

# PHA Plans

## Streamlined Annual Version

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

OMB No. 2577-0226  
(exp. 08/31/2009)

---

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937 that introduced 5-year and annual PHA Plans. The full PHA plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form allows eligible PHAs to make a streamlined annual Plan submission to HUD consistent with HUD's efforts to provide regulatory relief for certain types of PHAs. Public reporting burden for this information collection is estimated to average 11.7 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

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

---

# Streamlined Annual PHA Plan

## For Fiscal Year: 2008

**PHA Name:**

# Housing Authority of the County of Coles

**NOTE: This PHA Plan template (HUD-50075-SA) is to be completed in accordance with instructions contained in previous Notices PIH 99-33 (HA), 99-51 (HA), 2000-22 (HA), 2000-36 (HA), 2000-43 (HA), 2001-4 (HA), 2001-26 (HA), 2003-7 (HA), and any related notices HUD may subsequently issue.**

## Streamlined Annual PHA Plan Agency Identification

**PHA Name:** Housing Authority of the County of Coles

**PHA Number:** IL-100

**PHA Fiscal Year Beginning:** 07/2008

**PHA Programs Administered:**

**Public Housing and Section 8**

Number of public housing units:  
Number of S8 units:

**Section 8 Only**

Number of S8 units:

**Public Housing Only**

Number of public housing units: 178

**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:				

**PHA Plan Contact Information:**

Name: Patrick Ramage

TDD: N/A

Phone: 217-235-4175

Email: haccpatramage@consolidated.net

**Public Access to Information**

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

PHA's main administrative office       PHA's development management offices

**Display Locations For PHA Plans and Supporting Documents**

The PHA Plan revised policies or program changes (including attachments) are available for public review and inspection.       Yes       No.

If yes, select all that apply:

Main administrative office of the PHA

PHA development management offices

Main administrative office of the local, county or State government

Public library       PHA website       Other (list below)

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

Main business office of the PHA       PHA development management offices

Other (list below)

**Streamlined Annual PHA Plan**  
**Fiscal Year 2008**  
[24 CFR Part 903.12(c)]

**Table of Contents**

[24 CFR 903.7(r)]

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

<b>Annual Plan Table of Contents</b>	<b>Page #</b>
i. Agency Identification	2
ii. Required Attachments	3
iii. Plan Components	3-4
1. Site Based Waiting List	4-5
2. Capital Improvement Needs	5-6
3. Section 8 Tenant Based Assistance	6-7
4. Use of Project- Based Voucher Program	7
5. PHA Statement of Consistency with the Consolidated Plan	8
6. Supporting Documents Available for Review	9-11
7. Capital Fund Tables	12-19

**REQUIRED ATTACHMENTS TO THE PHA PLAN**

1) 2008 Public Hearing Comments and RAB Recommendations -	il100a01
2) 2008 Resident Advisory Board Membership -	il100b01
3) 2005 P&E Report CFP IL06-P100-50105 -	il100c01
4) 2006 P&E Report CFP IL06-P100-50106 -	il100d01
5) 2007 P&E Report CFP IL06-P100-50107 -	il100e01
6) Certification by State Official of PHA Plans Consistency	il100f01
7) Revised Pet Policy	il100g01
8) Violence Against Women Act	il100h01
9) Illinois Carbon Monoxide Detector Act	il100i01

**A. PHA PLAN COMPONENTS**

- 1. Site-Based Waiting List Policies  
**903.7(b)(2) Policies on Eligibility, Selection, and Admissions**
- 2. Capital Improvement Needs  
**903.7(g) Statement of Capital Improvements Needed**
- 3. Section 8(y) Homeownership  
**903.7(k)(1)(i) Statement of Homeownership Programs**
- 4. Project-Based Voucher Programs
- 5. PHA Statement of Consistency with Consolidated Plan. Complete only if PHA has changed any policies, programs, or plan components from its last Annual Plan.
- 6. Supporting Documents Available for Review

- 7. Capital Fund Program and Capital Fund Program Replacement Housing Factor, Annual Statement/Performance and Evaluation Report
- 8. Capital Fund Program 5-Year Action Plan

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**B. Site-Based Waiting Lists – Coming Year- N/A**

If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to next component.

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

**2. Capital Improvement Needs**

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

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

**A. Capital Fund Program**

1.  Yes  No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete items 7 and 8 of this template (Capital Fund Program tables). If no, skip to B.
2.  Yes  No: Does the PHA propose to use any portion of its CFP funds to repay debt incurred to finance capital improvements? If so, the PHA must identify in its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities.).

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

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

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

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

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

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

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

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

1) Within the next five to ten years the Housing Authority IL100 plans to prepare applications to maximize leverage to replace 22 previously demolished units at East Rudy Place and revitalize our remaining public housing units at East Rudy Place, West Park Plaza and Park Tower and to create affordable single family homes in Coles County, using a combination of funding arrangements including but not limited to mixed-income/mixed-finance and be able to take advantage of HUD replacement housing factor funds for East Rudy Place.

**3. Section 8 Tenant Based Assistance--Section 8(y) Homeownership Program**  
(if applicable) [24 CFR Part 903.12(c), 903.7(k)(1)(i)]

1.  Yes  No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982? (If “No”, skip to the next component; if “yes”, complete each program description below (copy and complete questions for each program identified.)

2. Program Description:

a. Size of Program

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

If the answer to the question above was yes, what is the maximum number of participants this fiscal year?

b. PHA-established eligibility criteria

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

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

3. Capacity of the PHA to Administer a Section 8 Homeownership Program:

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

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

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

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

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

1.  Yes  No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option? If yes, check which circumstances apply:

- low utilization rate for vouchers due to lack of suitable rental units
- access to neighborhoods outside of high poverty areas
- other (describe below:)

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

#### **5. PHA Statement of Consistency with the Consolidated Plan**

[24 CFR Part 903.15]

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary) only if the PHA has provided a certification listing program or policy changes from its last Annual Plan submission.

1. Consolidated Plan jurisdiction: The State of Illinois Consolidated Plan for Program Years 2005-2009.

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

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

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

**PHA Plan Updates to the 5 year plan:**

- 1) The PHA plans to coordinate, promote and apply for any grants to enhance the economic and social self-sufficiency of residents within the next five years.
- 2) The following policies have been revised: Pet Policy – see attachment il100g01
- 3) Coles County Housing Authority will designate and apply for HUD approval to designate 100 public housing units as Elderly, Disabled and Near Elderly. **(See table below)**

<b>Designation of Public Housing Activity Description</b>
1a. Development name: UNNAMED- Park Tower Building 1b. Development (project) number: IL100
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly and near elderly families ( 50 years old+) and families with disabilities <input checked="" 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 checked="" type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>(07/01/08)</u>
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input checked="" type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 100 7. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development

**6. Supporting Documents Available for Review for Streamlined Annual PHA Plans**

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
N/A	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans;</i>	5 Year and Annual Plans

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing.	Annual Plan: Capital Needs
X	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA).	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing.	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans).	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937.	Annual Plan: Conversion of Public Housing
N/A	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans.	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program (Section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
X	Public Housing Community Service Policy/Programs <input checked="" type="checkbox"/> Check here if included in Public Housing A & O Policy	Annual Plan: Community Service & Self-Sufficiency
X	Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies.	Annual Plan: Community Service & Self-Sufficiency
N/A	FSS Action Plan(s) for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency
X	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports for public housing.	Annual Plan: Community Service & Self-Sufficiency
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Pet Policy
X	The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings.	Annual Plan: Annual Audit
N/A	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
N/A	Consortium agreement(s) and for Consortium Joint PHA Plans <u>Only</u> : Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection.	Joint Annual PHA Plan for Consortia: Agency Identification and Annual Management and Operations

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

<b>Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHA Name:</b> Housing Authority of the County of Coles 109 Prairie Ave. Mattoon, IL 61938			<b>Grant Type and Number</b> Capital Fund Program Grant No: CFP IL06-P100-50108 Replacement Housing Factor Grant No:		<b>Federal FY of Grant:</b> 2008
<input checked="" type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> <b>Reserve for Disasters/ Emergencies</b> <input type="checkbox"/> <b>Revised Annual Statement (revision no:    )</b> <input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:</b> <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	50960			
3	1408 Management Improvements	25000			
4	1410 Administration	25480			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	11361			
8	1440 Site Acquisition				
9	1450 Site Improvement	10000			
10	1460 Dwelling Structures	67000			
11	1465.1 Dwelling Equipment—Nonexpendable	5000			
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment	60000			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	254801			
22	Amount of line 21 Related to LBP Activities	0			
23	Amount of line 21 Related to Section 504 compliance	0			
24	Amount of line 21 Related to Security – Soft Costs	0			
25	Amount of Line 21 Related to Security – Hard Costs	0			
26	Amount of line 21 Related to Energy Conservation	45,000			

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

<b>Annual Statement/Performance and Evaluation Report                      Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)                      Part II: Supporting Pages</b>								
PHA Name: Housing Authority of the County of Coles 109 Prairie Ave. Mattoon, IL 61938			<b>Grant Type and Number</b> Capital Fund Program Grant No: CFP IL06-P100-50108 Replacement Housing Factor Grant No:			<b>Federal FY of Grant: 2008</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA WIDE	<b>OPERATIONS</b>	<b>1406</b>	LS	50,960				
	<b>Subtotal</b>	<b>1406</b>		<b>50,960</b>				
	<b>MGT. IMPROVEMENTS</b>	<b>1408</b>						
	Software Upgrades	1408	LS	20,000				
	Staff Training	1408	LS	5,000				
	<b>Subtotal</b>	<b>1408</b>		<b>25,000</b>				
	<b>ADMINISTRATION</b>	<b>1410</b>						
	CFP Pro-rated salaries	1410	LS	23,480				
	CFP Advertising	1410	LS	2,000				
	<b>Subtotal</b>	<b>1410</b>		<b>25,480</b>				
	<b>Fees and Costs</b>	<b>1430.1</b>						
HA Wide	A/E Fees	1430.1		11,361				
	<b>Subtotal</b>	<b>1430.1</b>		<b>11,361</b>				

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

<b>Annual Statement/Performance and Evaluation Report                      Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)                      Part II: Supporting Pages</b>								
PHA Name: Housing Authority of the County of Coles 109 Prairie Ave. Mattoon, IL 61938			<b>Grant Type and Number</b> Capital Fund Program Grant No: CFP IL06-P100-50108 Replacement Housing Factor Grant No:			<b>Federal FY of Grant: 2008</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	<b>Dwelling Structures</b>	<b>1460</b>						
Park Tower	Renovate Kitchens	1460	LS	47,000				
Park Tower	Rear, Rec room Entrance doors	1460	LS	10,000				
West Park	Roof Replacement	1460		10,000				
	<b>Subtotal</b>	<b>1460</b>		<b>67,000</b>				
	<b>NON-DWELLING EQUIPMENT</b>	<b>1475</b>						
Park Towers	Replacement Water Heater	1475	1 Unit	40,000				
Park Tower	Trash Compactor	1475	1 Unit	20,000				
	<b>Subtotal</b>	<b>1475</b>		<b>60,000</b>				

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

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part II: Supporting Pages</b>								
<b>PHA Name:</b> Housing Authority of the County of Coles 109 Prairie Ave. Mattoon, IL 61938			<b>Grant Type and Number</b> Capital Fund Program Grant No: CFP IL06-P100-50108 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> 2008		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	<b>DWELLING EQUIPMENT</b>	<b>1465</b>						
West Park	Energy Saving Furnaces	1465	2	5,000				
	<b>Subtotal</b>	<b>1465</b>		<b>5,000</b>				
	<b>SITE IMPROVEMENTS</b>	<b>1450</b>						
PHA-Wide	Sewer Replacement	1450		5000				
West Park Plaza	Sidewalk replacement	1450		5000				
	<b>Subtotal</b>	<b>1450</b>		<b>10,000</b>				
	<b>Total Capital Funds</b>			<b>254,801</b>				

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

<b>Annual Statement/Performance and Evaluation Report                      Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)                      Part III: Implementation Schedule</b>							
PHA Name: Housing Authority of the County of Coles			<b>Grant Type and Number</b> Capital Fund Program No: CFP IL06-P100-50108 Replacement Housing Factor No:				Federal FY of Grant: 2008
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA Wide	9/1/2010			9/1/2012			
Park Tower	9/1/2010			9/1/2012			

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

<b>Capital Fund Program Five-Year Action Plan</b>					
<b>Part I: Summary</b>					
PHA Name				<input checked="" type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2	Work Statement for Year 3	Work Statement for Year 4	Work Statement for Year 5
		FFY Grant: CFP50109 PHA FY: 2010	FFY Grant: CFP501010 PHA FY: 2011	FFY Grant:CFP50111 PHA FY: 2012	FFY Grant: CFP50112 PHA FY: 2013
	Annual Statement				
West Park Plaza		15000	15000	148361	148361
Park Tower		133,361	133,361	0	0
HA- Wide		106,440	106,440	106,440	106,440
CFP Funds Listed for 5-year planning		\$254,801	\$254,801	\$254,801	\$254,801
Replacement Housing Factor Funds					







HOUSING AUTHORITY OF THE COUNTY OF COLES (HACC)  
109 PRAIRIE AVE., MATTOON, ILLINOIS 61938  
PHONE: (217) 235-4175 FAX: (217) 234-8102

**Resident Advisory Board Meeting**

**RE: Resident Advisory Board review of the 2008 HACC PHA Annual Plan**

**Wednesday February 6, 2008**

**10:30am**

**HACC Offices at 109 Prairie Ave.**

**Resident Advisory members present:**

**Tommy Williams, Joanna Hall, Carolyn Jenkins, Dorothy Green and Darrell Gerdes**

**Agenda:**

**Call to Order**

**Review of the 2008 HACC Agency Plan**

**Input from the modifications of the Plan**

**Recommendations**

**Adjournment**

**Comments:**

**Plan looked very good**

**Didn't think changing the designation of Park Tower to near elderly, elderly and disabled will have a dramatic effect on the tenants.**

**No other comments about plan**

**Patrick Ramage**

**Executive Director**

# 2008 PHA PLAN PUBLIC HEARING

---

Housing Authority of the County of Coles

March 10, 2008 2PM

## SIGN IN SHEET

- 1 Tammy Leisure
- 2 Rosemary Kaley
- 3 Ina E Herdes
- 4 Darrell M Herdes
- 5 Lericia Jenkins
- 6 Marilyn Blau
- 7 J.J. Simpson
- 8 Paula Dyer
- 9 Wanda Green
- 10 Charlotte Nakagawa
- 11 Rusty Abbott
- 12 Francis Egger
- 13 Don H. Kaley
- 14

# 2008 PHA PLAN PUBLIC HEARING

---

Housing Authority of the County of Coles

February 29, 2008 2PM – 0 attendance because of inclement weather

March 10, 2008, 2<sup>nd</sup> meeting

## Comments

Are we replacing the units at East Rudy Place?

How much capital funds are we operating?

Will non-elderly have to move out of Park Tower if it becomes designated as Elderly, Near Elderly and disabled?

The improvements at Park Tower are great.



HOUSING AUTHORITY OF THE COUNTY OF COLES (HACC)  
109 PRAIRIE AVE., MATTOON, ILLINOIS 61938  
PHONE: (217) 235-4175 FAX: (217) 234-8102

*To: Resident Advisory Board*

*You are invited to an Resident Advisory Board review meeting of the  
2008 HACC PHA Annual Plan*

*Wednesday February 6, 2008*

*10:30am*

*HACC Offices at 109 Prairie Ave.*

*Resident Advisory members:*

*Tommy Williams, Joanna Hall, Carolyn Jenkins, Dorothy Green and Darrell Gerdes*

*Agenda:*

*Call to Order*

*Review of the 2008 HACC Agency Plan*

*Input from the modifications of the Plan*

*Recommendations*

*Adjournment*

*The role of the Resident Advisory Board is to make recommendations in the development of the HACC agency plan. The Housing Authority wants your input about the modifications of this plan. Please call me at 235-4175, if you are unable to attend.*

Sincerely,

Patrick Ramage  
Executive Director

**CAPITAL FUND PROGRAM (CFP/CFRRHF) Part 1: Summary**

**Annual Performance and Evaluation Report**

**Month Ending:** 02/29/08

Line No.	SUMMARY BY DEVELOPMENT ACCOUNT	Original	Revised	Obligated	Expended	Unobligated Balance	Unexpended Balance
<b>Total Non-Capital Funds</b>							
1406	Operations	51,500.00	51,500.00	51,500.00	51,500.00	0.00	0.00
1408	Management Improvements Soft Costs	51,385.03	42,083.16	42,083.16	42,083.16	0.00	0.00
1410	Administration	17,915.10	25,786.10	25,786.10	25,786.10	0.00	0.00
1411	Audit	0.00	0.00	0.00	0.00	0.00	0.00
1415	Liquidated Damages	0.00	0.00	0.00	0.00	0.00	0.00
1430	Fees and Costs	16,956.44	35,116.44	35,116.44	35,116.44	0.00	0.00
1440	Site Acquisition	0.00	0.00	0.00	0.00	0.00	0.00
1450	Site Improvement	22,168.48	18,380.57	18,380.57	18,380.57	0.00	0.00
1460	Dwelling Structures	46,778.30	26,973.65	26,973.65	26,973.65	0.00	0.00
1465.1	Dwelling Equipment - Nonexpendable	0.00	0.00	0.00	0.00	0.00	0.00
1470	Nondwelling Structures	1,146.00	7,094.01	7,094.01	7,094.01	0.00	0.00
1475	Nondwelling Equipment	50,011.65	50,927.07	50,927.07	50,927.07	0.00	0.00
1485	Demolition	0.00	0.00	0.00	0.00	0.00	0.00
1490	Replacement Reserve	0.00	0.00	0.00	0.00	0.00	0.00
1492	Moving to Work Demonstration	0.00	0.00	0.00	0.00	0.00	0.00
1495.1	Relocation Costs	0.00	0.00	0.00	0.00	0.00	0.00
1499	Development Activities	0.00	0.00	0.00	0.00	0.00	0.00
1501	Collateralization or Debt Service	0.00	0.00	0.00	0.00	0.00	0.00
1502	Contingency	0.00	0.00	0.00	0.00	0.00	0.00
<b>Amount of Annual Grant (Sum of lines 2 - 20)</b>		<b>\$257,861.00</b>	<b>\$257,861.00</b>	<b>\$257,861.00</b>	<b>\$257,861.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Amount of line 21 Related to LBP Activities		0.00	0.00	0.00	0.00	0.00	0.00
Amount of line 21 Related to Section 504 Compliance		31,500.00	0.00	0.00	0.00	0.00	0.00
Amount of Line 21 Related to Security - Soft Costs		0.00	0.00	0.00	0.00	0.00	0.00
Amount of line 21 Related to Security - Hard Costs		64,500.00	0.00	0.00	0.00	0.00	0.00
Amount of line 21 Related to Energy Conservation Measures		0.00	0.00	0.00	0.00	0.00	0.00
<b>Executive Director Signature</b>		<b>HUD Official Signature</b>					

Annual Statement /Performance and Evaluation Report									
Capital Funds Program and Capital Fund Program Replacement Housing Factor No.: IL06-P100-501-05									
Part II: Supporting Pages									
Development Number / Name PHA - Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Funds Obligated	Funds Expended		
<b>IL - 100</b>									
IL - 100	Operations								
PHA-Wide	Operations	1406		51,500.00	51,500.00	51,500.00	51,500.00	Completed	
	Subtotal 1406			51,500.00	51,500.00	51,500.00	51,500.00		
IL - 100	Management Improvements								
PHA-Wide	Software Upgrades (Emphasys, Office, Crystal, etc.)	1408	LS	29,989.58	20,687.71	20,687.71	20,687.71	Completed	
PHA-Wide	Staff Training	1408	LS	2,370.97	2,370.97	2,370.97	2,370.97	Completed	
PHA-Wide	File Upgrade for PHA Folder management	1408	LS	680.58	680.58	680.58	680.58	Completed	
PHA-Wide	Purchase digital camera for PHA inspections	1408	1	199.99	199.99	199.99	199.99	Completed	
PHA-Wide	Vacancy Reduction	1408	LS	18,143.91	18,143.91	18,143.91	18,143.91	Completed	
	Subtotal 1408			51,385.03	42,083.16	42,083.16	42,083.16		
IL - 100	Administration								
PHA-Wide	Pro-rated salaries/benefits for CFP	1410	LS	16,950.00	24,821.00	24,821.00	24,821.00	Completed	
PHA-Wide	Advertising costs for modernization projects	1410	LS	965.10	965.10	965.10	965.10	Completed	
	Subtotal 1410			17,915.10	25,786.10	25,786.10	25,786.10		
IL - 100	Fees & Costs								
PHA-Wide	AE Fees	1430	LS	6,956.44	24,756.44	24,756.44	24,756.44	In-progress	
PHA-Wide	Environmental Review	1430	1	0.00	360.00	360.00	360.00	Completed	
PHA-Wide	Modernization Coordinator/Consultant	1430	LS	10,000.00	10,000.00	10,000.00	10,000.00	Completed	
	Subtotal 1430			16,956.44	35,116.44	35,116.44	35,116.44		
IL - 100	SITE IMPROVEMENTS								
East Rudy Place	Sidewalk Repair and Bike Racks	1450	LS	168.48	168.48	168.48	168.48	Completed	
PHA-Wide	Site Lighting for Park Towers and ER	1450	2	15,000.00	15,000.00	15,000.00	15,000.00	Completed	
PHA-Wide	Sewer line replacement	1450	LS	7,000.00	3,212.09	3,212.09	3,212.09	Completed	
	Subtotal 1450			22,168.48	18,380.57	18,380.57	18,380.57		
IL - 100	DWELLING STRUCTURES								
WP/ER	Smoke Detector/CO Replacement by 1/1/06	1460	78	4,000.00	3,865.00	3,865.00	3,865.00	Completed	
PHA-Wide	Security entrance tables	1460	1	5,000.00	319.98	319.98	319.98	Completed	
Park Towers	Kitchen GFI	1460	100	2,500.00	0.00	0.00	0.00	Deleted	
PT/W/P	Roof Repair	1460	2	34,929.63	22,440.00	22,440.00	22,440.00	Completed	
Park Towers	Repair intercom system	1460	100 units	348.67	348.67	348.67	348.67	Completed	
	Subtotal 1460			46,776.30	26,973.65	26,973.65	26,973.65		
IL - 100	Nondwelling Structures								
Park Towers	Maintenance and Security Room Renovation	1470	LS	0.00	1,589.83	1,589.83	1,589.83	Completed	
Park Towers	A/C for elevator room	1470	1	0.00	399.00	399.00	399.00	Completed	
West Park	A/C for Community center	1470	1	0.00	319.00	319.00	319.00	Completed	
West Park	Community Center Outside Security cameras	1470	LS	0.00	3,640.18	3,640.18	3,640.18	05/06 cfp complete	
Park Towers	Central A/C replacement	1470	1	1,146.00	1,146.00	1,146.00	1,146.00	Completed	
	Subtotal 1470			1,146.00	7,094.01	7,094.01	7,094.01		
IL - 100	Nondwelling Equipment								
Park Towers	Upgrade Telephone System	1475	1	2,955.40	2,955.40	2,955.40	2,955.40	Completed	
Park Towers	Maintenance Room Equipment	1475	LS	0.00	1,248.03	1,248.03	1,248.03	Completed	
Park Towers	Security cameras/monitoring system/software	1475	1	21,250.00	21,250.00	21,250.00	21,250.00	Completed	
PHA-Wide	Major Lawn Tractor Service	1475	LS	1,496.25	1,496.25	1,496.25	1,496.25	Completed	
PHA-Wide	Shredder	1475	1	229.90	229.90	229.90	229.90	Completed	

Annual Statement /Performance and Evaluation Report										
Capital Funds Program and Capital Fund Program Replacement Housing Factor No.: IL06-P100-501-05										
Part II: Supporting Pages										
Development Number / Name HA - Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost			Total Actual Cost			Status of Work
				Original	Revised	Funds Obligated	Funds Expended	Funds Expended		
PHA-Wide	Computer Hardware and Scanner	1475	LS	11,770.10	11,437.49	11,437.49	11,437.49	11,437.49	Completed	
Park Towers	Rooftop Heating Unit Repair & Evaluation	1475	1	12,310.00	12,310.00	12,310.00	12,310.00	12,310.00	Completed	
	Subtotal 1475			50,011.65	50,927.07	50,927.07	50,927.07	50,927.07		
	<b>TOTAL CAPITAL FUNDS</b>			<b>\$257,861.00</b>	<b>\$257,861.00</b>	<b>\$257,861.00</b>	<b>\$257,861.00</b>	<b>\$257,861.00</b>		

© 2004 The Nelrod Company, Fort Worth, Texas 76109



**CAPITAL FUND PROGRAM TRACKING TABLES START HERE**  
**ANNUAL STATEMENT Part I**

Month Ending: 02/29/08

SIGNATURE EXECUTIVE DIRECTOR

SIGNATURE HUD OFFICIAL

Housing Authority of the County of Coles		Capital Fund Grant Number <b>IL06-P100-501-06</b>	FFY of Grant Approval <b>2006</b>	Total Actual Cost		Unobligated Balance	Unexpended Balance
[ ] Original Statement		Total Estimated Cost	Obligated	Expended			
[ X ] Revised Annual Statement # 3		Original	Revised				
[ ] Final Performance and Evaluation Report							
<b>Total Non-Capital Funds</b>							
1406	Operations	48,000.00	48,000.00	48,000.00	48,000.00	0.00	0.00
1408	Management Improvements Soft Costs	10,000.00	9,480.60	9,480.60	9,480.60	0.00	0.00
1410	Administration	24,000.00	21,600.50	21,600.50	21,600.50	0.00	0.00
1411	Audit	0.00	0.00	0.00	0.00	0.00	0.00
1415	Liquidated Damages	0.00	0.00	0.00	0.00	0.00	0.00
1430	Fees and Costs	0.00	0.00	0.00	0.00	0.00	0.00
1440	Site Acquisition	0.00	0.00	0.00	0.00	0.00	0.00
1450	Site Improvement	52,000.00	38,043.63	38,043.63	6,043.63	0.00	32,000.00
1460	Dwelling Structures	79,816.00	126,830.01	126,830.01	1,355.92	0.00	125,474.09
1465.1	Dwelling Equipment - Nonexpendable	0.00	0.00	0.00	0.00	0.00	0.00
1470	Nondwelling Structures	10,762.00	1,210.82	1,210.82	1,210.82	0.00	0.00
1475	Nondwelling Equipment	25,000.00	4,412.44	4,412.44	4,412.44	0.00	0.00
1485	Demolition	0.00	0.00	0.00	0.00	0.00	0.00
1490	Replacement Reserve	0.00	0.00	0.00	0.00	0.00	0.00
1492	Moving to Work Demonstration	0.00	0.00	0.00	0.00	0.00	0.00
1495.1	Relocation Costs	0.00	0.00	0.00	0.00	0.00	0.00
1499	Development Activities	0.00	0.00	0.00	0.00	0.00	0.00
1501	Collateralization or Debt Service	0.00	0.00	0.00	0.00	0.00	0.00
1502	Contingency	0.00	0.00	0.00	0.00	0.00	0.00
<b>Amount of Annual Grant (Sum of lines 2 - 20)</b>		<b>\$249,578.00</b>	<b>\$249,578.00</b>	<b>\$249,578.00</b>	<b>\$92,103.91</b>	<b>\$0.00</b>	<b>\$157,474.09</b>
Amount of line 21 Related to LBP Activities		0.00	0.00	0.00	0.00	0.00	0.00
Amount of line 21 Related to Section 504 Compliance		0.00	0.00	0.00	0.00	0.00	0.00
Amount of Line 21 Related to Security - Soft Costs		0.00	0.00	0.00	0.00	0.00	0.00
Amount of line 21 Related to Security - Hard Costs		0.00	0.00	0.00	0.00	0.00	0.00
Amount of line 21 Related to Energy Conservation Measures		0.00	0.00	0.00	0.00	0.00	0.00

Annual Statement /Performance and Evaluation Report 02/29/2008  
 Capital Funds Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) IL06-P100-501-06  
 Part II: Supporting Pages

Development Number / Name HA - Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>IL - 100</b>								
IL - 100 PHA-Wide	Operations Operations Subsidy	1406		48,000.00	48,000.00	48,000.00	48,000.00	
	Subtotal 1406			48,000.00	48,000.00	48,000.00	48,000.00	
IL - 100 PHA-Wide	Management Improvements	1408		1,210.40	691.00	691.00	691.00	
PHA-Wide	Software upgrade	1408		987.00	987.00	987.00	987.00	
PHA-Wide	Utility Allowance Study and Survey	1408		7,802.60	7,802.60	7,802.60	7,802.60	
PHA-Wide	Staff Training & Travel	1408		10,000.00	9,480.60	9,480.60	9,480.60	
	Subtotal 1408			10,000.00	9,480.60	9,480.60	9,480.60	
IL - 100 PHA-Wide	Administration	1410		22,000.00	20,670.00	20,670.00	20,670.00	
PHA-Wide	Pro-rated salaries/benefits	1410		2,000.00	930.50	930.50	930.50	
PHA-Wide	Advertising for CFP projects	1410		24,000.00	21,600.50	21,600.50	21,600.50	
	Subtotal 1410			24,000.00	21,600.50	21,600.50	21,600.50	
IL - 100 PHA-Wide	Fees & Coets	1430		0.00	0.00	0.00	0.00	
PHA-Wide	A/E Fees	1430		0.00	0.00	0.00	0.00	
	Subtotal 1430			0.00	0.00	0.00	0.00	
IL - 100 Park Tower	SITE IMPROVEMENTS	1450	2	11,238.00	0.00	0.00	0.00	
West Park	Canopies, gazebo, site furniture and signage	1450	LS	5,762.00	5,762.00	5,762.00	5,762.00	
PHA-Wide	Sidewalk Repair	1450	LS	3,000.00	281.63	281.63	281.63	
Park Tower	Sewer Line Replacement	1450	1	32,000.00	32,000.00	32,000.00	32,000.00	05/07 cfp
	Asphalt Parking- Andy Lester Construction	1450	1	52,000.00	38,043.63	38,043.63	6,043.63	
	Subtotal 1450			52,000.00	38,043.63	38,043.63	6,043.63	
IL - 100 Park Tower	DWELING STRUCTURES	1460		0.00	125,474.09	125,474.09	0.00	06/07 cfp
Park Tower	Contract for Park Tower Renovation	1460	1	5,000.00	0.00	0.00	0.00	
Park Tower	Remodel Unit for Maintenance	1460	1	7,716.00	0.00	0.00	0.00	
Park Tower	Vinyl Tile for vestibule and Main level corridors	1460	1	14,500.00	1,355.92	1,355.92	1,355.92	light Fixtures 1/22/07
Park Tower	New light energy efficient	1460	1	10,000.00	0.00	0.00	0.00	
Park Tower	Tuckpointing	1460	1	12,600.00	0.00	0.00	0.00	
Park Tower	New vinyl floors upper level floors 2-8	1460	1	10,000.00	0.00	0.00	0.00	
Park Tower	Rear entrance Doors	1460	1	20,000.00	0.00	0.00	0.00	
Park Tower	Main Entrance doors and operators	1460	2	0.00	0.00	0.00	0.00	
West Park	Renovate Kitchens, Bathrooms, Floors	1460	10	0.00	0.00	0.00	0.00	
	Subtotal 1460			79,816.00	126,830.01	126,830.01	1,355.92	
IL - 100 West Park	NonDwelling Structures	1470	1	7,162.00	1,210.82	1,210.82	1,210.82	05/06cfp
Park Tower	Community Center Outside Security Cameras	1470	1	3,600.00	0.00	0.00	0.00	
	Outside Storage Shed	1470	1	10,762.00	1,210.82	1,210.82	1,210.82	
	Subtotal 1470			10,762.00	1,210.82	1,210.82	1,210.82	
IL - 100 Park Tower	Non-Dwelling Equipment	1475	103	20,687.56	0.00	0.00	0.00	
IL - 100	Security Card openers with new single levers	1475	1	311.74	311.74	311.74	311.74	
IL - 100	Chain Saw	1475	1	1,918.65	1,918.65	1,918.65	1,918.65	
West Park	Laptop Computer	1475	1	159.99	159.99	159.99	159.99	
Park Tower	Community Space Equipment Table	1475	24	1,641.68	1,641.68	1,641.68	1,641.68	
Park Tower	Community Space Equipment (Chairs)	1475	1	380.38	380.38	380.38	380.38	
Park Tower	Carbon Monoxide Detector Kit	1475	1	25,000.00	4,412.44	4,412.44	4,412.44	
	Subtotal 1475			25,000.00	4,412.44	4,412.44	4,412.44	
	<b>TOTAL CAPITAL FUNDS</b>			<b>\$249,578.00</b>	<b>\$249,578.00</b>	<b>\$249,578.00</b>	<b>\$92,103.91</b>	



**CAPITAL FUND PROGRAM TRACKING TABLES**  
**ANNUAL STATEMENT Part I**

**Month Ending: 02/29/08**

**HOUSING AUTHORITY SIGNATURE**

**SIGNATURE HUD OFFICIAL**

Summary by Development Account	Total Estimated Cost		Revised	Total Actual Cost	
	Original			Obligated	Expended
<b>Housing Authority of Coles County</b>	Capital Fund Grant Number <b>IL06-P100-501-07</b>		FFY of Grant Approval <b>2007</b>		
[ X ] Revision #1 [ ] Final Performance and Evaluation Report					
Total Non-Capital Funds	0.00	0.00	0.00	0.00	0.00
1406 Operations	48,000.00	48,000.00	48,000.00	10,800.00	10,800.00
1408 Management Improvements Soft Costs	30,000.00	7,493.00	7,493.00	4,116.02	4,116.02
1410 Administration	24,000.00	24,000.00	24,000.00	12,941.54	12,941.54
1411 Audit	0.00	0.00	0.00	0.00	0.00
1415 Liquidated Damages	0.00	0.00	0.00	0.00	0.00
1430 Fees and Costs	737.00	13,416.00	13,416.00	10,554.85	3,354.85
1440 Site Acquisition	0.00	0.00	0.00	0.00	0.00
1450 Site Improvement	12,385.00	12,385.00	12,385.00	9,267.53	1,087.53
1460 Dwelling Structures	52,000.00	109,507.00	109,507.00	66,045.91	18,796.41
1465.1 Dwelling Equipment - Nonexpendable	0.00	0.00	0.00	0.00	0.00
1470 Nondwelling Structures	0.00	0.00	0.00	0.00	0.00
1475 Nondwelling Equipment	75,000.00	40,000.00	40,000.00	1,242.90	1,242.90
1485 Demolition	0.00	0.00	0.00	0.00	0.00
1490 Replacement Reserve	0.00	0.00	0.00	0.00	0.00
1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00	0.00
1495.1 Relocation Costs	0.00	0.00	0.00	0.00	0.00
1499 Development Activities	0.00	0.00	0.00	0.00	0.00
1501 Collateralization or Debt Service	0.00	0.00	0.00	0.00	0.00
1502 Contingency	0.00	0.00	0.00	0.00	0.00
<b>Amount of Annual Grant (Sum of lines 2 - 20)</b>	<b>\$242,122.00</b>	<b>\$254,801.00</b>	<b>\$254,801.00</b>	<b>\$114,968.75</b>	<b>\$52,339.25</b>
Amount of line 21 Related to LBP Activities	0.00	0.00	0.00	0.00	0.00
Amount of line 21 Related to Section 504 Compliance	0.00	0.00	0.00	0.00	0.00
Amount of Line 21 Related to Security - Soft Costs	0.00	0.00	0.00	0.00	0.00
Amount of line 21 Related to Security - Hard Costs	0.00	0.00	0.00	0.00	0.00
Amount of line 21 Related to Energy Conservation Measures	0.00	0.00	0.00	0.00	0.00

Capital Fund Program Tracking Tables

© 2004 The Nelrod Company, Fort Worth, Texas 76109

Annual Statement /Performance and Evaluation Report Ending 02/29/2008  
 Capital Funds Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) IL06-P100-501-07  
 Part II: Supporting Pages

Development Number / Name PHA - Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA-Wide	OPERATIONS							
	Operating Expenses	1406		48,000.00	48,000.00	10,800.00	10,800.00	
	Subtotal 1406			48,000.00	48,000.00	10,800.00	10,800.00	
PHA-Wide	MANAGEMENT IMPROVEMENTS							
	Staff Training	1408		5,000.00	5,000.00	2,292.68	2,292.68	
	Board Training	1408		0.00	0.00	0.00	0.00	
	Software	1408		22,000.00	493.00	0.00	0.00	
	Consultants Fees	1408		3,000.00	2,000.00	1,823.34	1,823.34	
	Subtotal 1408			30,000.00	7,493.00	4,116.02	4,116.02	
PHA-Wide	ADMINISTRATION							
	Pro-Rated salaries for CFP	1410		22,000.00	22,000.00	12,900.00	12,900.00	
	Capital Funds - Advertising	1410		2,000.00	2,000.00	41.54	41.54	
	Subtotal 1410			24,000.00	24,000.00	12,941.54	12,941.54	
PHA-Wide	AUDIT							
	Audit	1411		0.00	0.00	0.00	0.00	
	Subtotal 1411			0.00	0.00	0.00	0.00	
PHA-Wide	FEES AND COSTS							
	A & E Fees and Costs	1430		13,074.75	12,894.75	10,033.60	2,833.60	
	2007 CFP Environmental Review	1430		157.50	337.50	337.50	337.50	done
	Inspection Fees-Asbestos Sampling	1430		183.75	183.75	183.75	183.75	done
	Consultant Fees/Update Agency Plan	1430		0.00	0.00	0.00	0.00	
	Subtotal 1430			13,416.00	13,416.00	10,554.85	3,354.85	
Park Tower	NON-DWELLING EQUIPMENT							
	Security Doors	1475		15,000.00	0.00	0.00	0.00	
	Security camera	1475		0.00	978.00	978.00	978.00	
	Bulletin Boards	1475		0.00	264.90	264.90	264.90	
	Replace Hot Water Heater	1475		40,000.00	38,757.10	0.00	0.00	
	Trash Compactor	1475		20,000.00	0.00	0.00	0.00	
	Subtotal 1475			75,000.00	40,000.00	1,242.90	1,242.90	
PHA-Wide	SITE IMPROVEMENTS							
	Sewer Improvements	1450		0.00	3,855.00	737.53	737.53	
	Outside Electrical Improvements	1450		0.00	350.00	350.00	350.00	
	Andy Lester Construc-Asphalt	1450	2000 ft	12,385.00	8,180.00	8,180.00	0.00	06/07 cfp
	Subtotal 1450			12,385.00	12,385.00	9,267.53	1,087.53	
Park Tower	DWELLING STRUCTURES							
	Ligt Fixtures	1460	6000 ft	20,000.00	0.00	0.00	0.00	
	Vinyl Floors	1460	12 units	22,000.00	0.00	0.00	0.00	

**Annual Statement /Performance and Evaluation Report Ending 02/29/2008  
 Capital Funds Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) IL06-P100-501-07  
 Part II: Supporting Pages**

Development Number / Name HA - Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Park Tower	Refinish Doors	1460	100	0.00	20,000.00	0.00	0.00	
Park Tower	Park Tower Renovation-Andy Lester Constric.	1460	1	10,000.00	89,507.00	66,045.91	18,796.41	06/07 cfp
	Subtotal 1460			52,000.00	109,507.00	66,045.91	18,796.41	
	<b>TOTAL CAPITAL FUNDS</b>			<b>254,801.00</b>	<b>254,801.00</b>	<b>114,968.75</b>	<b>52,399.25</b>	

© 2004 The Nelrod Company, Fort Worth, Texas 76109

**Annual Statement /Performance and Evaluation Report Ending 02/29/2008  
 Capital Funds Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)  
 Part III: Implementation Schedule for Coles County Housing Authority**

Development Number / Name HA - Wide Activities	CFP IL06-P100-50107		Federal FY of Grant: 2007		Reasons for Revised Target Dates
	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)	Original	Revised	
HA Wide	9/12/2009	9/12/2011	9/12/2011		
Park Tower	09/12/09	9/12/2011	9/12/2011		
West Park	9/12/2009	9/12/2011	9/12/2011		
East Rudy	09/12/09	9/12/2011	9/12/2011		

© 2004 The Nelrod Company, Fort Worth, Texas 76109

**CAPITAL FUND PROGRAM TABLES**

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

I, DeShana L. Forney, Exec. Director of the Illinois Housing Development Authority certify  
that the Five Year and Annual PHA Plan of the Coles County Housing Authority is  
consistent with the Consolidated Plan of the State of Illinois prepared  
pursuant to 24 CFR Part 91.



Signed / Dated by Appropriate State or Local Official



HOUSING AUTHORITY OF THE COUNTY OF COLES (HACC)  
109 PRAIRIE AVE., MATTOON, ILLINOIS 61938  
PHONE: (217) 235-4175 FAX: (217) 234-8102

RESOLUTION: # 08-008

ADOPTED DATED: January 7, 2008

WHEREAS the revision of the Coles County Housing Authority's **Pet Policy Revision** was presented to and reviewed by the Commissioners, and

WHEREAS, The Board of Commissioners has determined:

- A) That the revision reflects HUD requirements
- B) That the revision is a sustaining part of the governing of the PHA.

**NOW THEREFORE, BE IT RESOLVED**, that the **Pet Policy Revision** be approved and adopted as presented.

  
Chairman

  
Vice Chairman



HOUSING AUTHORITY OF THE COUNTY OF COLES (HACC)  
109 PRAIRIE AVE., MATTOON, ILLINOIS 61938  
PHONE: (217) 235-4175 FAX: (217) 234-8102

January 7 2007

# PROPOSED PET POLICY REVISION

## Major changes to the Pet Policy:

- 1- Changed pet fines from \$50 to \$20
- 2- Changes to the number of pets allowed
- 3- Changed security deposit on Dogs and Cats from \$200 to \$100 per pet
- 4- Will enforce Pet Policy

## Chapter 10

### PET POLICY [24 CFR 960, Subpart G]

#### OVERVIEW

This policy details the requirements for a tenant to keep a pet in a Housing Authority of the County of Coles (HACC) apartment building. A tenant will not keep a pet in their apartment **without prior written permission from the HACC.**

This policy does not apply in part to service animals that are used to assist persons with disabilities provided that the animal has been trained to assist persons with that specific disability and the animal actually assists the person with that specific disability (See Rule 22 below). However, the Pet Policy does not exempt such a tenant from the requirements of the lease that prohibit any conduct which disturbs other tenants or threatens the physical or social environment and the pet must be registered with the HACC.

#### A. REQUIREMENTS

The HACC will utilize the following procedures in implementing the pet policy.

**Obtaining HACC Permission:** If an eligible tenant or prospective tenant wishes to obtain permission to keep a pet, HACC staff will meet with the prospective pet owner and explain the Authority policy and review the pet rules. If HACC finds a tenant or prospective tenant eligible to keep a pet, the tenant or prospective tenant must submit to the Authority a completed Pet Permit and Agreement Form, and pay the required security deposit.

HACC reserves the right to deny permission to house pets which are or may be in the sole judgment of the Authority vicious or dangerous, or which are large in stature exceeding 30 adult pounds in weight.

**Failure to Obtain Written Permission:** If a tenant has not obtained written permission to have a pet but does so anyway, the HACC may seek to evict the tenant and will immediately charge the tenants account the amount of the pet deposit. If the HACC finds any unauthorized pet outside a tenant's apartment, as in their backyard or area in their exclusive control or a common area, HACC may have the pet removed.

#### B. COMPLAINTS AGAINST PET OWNER(S)

In the event of complaints against approved pet owners, the HACC shall work with the pet owner to resolve the complaints informally. If the complaints are not resolved and/or there has been a violation of the pet rules, HACC shall impose fines in accordance with Rule 21 below.

If there are three violations, HACC may, at its sole discretion, notify the tenant to remove the pet within ten (10) days (immediately if the animal is deemed "vicious"), terminate

the pet owner's tenancy or both. Any unresolved complaints may be the subject of a grievance by the tenant under established grievance procedures. Except, animals deemed "vicious" by HACC that must be removed from HACC property pending any grievance.

**C. AMENDING PET RULES:**

The pet policy and rules may be changed at any time by HACC provided that tenants are given an opportunity to comment and with thirty (30) days advance notice.

**D. PET RULES: Following rules apply:**

- 1) Those tenant or prospective tenant who wishes to keep a pet shall request permission in writing and meet with HACC staff and submit a photo of the pet and other required documentation.
- 2) If approved by the Authority, a Pet Permit and Agreement shall be signed immediately by the tenant, with original to the tenant file. This agreement contains the rights and responsibilities of the tenant and management with respect to pet ownership.
- 3) **Only common household pets are permitted.** Common "household" pets shall be limited to domesticated dogs, cats, fish, birds and turtles that are traditionally kept in the home rather than for commercial or other purposes.
- 4) The tenant is required to provide a picture of the pet(s).
- 5) The number and size of the pet(s) is limited to:
  - a. Dogs and Cats – limit of one dog and one cat per household or no dogs and two cats– Dogs cannot exceed 30 adult pounds ; Except for Park Tower where there is a limit of one dog or two cats;
  - b. Birds – limit of two per household, small in size, like a parakeet – Birds must be kept in a cage at all times;
  - c. Fish – limit of one tank per household with a maximum capacity of 20 gallons; larger aquariums must have written permission from the Executive Director.
  - d. Turtles –small in size. Turtles must be kept in a cage or other container at all times;
  - e. Other pets only with the written permission of the Executive Director.
- 6) All dog and cat owners must present proof that their pet is registered with the HACC and identification tags must be worn at all times.
- 7) The tenant must be able to maintain control over their pets.
- 8) Dogs and cats must remain within the unit and not be allowed outside, unattended, at any time.
- 9) No chaining of unattended dogs permitted at any time, a \$20 fine will be assessed and there are to be no outside dog houses or structures of any type.

- 10) Dogs must be walked while on a leash and all droppings must be removed and disposed of by the person walking the animal. Failure to do so is considered a violation of these pet rules and a \$20.00 fine will be assessed. Units, yards and HACC property must be kept free of odors, insect infestation and pet feces, urine, waste and litter.
- 11) Cat litter boxes are required, and must be maintained in a sanitary manner and are kept free of odors and insect infestation. Litter will be disposed of by placing in a plastic bag or garbage bag and put into the garbage container. Park Tower Residents must not dispose of cat litter down the trash chute
- 12) Dogs and cats must be inoculated, and neutered or spayed with proof of licensing and inoculations and the name of the veterinarian provided to HACC. Owners must provide a certification each year at the time of their annual reexamination that the pet continues to be in good health and has all required vaccinations. These documents will be placed in the tenant file along with a fully executed pet agreement.
- 13) Any animal that is used to threaten either people or other animals or does threaten to attack or attacks will be deemed “vicious” and barred from the development. If the tenant does not immediately remove the animal, the tenant will be in material violation of his/her lease, and may be evicted.
- 14) HACC, at its sole discretion, may randomly and periodically inspect the units of pet owners with appropriate notice to ensure compliance.
- 15) Pets must be restrained and prevented from digging, gnawing, chewing, scratching or otherwise defacing property including doors, walls, windows, screens, floors and window coverings, other units, common areas, buildings, landscaping or shrubs.
- 16) No pet is allowed at any time in community/recreation rooms, laundry rooms or other interior or exterior sitting areas.
- 17) Each dog or cat owner shall pay a refundable pet deposit of \$100.00 per animal.

If the tenant's \$100.00 refundable per pet deposit does not cover the reasonable expenses directly attributable to the presence of the pet including, but not limited to the cost of repairs and replacements to, and the fumigation of, the pet owners dwelling unit, management and the tenant will agree on a payment plan to pay for the damage as well as replacement of the pet deposit. HACC residents can pay their pet deposit in four (4) installments.

The pet deposit is separate from, and in addition to, any security deposit held on behalf of the tenant by HACC and will be placed in an escrow account. The pet deposit will be returned to the pet owner within 30 days of the day the pet is removed or within 30 days of the day the tenant vacates the unit, whichever comes first, less deductions detailed in writing.

- 18) Tenants must board their pets (except for fish) away from the development or make other arrangements for the care of their pets when they intend to leave their unit for 24 hours or more. The Pet Permit and Agreement requires tenants to provide HACC with the name and phone number of a relative or friend who has agreed to assume responsibility for the pet in the event of sudden illness or death of the tenant. The HACC reserves the right to consider the presence of an unattended pet an emergency, and will enter the unit to remove the pet.
- 19) HACC staff, including maintenance personnel, reserve the right to refuse to enter a unit to perform work where there is an unattached animal. If HACC is unable to perform necessary work in the unit due to an unattached animal, the tenant may be evicted for failure to allow HACC access to the unit and a \$20.00 fine will be assessed.
- 20) Pet owners are expected to exercise responsible and courteous behavior so that the presence of their pet on the property in no way violates the rights of others to peaceful enjoyment of the premises. A tenant will be fully responsible for any disturbance or injury to other tenants or HACC staff caused by its pet. Any disturbance or injury will be a violation of the pet policy and rules and the tenant's lease, and HACC may at its sole discretion require the tenant to remove the pet immediately or within ten (10) days, terminate the pet owner's tenancy or both.
- 21) The HACC may impose fines upon tenants for the violation of any pet rule contained herein. At the time a pet owner violates any pet rule, the HACC will send the owner a written warning and a \$20.00 fine will be assessed. This fine is in addition to any necessary costs of repair and may request the tenant to remove the pet or be subject to eviction after three violations.
- 22) Tenants or prospective tenants who claim that a particular animal is used to assist persons with disabilities and who want to be exempt from the provisions of these Pet Rules must provide HACC with:
  - A certification that the tenant or prospective tenant or a member of his or her family is a person with a disability; and
  - Documentation that the animal has been trained to assist persons with that specific disability and actually assists the person with that

disability.

- 23) Visiting pets are only allowed with permission from the Executive Director and are subject to all of the above conditions. Any visiting pet that is in residence for more than 14 consecutive days shall no longer be considered visiting, but a permanent pet and the HACC will immediately charge the tenants account the amount of the pet deposit. All rules and regulations set forth in the policy governing permanent pets shall apply.
- 24) Resident agrees that the HACC shall have the right to remove any pet should the pet become vicious, display symptoms of severe illness or demonstrate other behavior that constitutes an immediate threat to the health or safety of the tenancy as a whole. If the HACC requests that the resident remove the pet from the premises and resident refuses to do so, or if the HACC is unable to contact the resident to make the request, the HACC may take such actions as deemed necessary, e.g. placing the pet in a facility that will provide the pet with care and shelter at the expense of the pet owner for a period not to exceed thirty (30) days. HACC staff shall enter a dwelling unit where a pet has been left untended for twenty-four (24) hours, remove the pet and transfer it to the proper local authorities, subject to any provisions of State or local law or ordinances in this regard. The HACC shall accept no responsibility for the pet under such circumstances.
- 25) These Pet Rules are posted in the HACC management office and are incorporated by reference in the Lease.



HOUSING AUTHORITY OF THE COUNTY OF COLES (HACC)  
109 PRAIRIE AVE., MATTOON, ILLINOIS 61938  
PHONE: (217) 235-4175 FAX: (217) 234-8102

Attachment il100h01

**The following section was added to the Housing Authority of Coles County's Admission and Continued Occupancy by the Board Resolution # 07-009 on February 5, 2007.**

**Chapter 2, Section J**

**PROTECTION OF VICTIMS OF DOMESTIC VIOLENCE**

**Incidents of domestic violence, dating violence, or stalking shall not be good cause for denying victims access to or terminations from the Public Housing Program or for termination a lease held b a victim of such violence.**

**Within fourteen days upon request by the Authority, victims of domestic violence, dating violence, or stalking must certify via a HUD approved certification form their status as victims and that the incident in question was a bona fide incident of domestic violence, dating violence, or stalking by presenting appropriate documentation to the Authority. The fourteen day timetable may be extended by the Authority.**

**Victims of domestic violence, dating violence, or stalking may satisfy the certification requirements by:**

- **Providing documentation signed by an employee, agent, or volunteer of a victim service provider, an attorney, or a medical professional, from whom the victim has sought assistance in addressing domestic violence, dating violence, or stalking or the effects of the abuse, in which the professional attests under penalty of perjury (28 U.S.C. 1746) to the professional's belief that the incidents in question are bona fide incidents of abuse and the victim has signed or attested to the documentation; or**
- **Producing a Federal, State, tribal, territorial, or local police or court record.**

**At its discretion the Authority may provide benefits to a victim of domestic violence, dating violence, or stalking based solely on the victim's statement or other corroborating evidence.**

**Nothing prevents a victim who has committed a crime or violated a lease from being evicted.**



**HOUSING AUTHORITY OF THE COUNTY OF COLES (HACC)**  
109 PRAIRIE AVE., MATTOON, ILLINOIS 61938  
PHONE: (217) 235-4175 FAX: (217) 234-8102

**Attachment il100i01**

**April 11, 2008**

**Mr. Steven E. Meiss, Director  
Office of Public Housing  
U.S. Department of Housing And Urban Development  
Illinois State Office – Room 2401  
77 West Jackson Boulevard  
Chicago, Illinois 60604-3507**

**RE: FY 2008 PHA Plan Requirement**

**Dear Mr. Meiss:**

**The Housing Authority of the County of Coles completed the Installation of the Illinois Carbon Monoxide Alarm Detector Act requirement in all units that required the alarms.**

**Sincerely,**

**Housing Authority of the County of Coles**

**Patrick Ramage  
Executive Director**