target production plan resources for the preservation and rehabilitation of affordable housing.

- a. Developed strategies to maintain the affordability and quality of housing units reaching expiration of affordability restrictions.
- b. Developed programs that enables small projects to access cost effective financing throughout the year.
- c. Developed strategies to reduce operating costs and maintain affordability due to increasing energy costs, property taxes, and insurance.
- d. Continued to expand home repair programs in small cities and rural communities.
- e. Developed agenda to preserve and expand federal resources for affordable housing and to advocate for reform to support that agenda.
- f. Developed a resource education programs which outlines requirements and resources to promote improved enforcement, knowledge, and capacity in the development communities and local municipalities.

- (3). Designed and implemented programs to support long term Home Ownership.
- a. Increased availability of I-Loan Mortgage and Certificate programs for first time homeowners.
  - b. Provided mortgage and financial resources, construction financing, and home ownership assistance programs for underserved communities and populations.
  - c. Created and continued homeownership assistance in coordination with other State agencies to support persons with disabilities, public housing residents, and other special needs populations.
  - d. Ensured home buyers and home owners are prepared for successful home ownership through education programs and strategies on foreclosure prevention.
  - e. Increased participation and leveraging of public investments and resources in Employer Assisted Housing programs.

**D. Other Information Required by HUD**

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

## **Attachments**

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

# PHA Plan Table Library

## Component 7 Capital Fund Program Annual Statement Parts I, II, and II

### Annual Statement Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number      FFY of Grant Approval: (MM/YYYY)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
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	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

**Annual Statement**  
**Capital Fund Program (CFP) Part II: Supporting Table**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost

**Annual Statement**

**Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)

## Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
<b>Total estimated cost over next 5 years</b>				



## Carbon Monoxide Detector Act

The following changes were made to the Morgan County Housing Authority Section 8 Administrative Plan. These changes were made to reflect the requirements of the Carbon Monoxide Detector Act. Public Housing properties owned by the Housing Authority do not use combustible fuels, or are not sufficiently close to a combustible source, as determined by the local building inspector. All Public Housing properties use electric zone heaters, electric stoves, and electric hot water heaters.

### N. Carbon Monoxide Alarm Detectors

#### 1. Performance Requirements

- a. Each dwelling unit, and every structure that contains more than one dwelling unit, shall be equipped with at least one approved carbon monoxide alarm in an operating condition within 15 feet of every room used for sleeping purposes. The carbon monoxide detector may be combined with smoke detecting devices providing that the combined unit complies with the respective provisions of the administrative code, reference standards, and departmental rules relating to both smoke detecting devices and carbon monoxide alarms and provided that the combined unit emits an alarm in a manner that clearly differentiates the hazard. If the dwelling unit is occupied by any hearing-impaired person, the carbon monoxide detectors must have an alarm system, designed for hearing-impaired persons.
- b. It is the responsibility of the owner of the structure to supply and install all required alarms. It is the responsibility of the tenant to test and to provide general maintenance for the alarms within the tenant's dwelling unit, and to notify the owner in writing of any deficiencies that the tenant cannot correct. The owner is responsible for providing one tenant per dwelling unit with written information regarding alarm testing and maintenance.

The tenant is responsible for replacement of any required batteries in the carbon monoxide alarms in the tenant's dwelling unit, except that the owner shall ensure that the batteries are in operating condition at the time the tenant takes possession of the dwelling unit. The tenant shall provide the owner or the authorized agent of the owner with access to the dwelling unit to correct any deficiencies in the carbon monoxide alarm that have been reported in writing to the owner or authorized agent of the owner.

- c. The carbon monoxide alarms may be either battery powered, plug-in with battery back-up, or hard wired into the structure's AC power line with secondary battery back-up.
- d. The following residential units shall not require carbon monoxide detectors:
  1. A residential unit in a building that: (i) does not rely on combustion of a fossil fuel for heat, ventilation, or hot water; (ii) is not connected in any way to a garage; and (iii) is not sufficiently close to any ventilated source of carbon monoxide, as determined by the local building inspector, to receive carbon monoxide from that source.

2. A residential unit that is not sufficiently close to any source of carbon monoxide from that source, as determined by the local building inspector.

# **COMMUNITY SERVICE AND SELF SUFFICIENCY POLICY**

## ***I. GENERAL***

In order to be eligible for continued occupancy, each adult family member must either (1) contribute eight hours per month of community service (not including political activities) within the community in which the public housing development is located, or (2) participate in an economic self-sufficiency program unless they are exempt from this requirement

## ***II. EXEMPTIONS***

The following adult family members of tenant families are exempt from this requirement.

- A. Family members who are 62 or older
- B. Family members who are blind or disabled
- C. Family members who are the primary care giver for someone who is blind or disabled
- D. Family members engaged in work activity
- E. Family members who are exempt from work activity under part A title IV of the Social Security Act or under any other State welfare program, including the welfare-to-work program
- F. Family members receiving assistance under a State program funded under part A title IV of the Social Security Act or under any other State welfare program, including welfare-to-work and who are in compliance with that program

## ***III. NOTIFICATION OF THE REQUIREMENT***

The MORGAN COUNTY HOUSING AUTHORITY shall identify all adult family members who are apparently not exempt from the community service requirement.

The MORGAN COUNTY HOUSING AUTHORITY shall notify all such family members of the community service requirement and of the categories of individuals who are exempt from the requirement. The notification will provide the opportunity for family members to claim and explain an exempt status. The MORGAN COUNTY HOUSING AUTHORITY shall verify such claims.

The notification will advise families that their community service obligation will begin upon the effective date of their first annual reexamination on or after 10/1/99. For family's paying a flat rent, the obligation begins on the date their annual reexamination

would have been effective had an annual reexamination taken place. It will also advise them that failure to comply with the community service requirement will result in ineligibility for continued occupancy at the time of any subsequent annual reexamination.

#### ***IV. VOLUNTEER OPPORTUNITIES***

Community service includes performing work or duties in the public benefit that serve to improve the quality of life and/or enhance resident self-sufficiency, and/or increase the self-responsibility of the resident within the community.

An economic self sufficiency program is one that is designed to encourage, assist, train or facilitate the economic independence of participants and their families or to provide work for participants. These programs may include programs for job training, work placement, basic skills training, education, English proficiency, work fare, financial or household management, apprenticeship, and any program necessary to ready a participant to work (such as substance abuse or mental health treatment).

The MORGAN COUNTY HOUSING AUTHORITY will coordinate with social service agencies, local schools, and the Human Resources Office in identifying a list of volunteer community service positions.

Together with the resident councils, the MORGAN COUNTY HOUSING AUTHORITY may create volunteer positions such as hall monitoring, litter patrols, and supervising and record keeping for volunteers.

#### ***V. THE PROCESS***

At the first annual reexamination on or after October 1, 1999, and each annual reexamination thereafter, the MORGAN COUNTY HOUSING AUTHORITY will do the following:

- A. Provide a list of volunteer opportunities to the family members.
- B. Provide information about obtaining suitable volunteer positions.
- C. Provide a volunteer time sheet to the family member. Instructions for the time sheet require the individual to complete the form and have a supervisor date and sign for each period of work.
- D. Keep track of the family member's progress monthly and verify that the adult family member is in compliance with the community service requirement.

#### ***VI. NOTIFICATION OF NON-COMPLIANCE WITH COMMUNITY SERVICE REQUIREMENT***

The MORGAN COUNTY HOUSING AUTHORITY will notify any family found to be in noncompliance of the following:

- A. The family member(s) has been determined to be in noncompliance;

- B. That the determination is subject to the grievance procedure; and
- C. That, unless the family member(s) enter into an agreement to comply, the lease will not be renewed or will be terminated;

**VII. OPPORTUNITY FOR CURE**

The MORGAN COUNTY HOUSING AUTHORITY will offer the family member(s) the opportunity to enter into an agreement prior to the anniversary of the lease. The agreement shall state that the family member(s) agrees to enter into an economic self-sufficiency program or agrees to contribute to community service for as many hours as needed to comply with the requirement over the past 12-month period. The cure shall occur over the 12-month period beginning with the date of the agreement and the resident shall at the same time stay current with that year's community service requirement. The first hours a resident earns goes toward the current commitment until the current year's commitment is made.

If any applicable family member does not accept the terms of the agreement, does not fulfill their obligation to participate in an economic self-sufficiency program, or falls behind in their obligation under the agreement to perform community service by more than three (3) hours after three (3) months, the MORGAN COUNTY HOUSING AUTHORITY shall take action to terminate the lease.

## **DECONCENTRATION POLICY**

It is MORGAN COUNTY HOUSING AUTHORITY policy to provide for deconcentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments. Toward this end, we will skip families on the waiting list to reach other families with a lower or higher income. We will accomplish this in a uniform and non-discriminating manner.

The MORGAN COUNTY HOUSING AUTHORITY will affirmatively market our housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income people will not be steered toward higher income developments.

Prior to the beginning of each fiscal year, we will analyze the income levels of families residing in each of our developments, the income levels of census tracts in which our developments are located, and the income levels of the families on the waiting list. Based on this analysis, we will determine the level of marketing strategies and deconcentration incentives to implement. The worksheet for the analysis can be found in **Appendix 1**.

## **DECONCENTRATION INCENTIVES**

The MORGAN COUNTY HOUSING AUTHORITY may offer one or more incentives to encourage applicant families whose income classification would help to meet the deconcentration goals of a particular development.

Various incentives may be used at different times, or under different conditions, but will always be provided in a consistent and nondiscriminatory manner. Incentives may include the following:

- Receive a payment of moving costs up to \$100.00;
- Use of a new appliance;
- Housing Authority will pay a non refundable Security Deposit.

## **OFFER OF A UNIT**

When the MORGAN COUNTY HOUSING AUTHORITY discovers that a unit will become available, we will contact the first family on the waiting list who has the highest priority for this type of unit or development and whose income category would help to meet the deconcentration goal and/or the income targeting goal.

The MORGAN COUNTY HOUSING AUTHORITY will notify the family of a unit offer via first class mail. The family will be given five (5) business days from the date the letter was mailed to contact the MORGAN COUNTY HOUSING AUTHORITY regarding the offer.

The family will be offered the opportunity to view the unit. After the opportunity to view the unit, the family will have two (2) business days to accept or reject the unit. This offer and the family's decision must be documented in the tenant file. If the family rejects the offer of the unit, the MORGAN COUNTY HOUSING AUTHORITY will send the family a letter documenting the offer and the rejection.

## **REJECTION OF UNIT**

If in making the offer to the family the MORGAN COUNTY HOUSING AUTHORITY skipped over other families on the waiting list in order to meet their deconcentration goal or offered the family any other deconcentration incentive and the family rejects the unit, the family will not lose their place on the waiting list and will not be otherwise penalized.

If the MORGAN COUNTY HOUSING AUTHORITY did not skip over other families on the waiting list to reach this family, did not offer any other deconcentration incentive, and the family rejects the unit without good cause, the family will forfeit their application's date and time. The family will keep their preferences, but the date and time of application will be changed to the date and time the unit was rejected.

If the family rejects with good cause any unit offered, they will not lose their place on the waiting list. Good cause includes reasons related to health, proximity to work, school, and childcare (for those working or going to school). The family will be offered the right to an informal review of the decision to alter their application status.

# **MORGAN COUNTY HOUSING AUTHORITY**

## **SUBSTANTIAL DEVIATION STATEMENT**

Substantial deviations or significant amendments or modifications are defined as discretionary changes in the plans or policies of the Housing Authority that fundamentally change the mission, goals, objectives or plans of the agency and require an open public meeting, resident consultation including comments and formal approval of the Board of Commissioners.

# **VIOLENCE AGAINST WOMEN’S ACT HOUSING OPPORTUNITIES AND SAFETY FOR BATTERED WOMEN AND CHILDREN**

## **Addressing the Housing Needs of Victims of Domestic Violence, Dating Violence, Sexual Assault, and Stalking**

### **PROGRAMS AND SERVICES**

The Morgan County Housing Authority currently offers a Transitional Housing Program in direct partnership with MCS Community Services providing temporary housing to displaced families with children. Many of whom may or may not have been a victim of domestic violence, dating violence, or stalking.

The MCHA entered into an agreement with MCS Community Services to lease two MCHA units for this Transitional Housing Program. The program is funded through the Continuum of Care, and provides a temporary home for these families. The MCS Program Coordinator working in coordination with the Morgan County Relief Office identifies the barriers preventing these families from moving into permanent housing, and coordinates services to remove these barriers. The HA Social Services Coordinator, and Public Housing Occupancy Specialist work in support of the MCS staff in the coordination of services.

### **POLICY CHANGES**

The following changes were made to the Morgan County Housing Authority Admissions and Continued Occupancy Plan and Section 8 Administrative Plan. These changes were made to reflect the requirements of the Violence Against Women’s Act.

The Violence Against Women’s Act prohibits the MORGAN COUNTY HOUSING AUTHORITY from denying assistance or terminating tenancy because the applicant or members of the applicants household is a victim of domestic violence, dating violence, or stalking if the applicant is otherwise qualified to receive such assistance.

If the perpetrator is a member of the families’ household, the Housing Authority may require the individual to leave the household as a condition of receiving continued assistance for the remaining family.

The Housing Authority or owner may not terminate the lease solely on the basis of the tenant’s status as a victim of domestic violence, dating violence, or stalking unless the they can demonstrate an “actual and imminent threat to other tenants or those employed at or providing service to the property” if the tenancy, occupancy,

page two:

or program assistance of the victim is not terminated.

The Housing Authority or owner may terminate the lease of victims of domestic violence, dating violence, and stalking violence if the termination is for a lease violation premised on something other than an act of domestic violence, dating violence, or stalking against the victim and they hold the victim to a standard no more “demanding” than the standard to which other tenants are held.

## EXECUTIVE SUMMARY

---

The Morgan County Housing Authority has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements.

We have adopted the following mission statement to guide the activities of the Morgan County Housing Authority.

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

We have also adopted the following goals and objectives for the next five years.

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

Objectives:

1. Maintain occupancy at 97% or better.
2. Maintain designation as a HUD High Performer.
3. Renovate and/or modernize public housing project wide.
4. Leverage private or other public funds to create additional mixed finance housing opportunities.
5. Implement project based accounting.
6. Revise Public Housing Admissions and Continued Occupancy Policy, HA Lease, and Section 8 Administrative Plan to address the needs of victims of domestic violence, dating violence, sexual assault, and stalking.

Goal Two: Improve community quality of life and economic vitality.

Objectives:

1. Implement public housing security improvements to reduce crime rates so that they are less than the surrounding neighborhoods.
2. The Morgan County Housing Authority will refine our Memorandum of Understanding with the Jacksonville Police Department to better define the “edge problem” of crime that occurs near our developments and develop strategies for identifying and reducing this problem.

3. The Morgan County Housing Authority will reduce evictions due to violations of criminal laws through aggressive screening procedures.
4. The Morgan County Housing Authority will refine the Networking Agreement with the Crisis Center Foundation, a non-profit organization dedicated to providing services to victims of domestic violence and their children, to address the needs of victims of domestic violence, dating violence, sexual assault, and stalking.

Goal Three: Promote self-sufficiency and asset development of families and individuals.

1. Provide and or attract supportive services to improve resident employability and self-sufficiency.
2. Provide Section 8 Tenant Based Homeownership Program.
3. Provide or attract supportive services that will address the needs of victims of domestic violence, dating violence, sexual assault, and stalking.

Our Annual Plan is based on the premise that if we accomplish our goals and objectives we will be working towards the achievement of our mission.

The plans, statements, budget summary, policies, etc. set forth in the Annual Plan all lead towards the accomplishment of our goals and objectives. Taken as a whole, they outline a comprehensive approach towards our goals and objectives and are consistent with the Consolidated Plan. Here are just a few highlights of our 2008 Annual Plan:

#### **IL79-1 Vas Homes**

- Miscellaneous Site Improvements – development sign, tree trimming, landscaping, sidewalk patio, porch, clothes line replacement, additional lighting.
- Purchase new stoves and refrigerators.

#### **IL79-2 Beecher Cottages**

- Miscellaneous Site Improvements – development sign, tree trimming, landscaping, sidewalk patio, porch, clothes line replacement, additional lighting.

#### **Project Wide**

- Management Improvements Police “Call Back” Services.

In summary, we are on course to improve the condition of affordable housing in Morgan County.

# FIVE-YEAR PLAN

---

## MISSION STATEMENT

The mission statement of the Morgan County Housing Authority 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.

## FIVE-YEAR GOALS

The goals and objectives adopted by the Morgan County Housing Authority are:

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

**Objectives:**

1. Maintain occupancy at 97%.
2. Maintain designation as a HUD High Performer.
3. Renovate and/or modernize public housing units project wide.
4. Leverage private or public funds to create additional mixed finance housing opportunities.
5. Implement project based accounting.
6. Revise Public Housing Admissions and Continued Occupancy Policy, HA Lease, and Section 8 Administrative Plan to address the needs of victims of domestic violence, dating violence, sexual assault, and stalking.

**Goal Two:** Improve community quality of life and economic vitality.

**Objectives:**

1. Implement public housing security improvements to reduce crime rates so that they are less than the surrounding neighborhood.
2. The Morgan County Housing Authority will refine our Memorandum of Understanding with the Jacksonville Police Department to better define the “edge problem” of crime that occurs near our developments and develop strategies for identifying and reducing this problem.

3. The Morgan County Housing Authority will reduce evictions due to violations of criminal laws through aggressive screening procedures.
4. The Morgan County Housing Authority will refine the Networking Agreement with the Crisis Center Foundation, a non-profit organization dedicated to providing services to victims of domestic violence and their children, to address the needs of victims of domestic violence, dating violence, sexual assault, and stalking.

**Goal Three:** Promote self-sufficiency and asset development of families and individuals.

**Objectives:**

1. Provide or attract supportive services to improve resident employability and self-sufficiency.
2. Provide Section 8 Tenant Based Homeownership Program.
3. Provide or attract supportive services that will address the needs of victims of domestic violence, dating violence, sexual assault, and stalking.

## 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>					
<b>PHA Name:</b> Morgan County Housing Authority		<b>Grant Type and Number Comprehensive Grant Program</b> Capital Fund Program Grant No: IL06P07950106 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> FFY 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: 12/31/07 <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 Soft Costs	15,000	15,000	6,933.02	6,933.02
	Management Improvements Hard Costs				
4	1410 Administration	5,000	5,000	5,000	5,000
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	68,580	68,580	53,270.13	51,776.13
8	1440 Site Acquisition				
9	1450 Site Improvement	54,800	54,800	0	0
10	1460 Dwelling Structures	442,436	442,436	532,944.74	259,853.82
11	1465.1 Dwelling Equipment—Non-expendable	71,600	71,600	45,922	45,922
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				

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

<b>PHA Name:</b> Morgan County Housing Authority	<b>Grant Type and Number Comprehensive Grant Program</b> Capital Fund Program Grant No: IL06P07950106 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> FFY 2006
---	--	---

Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: 12/31/07  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
	Amount of Annual Grant: (sum of lines.....)	657,416	657,416	644,069.89	369,484.97
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line 3 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: Morgan County Housing Authority		Grant Type and Number Capital Fund Program Grant No: IL06P07950106 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
IL79-2	Increase Parking Spaces, Reseal & Stripe Existing Parking Lots		1450	100%	25,000	25,000	25,000	0	In Progress
IL79-3	Reseal & Stripe Parking Lots		1450	100%	39,800	39,800	39,800	0	In Progress
IL79-3	Replace Fabricated Showers, Entryway Windows & Doors, Replace Ceiling Tiles		1460	100%	442,436	442,436	532,944.74	259,853.82	In Progress
IL79-3	Replace Stoves & Refrigerators		1465.1	100%	71,600	71,600	45,922	45,922	Complete
Management Improvements	Police Call Back Services		1408	100%	20,000				
Fees & Costs	Prepare Bids, Develop Specifications & Contract Management Services Phase XIII		1430	10%	68,580	68,580	53,270.13	51,776.13	In Progress
Administration	Administrative Costs Associated with Capital Fund Program		1408	5%	5,000	5,000	5,000	5,000	Complete



## 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>					
<b>PHA Name:</b> Morgan County Housing Authority		<b>Grant Type and Number Comprehensive Grant Program</b> Capital Fund Program Grant No: IL06P07950107 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> FFY 2007
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: 2)					
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/06 <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	20,000			
3	1408 Management Improvements Soft Costs	5,000			
	Management Improvements Hard Costs	5,000			
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	50,000		39,500	
10	1460 Dwelling Structures	554,083			
11	1465.1 Dwelling Equipment—Non-expendable	45,200			
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				

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

<b>PHA Name:</b> Morgan County Housing Authority	<b>Grant Type and Number Comprehensive Grant Program</b> Capital Fund Program Grant No: IL06P07950107 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> FFY 2007
---	--	---

Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: 2)  
 Performance and Evaluation Report for Period Ending: 12/31/06  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
18	1499 Development Activities				
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines.....)	679,283			
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line 3 Related to Security –Soft Costs	5,000			
	Amount of Line XX related to Security—Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

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

PHA Name: Morgan County Housing Authority		Grant Type and Number Capital Fund Program Grant No: IL06P07950107 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
IL79-1	Landscaping, Tree Trimming & Removal Resurface Parking Areas		1450	100%	35,000		39,500		In Progress
IL79-3	Landscaping, Tree Trimming & Removal		1450	100%	15,000				Incomplete
IL79-1	Install Facia, Soffits, Gutters, Downspouts, Electric Base Board Zone Heaters Using Forced Account labor		1460	100%	554,083				Incomplete
IL79-1	Purchase new Stoves & Refrigerators		1465.1	100%	32,200				Incomplete
IL79-3	Install New Air-Conditioners in Existing Sleeves		1465.1	100%	10,000				Incomplete
Management Improvements	Security Police "Call Back" Services		1408	100%	5,000				Incomplete
Operations	Housing Authority Costs Associated with Modernization Activities		1406	5%	20,000				Incomplete
Administration	Bookkeeping, Management, Site Supervision		1410	5%	5,000				Incomplete



**MORGAN COUNTY HOUSING AUTHORITY  
CAPITAL FUND PROGRAM  
PERFORMANCE & EVALUATION REPORT  
Period Ending 12/31/2007  
IL06P07950106**

The Morgan County Housing Authority has not used any other funds, such as Community Development Block Grant, State, local or private funds for the needs identified in the Housing Authority's Agency Plan or for the purpose of our Capital Fund Program. Additionally, we have not used any funds to perform emergency "Life/Safety" work.

**IL06P07950106:** Phase XIII of our Capital Fund Program includes funds for the replacement of pre-fabricated showers, interior and exterior insulated window panels, new panic devices on entryway doors, new ceiling tile and energy efficient lighting, flooring and parking lot improvements. We have purchased new refrigerators for the Turner High Rise.

**Management Improvements:** Police "Call Back" Services: Police "call back" services are ongoing. Call Back Services include Directed Preventative Patrols, Bicycle Patrols and a Walk & Talk program. We target low-income public housing in Beat 3. Our goals are to reduce criminal activity and enhance security in and around our public housing. The Jacksonville Police Department attempts to identify and arrest criminals, deter crime and enhance resident communication and contact with law enforcement officers. We have an Inter-governmental Agreement on file with the JPD, and these services carry over from year to year.

**Implementation Schedule:** We are on schedule to complete all work items by the dates established in our Implementation Schedule. All funds have been obligated, and will be expended ahead of schedule.

**Resident Partnership:** I attend monthly resident council meetings keeping residents up to date, and current on the activities and progress of our modernization programs. Comments made by our residents are recorded in the minutes of these minutes and incorporated into our Due to a lack of participation I have appointed all of our tenants to the RAB. I attend City Council meetings to discuss the development, implementation and progress of our modernization programs. PHA Residents, and our Resident Councils receive copies of our P&E and Final Reports. Residents are given the opportunity to comment on our programs during our regularly scheduled MCHA Board meetings. Comments can also be submitted in writing to our office. These reports are also posted in the Housing Authority office.



**MORGAN COUNTY HOUSING AUTHORITY**  
**CAPITAL FUND PROGRAM**  
**Performance & Evaluation Report**  
**Period Ending 12/31/07**  
**IL06P07950107**

The Morgan County Housing Authority has not used any other funds, such as Community Development Block Grant, State, local or private funds for the needs identified in the Housing Authority's Agency Plan or for the purpose of our Capital Fund Program. Additionally, we have not used any funds to perform emergency "Life/Safety" work.

**IL06P07950107:** We experienced a severe ice storm this last year. There were numerous trees that were damaged and needed to be trimmed, or removed at every project. We let bids and awarded a contract for these services. We have \$10,000 remaining to replace the large number of trees we removed that were damaged. We are planning to wrap the fascia, and soffits at Walnut Terrace with aluminum this fall. At that time we will install new exterior doors, gutters, and downspouts. We are planning to install new electric zone heaters in the fall. We will purchase new stoves, refrigerators and air conditioning units this spring.

**Management Improvements:** Police "Call Back" Services: Police "call back" services are ongoing. Call Back Services include Directed Preventative Patrols, Bicycle Patrols and a Walk & Talk program. We target low-income public housing in Beat 3. Our goals are to reduce criminal activity and enhance security in and around our public housing. The Jacksonville Police Department attempts to identify and arrest criminals, deter crime and enhance resident communication and contact with law enforcement officers. We have an Inter-governmental Agreement on file with the JPD, and these services carry over from year to year.

**Implementation Schedule:** We are on schedule to complete all work items by the dates established in our Implementation Schedule. All funds have been obligated and expended ahead of schedule.

**Resident Partnership:** I attend monthly resident council meetings keeping them up to date and current on the activities and progress of our modernization programs. Due to a lack of participation I have appointed all of our tenants to the RAB. I attend City Council meetings to discuss the development, implementation and progress of our modernization programs. PHA Residents, and our Resident Councils receive copies of our P&E and Final Reports. Residents are given the opportunity to comment on our programs during our regularly scheduled MCHA Board meetings. Comments can also be submitted in writing to our office. These reports are also posted in the Housing Authority office.



# **MORGAN COUNTY HOUSING AUTHORITY**

## **PET POLICY**

### **A. *EXCLUSIONS***

This policy does not apply to animals that are used to assist persons with disabilities. Assistive animals are allowed in all public housing facilities with no restrictions other than those imposed on all tenants to maintain their units and associated facilities in a decent, safe, and sanitary manner and to refrain from disturbing their neighbors.

### **B. *PETS IN PUBLIC HOUSING***

The MORGAN COUNTY HOUSING AUTHORITY will allow for pet ownership in all MCHA units. No family living in these units, as a condition of occupancy, be prohibited from keeping common household pets in their unit. In addition, no family can be denied admission to units designated for use by elderly and/or disabled families because they own such pets. Animals that assist persons with a disability are excluded from this policy.

### **C. *APPROVAL***

Residents must have the prior approval of the Housing Authority before moving a pet into their unit. Residents must request approval on the Authorization for Pet Ownership Form that must be fully completed before the Housing Authority will approve the request.

### **D. *TYPES AND NUMBER OF PETS***

The MORGAN COUNTY HOUSING AUTHORITY will allow only domesticated dogs, cats, birds, and fish in aquariums in units. All dogs and cats must be neutered or spayed.

Only one (1) pet per unit allowed.

Any animal deemed to be potentially harmful to the health or safety of others, including attack or fight trained dogs, will not be allowed.

No animal may exceed thirty-five (35) pounds in weight.

### **E. *INOCULATIONS***

In order to be registered, pets must be appropriately inoculated against rabies and other conditions prescribed by local ordinances.

Page two:

***F. PET DEPOSIT***

A pet deposit of \$200. is required at the time of registering a pet. The deposit is refundable when the pet or the family vacate the unit, less any amounts owed due to damage beyond normal wear and tear.

***G. FINANCIAL OBLIGATION OF RESIDENTS***

Any resident who owns or keeps a pet in their dwelling unit will be required to pay for any damages caused by the pet. Also, any pet-related insect infestation in the pet owner's unit will be the financial responsibility of the pet owner and the MORGAN COUNTY HOUSING AUTHORITY reserves the right to exterminate and charge the resident.

***H. NUISANCE OR THREAT TO HEALTH OR SAFETY***

The pet and its living quarters must be maintained in a manner to prevent odors and any other unsanitary conditions in the owner's unit and surrounding areas.

Repeated substantiated complaints by neighbors or MORGAN COUNTY HOUSING AUTHORITY personnel regarding pets disturbing the peace of neighbors through noise, odor, animal waste, or other nuisance will result in the owner having to remove the pet or move him/herself.

***I. DESIGNATION OF PET AREAS***

Pets must be kept in the owner's apartment or on a leash at all times when outside (no outdoor cages may be constructed). Pets will be allowed only in designated areas on the grounds of the projects. Pet owners must clean up after their pets and are responsible for disposing of pet waste.

***J. REMOVAL OF PETS***

The MORGAN COUNTY HOUSING AUTHORITY, or an appropriate community authority, shall require the removal of any pet from a project if the pet's conduct or condition is determined to be a nuisance or threat to the health or safety of other occupants of the project or of other persons in the community where the project is located.

# MORGAN COUNTY HOUSING AUTHORITY

## PROGRESS REPORT

---

**The Morgan County Housing Authority has made significant progress towards accomplishing the goals identified in our mission statement and Five-Year Plan.**

In particular, here are our five-year goals and objectives and the status of each goal:

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

**Objectives:**

As of this date we have maintained our Public Housing vacancies to less than 5%. We were designated as a High Performer in FY 2006 and again in FY 2007. We are working very hard to maintain our High Performer designation. We are continuing to build up our reserves, increase revenues, reduce operation costs, improve resident services, and renovate public housing properties.

We have redefined our project grouping and received HUD approval. We are currently transitioning to project based accounting, and will be in compliance with Project Based Accounting by July 1, 2008.

BLDD is our architect for Phase XIII of our Mod Program. During Phase XIII we have replaced the old shower surrounds at the Turner High Rise with new, renovated the interior halls and corridors, purchase new appliances, and seal coat and stripe parking areas project wide.

We have revised our Public Housing Admissions and Continued Occupancy Policy, HA Lease, and Section 8 Administrative Plan to address the needs of victims of domestic violence, dating violence, sexual assault, and stalking.

**Goal Two: Improve community quality of life and economic viability.**

**Objectives:**

The Morgan County Housing Authority continues to screen prospective applicants and evict tenants for criminal behavior that would threaten the life, health, safety and peaceful enjoyment of our residents. We aggressively issue and enforce notices of "No Trespass" to individuals involved in criminal activity on or around public housing property. We schedule additional police "call back" services targeting public housing, and Beat Three with Directed Preventative Patrols, Bicycle Patrols and a Walk & Talk program. We hope to raise our RASS score by increasing resident confidence in law enforcement, and enhancing public awareness of our efforts to reduce crime in or around public housing.

We will renew our contract with the Jacksonville police Department redefining the problems and services the Jacksonville Police Department will provide.

The Morgan County Housing Authority will refine the Networking Agreement with the Crisis Center Foundation, a non-profit organization dedicated to providing services to victims of domestic violence and their children, to address the needs of victims of domestic violence, dating violence, sexual assault, and stalking.

### **Goal Three: Promote self-sufficiency and asset development of families and individuals.**

#### **Objective:**

Walnut Terrace is a “Campus of Learning”. The presence of the Early Years Program at Walnut Terrace and the introduction of School District #117 teachers and staff to our public housing residents and the surrounding neighborhood have changed the public’s perception of a once troubled development.

Parent Educators working for the Early Years Program provide family support services, GED Classes, violence intervention, substance abuse counseling, job training, transportation, daycare and family counseling to both our PHA residents and Section 8 HCV Families.

The Springfield Urban League Head Start is also on site in public housing. The Head Start program now offers provide an academic head start for younger students. Their presence has enriched the lives of many of the low-income families living in Jacksonville.

The 500 Club at the Beecher High Rise coordinates in home health care, “Door Bell Dinners”, grocery shopping and laundry services for our elderly/disabled residents enabling them to live independently in their apartments. The Bread of Love is located at the Beecher and Turner High Rise serves a hot lunch and an evening meal to many of our elderly/disabled tenants.

We are have providing and have attracted supportive services to our Housing Authority that are addressing the needs of victims of domestic violence, dating violence, sexual assault, and stalking.

We entered into an agreement with MCS Community Services to lease two PHA apartments for a Transitional Housing Program through the Continuum of Care. The Transitional Housing Program provides temporary homes to displaced families with children, including victims of domestic violence, dating violence, or stalking. The program identifies barriers that are preventing families from moving into permanent housing and coordinates services to remove those barriers. Housing Authority Occupancy Specialists work with MCS staff in the coordination of Transitional Housing services. We accept applications from the participants for permanent housing and screen them for criminal history that would pose a threat to other PHA residents.

PHA Occupancy Specialists help Public Housing residents who are non-exempt from Community Service in their search for a job and/or job training. The Occupancy Director conducts pre and post home buyer counseling for our Section 8 Homeownership Program. The Housing Authority has developed and implemented a Section 8 Voucher Homeownership Program.

In summary, we believe we are making reasonable progress towards our goals given the resources we have available to us.

# HOUSING AUTHORITY OF MORGAN COUNTY

## PROJECT BASED ASSISTANCE

### SELECTION POLICY

This policy establishes the competitive procedures for owner submission of applications and for the Authority's selection of units to which Section 8 Project Based Assistance is to be attached.

#### ADVERTISING (24CFR 983.51(b))

The Authority will advertise in a newspaper of general circulation in Morgan County that the Authority will accept applications for Section 8 Project Based Assistance.

The advertisement will be published once a week for three consecutive weeks; specify an application deadline of at least 30 days after the date the advertisement is last published; specify the number of units the Authority estimates it will be able to assist under the funding the Authority is making available for this purpose; and state that only applications submitted in response to the advertisement will be considered.

#### SELECTION POLICY REQUIREMENTS (24 CFR 983.51(e))

The following factors will be used to rank and select applications:

FACTOR	MAX POINTS
Site	10
Design	10
Previous experience with owner/development/marketing/management	10
Feasibility and viability of the project	10
Financing of the project	10
Marketability of the project	10
Economic impact upon the community	10
Additional low-income housing units leveraged by assistance	15
Compliance with Housing Authority/County/City goals and plans	15
Total Maximum Points	100

#### OWNERS APPLICATION (24 CFR 983.53 (d))

The owner's application submitted to the Authority must contain the following as a minimum:

### Description of the housing to be constructed or rehabilitated

Include the number of units by size and square footage, bedroom count, bathroom count, sketches, unit plans, listing of amenities and services, estimated date of completion and for rehabilitation, describe the property as is, as well as it will be.

### Building Site

The site must be adequate in size, exposure and contour to accommodate the number and type of units proposed, and adequate utilities (water, sewer, gas and electricity) and streets must be available to service the site.

The Site must not be located in an area of minority concentration, and must not be located in a racially mixed area if the project will cause a significant increase in the proportion of minority to non-minority residents in the area.

The owner must also show evidence of site control.

### Zoning

Evidence that the proposed new construction or rehabilitation is permitted by current zoning ordinances or regulations or evidence to indicate that the needed rezoning is likely and will not delay the project.

### Rent and Utilities

The proposed contract rent and what utilities, if any, shall be included. For those utilities not included in the rent, an estimate of the average monthly cost for each unit type for the first year of occupancy shall be included.

### Relocation

If relocation is involved, a statement identifying:

- \* The number of persons (families, individuals, businesses and nonprofit Organizations) occupying the property on the date of the submission of the application.
- \* The number of person to be displaced, temporarily relocated, or moved permanently within the building or complex.
- \* The estimated cost of relocation payments, services and sources of funding.
- \* The organizations that will carry out the relocation activities.

### Other Information

The identity of the owner and other project principals and the names of officers and principal members, shareholders, investors and other parties having substantial interest; certification showing that the above mentioned parties are not on the U.S.

General Services Administration list of parties excluded from federal procurement and non-procurement programs; a disclosure of any possible conflict of interest by any of these parties that would be a violation of the Agreement of the HAP contract; and information on the qualifications and experience of the principal participants. Information concerning any participant who is not known at the time of the owner's submission must be provided to the Authority as soon as the participant is known.

The owner's plan for managing and maintaining the units.

Evidence of financing of lender interest and the proposed terms of financing.

The proposed terms of the HAP contract.

Such information as may be requested by the Authority.

### **RESIDENT MANAGEMENT CORPORATION**

The Authority may select units to which assistance is to be attached without advertising or without applying the above selection factors if attachment of project based assistance would further the purpose of the sale of a public housing development to a resident management corporation.

## Required Attachment: Resident Member on the PHA Governing Board

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

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

Margo Gilmore

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

Elected

Appointed

C. The term of appointment is (include the date term expires): **AUGUST 31, 2008**

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

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

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

Other (explain):

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

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

## **Required Attachment: Membership of the Resident Advisory Board or Boards**

Due to a lack of interest in a Resident Advisory Board I felt that it was necessary, in order to ensure that all residents of assisted housing had an opportunity to comment on the development of our Agency Plan, that I appoint them all to the Resident Advisory Board.

I continue to meet monthly with our residents during their regularly scheduled tenant council meetings keeping them informed and up to date as to the status of our modernization programs and policies and any changes therein.

I also cover the status of our Modernization Programs in the tenant newsletter, "The Scoop", and during our monthly Board Meetings which are open to the public. The Scoop is being mailed to every MCHA tenant.

**Morgan County Housing Authority**  
**301 West Beecher**  
**Jacksonville, Illinois, 62650**

**Section 8 Homeownership Capacity Statement**

The Morgan County Housing Authority has the capacity to operate a successful Section 8 Homeownership program for the following reasons:

- 1) We have established a minimum homeowner down payment requirement of at least 3% of the purchase price for participation in the Section 8 Homeownership program, and that at least 1% of that down payment must come from the families personal resources.
- 2) We require that the tenant must acquire financing for purchase of a home under our Section 8 Homeownership Program, and that financing must be provided, insured, or guaranteed by State or Federal government, comply with secondary mortgage market underwriting requirements, or comply with generally accepted private sector underwriting standards.
- 3) We will acquire the capacity to successfully operate a Section 8 Homeownership program by partnering with the Menard County Housing Authority who is experienced in reviewing homeownership financing, by training existing staff with such experience, and by hiring new staff with such experience.

Fred J. Clinton, PHM  
Executive Director

# **Morgan County Housing Authority**

## **SECTION 8 HOMEOWNERSHIP PROGRAM**

The Morgan County Housing Authority is proposing to implement a Section 8 tenant based Homeownership Voucher Program. Homeownership assistance offers a new opportunity for families that receive Section 8 tenant based assistance to purchase a home.

Identified in this document are the requirements and procedures that Morgan County Housing Authority will propose to utilize in administering the Section 8 Home ownership Assistance Program.

The following requirements to participate are:

1. A Family must meet the general requirements for admission to or continues participation in Section 8 Rental Assistance Program;
2. Current Section 8 participants must be in compliance with their lease and Section 8 program requirements. They will be required to terminate their current lease agreement in compliance with the lease.
3. Participants must be first time homeowners, and/or must not have owned title to principal residence in the last three years;
4. Families who have defaulted on a mortgage obtained through the homeownership program are barred from further participation.
5. Participants must complete a pre-purchase homeownership counseling program before the Housing Authority will issue the homeownership assistance. The Morgan County Housing Authority designee will work with the participants and determine their 'mortgage readiness';
6. The head of household or spouse must be full time (minimum 30 hours a week) and have been continuously employed during the calendar year prior to commencement of homeownership program. Families in which the head of household or spouse is disabled or elderly are exempt from this requirement;
7. The family's household income must be at least the Federal minimum wage times 2000 hours (\$13,000). Public assistance will not be used to meet this requirement, except in disabled or elderly households. Public assistance includes (Welfare to Work grant, federal assistance, TANF assistance, SSI that is subject to an income eligibility test, food stamps, state or local programs that provide assistance to meet family living or housing expenses.

Page two:  
MCHA Capacity Statement

8. Participants will be required to pay for an independent inspection of the home;
9. Participants will be required to secure their own mortgage loan. Financing for purchase of a home under our Section 8 Homeownership Program must be provided, insured, or guaranteed by State or Federal government, comply with secondary mortgage market underwriting requirements, or comply with generally accepted private sector underwriting standards.
10. We have established a minimum homeowner down payment requirement of at least 3% of the purchase price for participation in the Section 8 Homeownership program, of that amount at least 1% of the down payment must come from the families personal resources.

The Morgan County Housing Authority will review all pre-applications to identify their level of readiness for homeownership. Level of readiness is as follows:

**Level 1** The family is within 6 months of being ready for homeownership. Their employment history is stable the family has access to the required assets needed to secure a mortgage loan, and a minimum of 8 hours of pre-homeownership counseling has been completed or will be within 6 months.

**Level 2** The family between 6 and 12 months of being ready for homeownership. The family has almost completed the 1 year requirement of employment history. The family is close to securing funds for the down payment and the family has started the pre-homeownership counseling.

**Level 3** The family is more than 12 months from being ready for homeownership. The family has not met the employment requirements and work history is unstable. The family has not secured funds for the down payment and has not started pre-homeownership counseling.

If homeownership is something that you are interested in all you need to do is fill out the enclosed application and bring it to our office located at:

***MORGAN COUNTY HOUSING AUTHORITY  
301 WEST BEECHER  
JACKSONVILLE, IL 62650  
ATTN: Mrs. Linda Jones, Section 8 Specialist***

**Our office will review your pre-application and notify you by mail your approval status and level of readiness.**

***MORGAN COUNTY HOUSING AUTHORITY  
SECTION 8 HOMEOWNERSHIP PROGRAM***

The Morgan County Housing Authority will comply in accordance with the Federal Register Final Rule on September 12, 2000 and 24 CFR 982. Section 8(y) Homeownership Option, a public housing agency may provide tenant based assistance to an eligible family that purchases a dwelling unit that will be occupied by the family.

***ELIGIBILITY FOR PARTICIPATION***

Any Section 8 Program participant who has been issued a Housing Choice Voucher may opt to utilize the subsidy to purchase, rather than rent a home, subject to the following criteria:

1. The family must meet the general requirements for admission to or continued participation in the Morgan County Housing Authorities Section 8 tenant based Housing Choice Voucher Program;
2. Priority will be given to families who have participated in the Section 8 Program for at least one year;
3. The family head of household and/or spouse that has previously defaulted on a Mortgage obtained through a homeownership program is barred from participation;
4. The family must meet the Federal income requirement of \$10,300.00 or the gross annual income equal to the Federal minimum wage rate, multiplied by 2000 hours, based on the adult family members who will purchase the home;
5. The Head of Household or spouse must be employed full-time, a minimum of 30 hours a week and have been continuously employed a minimum of twelve months prior to receiving a homeownership voucher. Elderly and disabled families are exempt from the Federal employment requirement;
6. The family must be in full compliance with their current Lease and all other Section 8 Program requirements. Termination of their current Lease must be in compliance with the prescribed guidelines set forth in the Section 8 Program and must terminate their current lease arrangement in compliance with the lease;
7. The family must be a first time homeowner or has not had ownership or held title to a principle residence within the past three years. Families of limited equity cooperatives are eligible;

8. Eligible families must complete homeownership counseling requirements prior to receiving homeownership assistance. Counseling topics will include but not limited to the following:
  - a. Budgeting and money management;
  - b. Home maintenance;
  - c. Credit counseling and credit repair;
  - d. Obtaining financing and loan pre-approval;
  - e. Types of available financing pros and cons;
  - f. How to find a home;
  - g. Information on fair housing , lending and local enforcement agencies;
  - h. Information on real estate, state and federal lending laws;
9. The family's income must be equal to or exceed two times the payment standard for the family's eligible unit size. This does not include public assistance which includes welfare grants, SSI that is subject to income eligibility test, food stamps, general assistance or other assistance for family living and housing expenses, elderly and disabled families are not subject to this exclusion;
10. Second priority will be given to current Section 8 Program participants that have been on the program less than one year who meet the homeownership requirements;
11. Third priority will be given to families on the Section 8 waiting list who can meet the homeownership requirements;
12. Other qualified Section 8 participants may be considered as the capacity of the program permits;

### ***FRAME FOR PURCHASE***

The eligible family has six months to locate and purchase a home. The family may be allowed (2) thirty day extensions at the discretion of the Morgan County Housing Authority. If the family does not find a home in the allotted time frame they may use the voucher under the rental assistance program.

### ***PORTABILITY***

The families that are determined to be eligible to participate in the Section 8 Homeowner ship Program will be allowed to go outside our jurisdiction only if the receiving housing authority is administering a homeownership program and is accepting new families.

## ***PERMITTED OWNERSHIP ARRANGEMENTS***

The Homeownership option may be utilized in two types of housing:

1. A unit owned by the family, where one or more family members hold title to the home. Homes previously occupied under a lease purchase agreement are eligible;
2. A cooperative unit, where one or more family members hold membership shares in the cooperative;
3. The unit must be a one unit property or single dwelling in a cooperative or condominium.
4. The unit must be already in existence or under construction at the time the family is determined eligible for homeownership assistance.
5. Units that are not eligible are duplex's , public housing or Indian housing units, Section 8 project based units, nursing homes, boarding homes, continual psychiatric, medical or nursing services, college dorms, private institutions, reformatory or penal units;

## ***FINANCING***

Families that are approved to purchase a home must secure their own financing. All lenders and terms of financing must be approved by the Morgan County Housing Authority. The Morgan County Housing Authority may disapprove proposed financing, refinancing or other debt if it is determined to be unaffordable, i.e. balloon payments, variable interest rate loans, etc.

## ***INSPECTIONS***

The Morgan County Housing Authority will conduct a HQS Inspection (same as the initial inspection for the tenant based rental program) to indicate the physical condition of the unit and if there are any repairs necessary to ensure that the unit is safe and habitable. This inspection does not assess the adequacy and life span of the building components, building systems, appliances and other structural components. The family will be required to get an independent professional home inspection by an inspector in the private market for homebuyers. This independent inspector must be experienced and qualified to conduct pre-purchase inspections for homebuyers.

1. The Family selects the home inspector and is responsible to pay the fees and a copy is to be given to the Housing Authority and Family;

2. The Morgan County Housing Authority will review the home inspector's report to determine whether repairs are needed prior to purchase and to assess overall condition of the home. The Morgan County Housing Authority will reserve the right to deny any home that has major physical problems and substantial correction costs if it is not feasible to have the necessary repairs completed prior to the sale of the home;

If the home was constructed within 60 days of the Contract of Sale and has remained unoccupied during that time, the Housing Authority may opt to conduct the pre-purchase inspection;

### ***CONTRACT OF SALE***

The Morgan County Housing Authority will require a copy of the Contract of Sale. It must include the price and term of sale, provide the pre-purchase inspection, buyer satisfaction, buyer not obligated for needed repairs and certification that the seller is not debarred, suspended or subject to a limited denial of participation in the homeownership program.

### ***LENGTH AND CONTINUATION OF ASSISTANCE***

The Morgan County Housing Authority will provide assistance while the family is residing in the home. The family will receive homeownership assistance for a maximum of fifteen years on a twenty year mortgage or longer and maximum assistance of ten years on a less than twenty year mortgage. Elderly and disabled families are exempt from any time limit.

Should a family become disabled during their participation in the homeownership program they will not be restricted to the initial time limit. If a disabled family ceases to qualify as a disabled family during participation the time limit will be imposed.

A family may purchase subsequent homes on the Section 8 Homeownership Program provided that there is no mortgage loan default and the family is in complete compliance with the Section 8 Homeownership Program. The family must sell the current home in order to purchase another home. The total assistance payments are subject to the maximum time limit.

The Morgan County Housing Authority will require families to complete Annual Recertification of household income and composition. The family will be required to provide documentation that they are current on the mortgage and utility payments. The family will be required to report any income and/or family composition changes to the housing authority within two weeks of each change. Annual HQS Inspections will be conducted at the Morgan County Housing Authority's discretion.

The Morgan County Housing Authority does encourage post homeownership counseling and will provide briefing materials at annual recertification with participating families.

### ***FAMILY OBLIGATIONS***

Before commencement of the homeownership assistance, the family must execute a Statement of Homeowner Obligations.

To continue to receive homeownership assistance the family must comply with the terms of any mortgage securing debt incurred to purchase the home, and any refinancing debt. The family may not place any additional lien or other encumbrance on the mortgage loan without prior written consent from the Morgan County Housing Authority and the lender.

So long as the family is receiving homeownership assistance, the family must notify the Housing Authority if they default on the mortgage and/or debt incurred to purchase the home. The family must notify the Housing Authority before they move out of the home.

### ***ASSISTANCE PAYMENT***

The family's Section 8 monthly housing assistance payment will be the lower of the Section 8 Voucher payment standard minus the TTP or the monthly homeowner expenses minus the TTP.

The homeownership expenses include principal and interest on mortgage debt, refinancing charges of mortgage debt, taxes and insurance, maintenance, major repair expenses and the Morgan County Housing Authority's utility allowance schedule. The maintenance expenses, major repair and replacement cost will be determined by the Morgan County Housing Authority designees.

The housing assistance payments will be made directly to the lender.

The housing assistance payment will be subject to the adjustments in the fair market rent payment standards accordingly.

The unit size will be determined by the Section 8 Rental Assistance policy compliance in the Administrative Plan.

If the family's income should increase and exceed the housing assistance payment they will continue to be on the program for six months and at the end of the six months if there were no adjustments to the income the Section 8 program will automatically terminate.

### ***DENIAL AND/OR TERMINATION OF ASSISTANCE***

Participating families who default on their mortgage loan will have their homeownership assistance terminated. The Morgan County Housing Authority will consider further rental assistance where there are mitigating circumstances i.e. termination would result in extreme hardship for the family.

The Morgan County Housing Authority will terminate homeownership assistance for the following violations:

1. Transfer or conveyance of ownership of the home;
2. Not keeping the Annual Recertification and providing the requested documentation to the housing authority in the required time frame;
3. Not notifying the housing authority before moving out of the home, a 30 day notice is required;
4. Violations of the Section 8 Assistance Program;

### ***LEASE TO PURCHASE***

To ensure the success of a lease to purchase program the Morgan County Housing Authority will require a title search of the home and pre approval of the contract prior to purchase.

### ***RECAPTURE OF HOMEOWNERSHIP ASSISTANCE***

The Morgan County Housing Authority will recapture 10% of the homeownership assistance provided to the family upon sale of the home. The Morgan County Housing Authority will not recapture funds if the proceeds from the sale of one home are used to purchase another home under the homeownership program or the family refinances the mortgage and does not take cash out of the balance.

Upon purchase of the home, the family will execute documentation securing the Morgan County Housing Authority the right to recapture homeownership assistance.

