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 CASS

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 Cass
PHA Number: IL102

PHA Fiscal Year Beginning: (mm/yyyy) 04/2008

PHA Programs Administered:

☐ **Public Housing and Section 8** ☐ **Section 8 Only** ☒ **Public Housing Only**
Number of public housing units: Number of S8 units: Number of public housing units:
Number of S8 units:

☐ 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: Steven Horton Phone: (217)323-2303
TDD: Email (if available): hacc@casscomm.com

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.

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-LLLa, *Disclosure of Lobbying Activities*.

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

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

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

A. Site-Based Waiting Lists-Previous Year

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

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

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

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

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

B. Site-Based Waiting Lists – Coming Year

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

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

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: ☐ Revitalization Plan under development ☐ Revitalization Plan submitted, pending approval ☐ Revitalization Plan approved ☐ 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:

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 downpayment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price comes from the family's resources.

☐ 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: 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 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)

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.

List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Related Plan Component**
X	*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*;	5 Year and Annual Plans
X	*PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Streamlined Annual Plan*	Streamlined Annual Plans
X	*Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.*	5 Year and standard Annual Plans
	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA's public housing and Section 8 tenant-based waiting lists.	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] and the Site-Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies
	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. ☒ Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
	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. ☒ 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. ☒ Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
	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. ☐ 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-

List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Related Plan Component**
		Sufficiency
	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
	Any policies governing any Section 8 special housing types ☐ Check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures ☒ Check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
	Section 8 informal review and hearing procedures. ☐ 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
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing.	Annual Plan: Capital Needs
X	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA).	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing.	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans).	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937.	Annual Plan: Conversion of Public Housing
	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans.	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program (Section _____of the Section 8 Administrative Plan)	Annual Plan: Homeownership
X	Public Housing Community Service Policy/Programs ☒ 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
	FSS Action Plan(s) for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency
X	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports for public housing.	Annual Plan: Community Service & Self-Sufficiency
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). ☒ 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
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
	Consortium agreement(s) and for Consortium Joint PHA Plans Only: Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection.	Joint 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

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

PHA Name:	**Grant Type and Number** Capital Fund Program Grant No: Replacement Housing Factor Grant No:	**Federal FY of Grant:**

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

Line No.	**Summary by Development Account**	**Total Estimated Cost**		**Total Actual Cost**	
		Original	**Revised**	**Obligated**	**Expended**
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)				
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

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

PHA Name:		**Grant Type and Number** Capital Fund Program Grant No: Replacement Housing Factor Grant No:				**Federal FY of Grant:**		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	

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

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name:	**Grant Type and Number** Capital Fund Program No: Replacement Housing Factor No:	**Federal FY of Grant:**

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	

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

Capital Fund Program Five-Year Action Plan
Part I: Summary

PHA Name				☐Original 5-Y ☐Revision No:
Development Number/Name/ HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: PHA FY:	Work Statement for Year 3 FFY Grant: PHA FY:	Work Stater for Year FFY Grant: PHA FY:
	Annual Statement			
CFP Funds Listed for 5-year planning				
Replacement Housing Factor Funds				

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

Activities for Year 1	Activities for Year :____ FFY Grant: PHA FY:			Activities fo FFY PHA	
	Development Name/Number	**Major Work Categories**	**Estimated Cost**	**Development Name/Number**	**Maj Ca**
See					
Annual					
Statement					

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

Total CFP Estimated Cost			$		

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

Activities for Year :____ FFY Grant: PHA FY:			Activities for Y FFY Gran PHA FY	
Development Name/Number	**Major Work Categories**	**Estimated Cost**	**Development Name/Number**	**Major W Categor**

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

Total CFP Estimated Cost	$		

Housing Authority of the County of Cass

9 Otto Turner Drive, Beardstown, IL 62618, 217-323-2303/Fax 217-323-1501

ORGANIZATIONAL CHART

BOARD OF COMMISSIONERS
Ross Houston, Chairman
Laymon Carter, Vice Chairman
William Gardner, Commissioner
Dale Cox, Commissioner
Imogene Drawve, Commissioner
Carletta Maltby, Commissioner
Art Gramann, Commisioner

EXECUTIVE DIRECTOR
Steven R. Horton, PHM

Executive Director reports directly to Board of Commissioners

Resident Commissioner: Carletta Maltby
9C Frank Wessel Drive
Beardstown, IL 62618
Phone: 217-323-2655

Revised 11/2007

HOUSING AUTHORITY: Housing Authority of the County of Cass
DEVELOPMENT NAME: Riverside IL102

PHYSICAL NEEDS

Site Improvements		**Estimated Cost**
Streets and Roads		
Parking Areas		
Curbs and Gutters		
Landscaping		
Grading		
Sewers		
Water Lines		
Gas Lines		
Electrical System		
Sub-soil Conditions		
Playground and Tot-Lots		
Miscellaneous		
Other:		
Other:		
Other:		
Other:		
Subtotal:		$0.00

Dwelling Units	**Estimated Cost**
Structural Problems	
Laundry Facilities/Hook-ups	
Closets	
Common Areas	
Equipment Space	
Tenant Storage space	
Roofing	
Plumbing	
Electrical	
Heating	
Air Conditioning	
Lead-Based Paint, Asbestos, Etc.	
Accessibility, 504, Etc.	

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Lighting Fixtures		
Kitchens		
Painting and Plastering		
Flooring		
Windows		
Doors		
Bathroom Renovation		
Locks and Hardware		
Appliances		
Elevators		
New Amenities		
Other:		
Other:		
Other:		
Other:		
Subtotal:		$0.00

Non-Dwelling Structures	**Estimated Cost**	
Administrative Building/Space		
Maintenance Building/Space		
Community Building/Space		
Laundry Facilities		
Subtotal:		$0.00

Non-Dwelling Equipment	**Estimated Cost**	
Office Furniture and Equipment		
Maintenance Equipment		
Community Space Equipment		
Computer Equipment		
Automotive Equipment		
Subtotal:		$0.00

Development-Oriented Management Improvements	**Estimated Cost**	
Specific Need		
Specific Need		
Specific Need		
Subtotal:		$0.00

TOTAL DEVELOPMENT NEEDS:	$0.00

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HOUSING AUTHORITY: Housing Authority of the County of Cass
9 Otto Turner Drive, Beardstown, IL 62618

Need		**Estimated Cost**	
Computer Hardware and/or Software			
Developing Internal Control Systems			
Training Assistance			
Resident Programs			
Security Needs			
Other Technical Assistance			
Specific Need	Administration Salaries		
Specific Need	Vehicle		
Specific Need	Maintenance Tools		
Total:			$0.00

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

Capital Fund Grant Number IL06P10250108 FFY of Grant Approval: (11/2008)

[X] Original Annual Statement

Line No.	Summary by Development Account		Total Estimate Cost
1	Total Non-CGP Funds		0.00
2	1406	Operations	5,000.00
3	1408	Management Improvements	5,000.00
4	1410	Administration	8,000.00
5	1411	Audit	0.00
6	1415	Liquidated Damages	0.00
7	1430	Fees and Costs	8,000.00
8	1440	Site Acquisition	0.00
9	1450	Site Improvement	0.00
10	1460	Dwelling Structures	130,000.00
11	1465.1	Dwelling Equipment - Nonexpendable	0.00
12	1470	Nondwelling Structures	20,000.00
13	1475	Nondwelling Equipment	24,000.00
14	1485	Demolition	0.00
15	1490	Replacement Reserve	0.00
16	1492	Moving to Work Demonstration	0.00
17	1495.1	Relocation Costs	0.00
18	1498	Mod Used for Development	0.00
19	1502	Contingency	0.00
20	**Amount of Annual Grant (Sum of lines 2-19)**		$200,000.00
21	Amount of line 20 Related to LBP Activities		0.00
22	Amount of line 20 Related to Section 504 Compliance		0.00
23	Amount of line 20 Related to Security		0.00
24	Amount of line 20 related to Energy Conservation Measures		0.00

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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
HA-Wide Activities	Operations	1406	$ 5,000
HA-Wide Activities	Staff Training/Construction Inspection	1408	$ 5,000
HA-Wide Activities	Administration Salaries/Expenses	1410	$ 8,000
HA-Wide Activities	Architectural Fees	1430	$ 8,000
IL-102-1 Riverside	HVAC Replacement / Installation (50%)	1460	$ 100,000
IL-102-1 Riverside	Renovation (1 Unit)	1460	$ 30,000
IL-102-1 Riverside	Maintenance Building Renovation	1470	$ 20,000
HA-Wide Activities	Maintenance Tools	1475	$ 4,000
HA-Wide Activities	Vehicle	1475	$ 20,000
	Total		$ 200,000

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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
			$ -

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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)
HA-Wide Activities	10/10	10/12
IL-102-1 Riverside	10/10	10/12

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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
IL-102-1	Riverside	1	2%

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace Kitchen Cabinets	150,000	2009
Renovation (1 Unit)	25,000	2009
Replace Interior Doors	50,000	2010
Install New Flooring	68,000	2010
Roof Replacement (50%)	32,000	2010
Renovation (1 Unit)	25,000	2010
Replace Plumbing / Fixtures	40,000	2011
Install New Hotwater Heaters	10,000	2011
Renovation (5 Units)	125,000	2011
Roof Replacement (50%)	32,000	2012
Resurface parking lots	48,000	2012
Rebrick buildings	60,000	2012
Replace front porches	35,000	2012
Total estimated cost over next 5 years	$ 700,000	

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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
IL-102	Mangement Needs	0	0%

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Operations	5,000	2009
Staff Training/Const. Inspection	3,000	2009
Administration Salaries	5,000	2009
A/E Fees	8,000	2009
Maintenance Tools	4,000	2009
Operations	5,000	2010
Staff Training/Const. Inspection	3,000	2010
Administration Salaries	5,000	2010
A/E Fees	8,000	2010
Maintenance Tools	4,000	2010
Operations	5,000	2011
Staff Training/Const. Inspection	3,000	2011
Administration Salaries	5,000	2011
A/E Fees	8,000	2011
Maintenance Tools	4,000	2011
Operations	5,000	2012
Staff Training/Const. Inspection	3,000	2012
Administration Salaries	5,000	2012
A/E Fees	8,000	2012
Maintenance Tools	4,000	2012
Total estimated cost over next 5 years	$ 100,000	

2007 Capital Fund Program

The Housing Authority of the County of Cass (HACC) scheduled a series of resident meetings to discuss the FY-2007 Capital Fund Program submission. This included a staff meeting and two general meetings at our office location, 9 Otto Turner Drive.

A Public Hearing was conducted to inform the general public of the impending plan and to solicit input into the development of the submission. The Public Hearing was held on December 13, 2007.

Enclosed are summaries of the comments received over the period of meetings.

December 13, 2007

Public Meeting

Public Meetings were held on December 13, 2007 at 1:00 P.M. and 6:00 P.M. to discuss the upcoming submission of our CFP Plan for FY-07. The meeting was held at the HACC Community Room, 9 Otto Turner Drive, Beardstown, IL.

NO PUBLIC ATTENDED

CAPITAL FUND PROGRAM TABLES START HERE

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

PHA Name: Housing Authority of the County of Cass	Grant Type and Number Capital Fund Program Grant No: IL06P10250104 Replacement Housing Factor Grant No:	Federal FY of Grant: 2004

☐Original Annual Statement ☐Reserve for Disasters/ Emergencies ☒Revised Annual Statement (revision no: 1)
☒Performance and Evaluation Report for Period Ending: 09/06 ☒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	$ 0.00		$ 0.00	$ 0.00
2	1406 Operations	$ 0.00		$ 0.00	$ 0.00
3	1408 Management Improvements Soft Costs	$ 17,725.00	$ 0.00	$ 0.00	$ 0.00
	Management Improvements Hard Costs	$ 0.00		$ 0.00	$ 0.00
4	1410 Administration	$ 8,863.00	$ 0.00	$ 0.00	$ 0.00
5	1411 Audit	$ 0.00		$ 0.00	$ 0.00
6	1415 Liquidated Damages	$ 0.00		$ 0.00	$ 0.00
7	1430 Fees and Costs	$ 0.00		$ 0.00	$ 0.00
8	1440 Site Acquisition	$ 0.00		$ 0.00	$ 0.00
9	1450 Site Improvement	$ 0.00		$ 0.00	$ 0.00
10	1460 Dwelling Structures	$ 0.00		$ 0.00	$ 0.00
11	1465.1 Dwelling Equipment—Nonexpendable	$ 0.00		$ 0.00	$ 0.00
12	1470 Nondwelling Structures	$ 62,039.00	$ 88,627.00	$ 88,627.00	$ 88,627.00
13	1475 Nondwelling Equipment	$ 0.00		$ 0.00	$ 0.00
14	1485 Demolition	$ 0.00		$ 0.00	$ 0.00
15	1490 Replacement Reserve	$ 0.00		$ 0.00	$ 0.00
16	1492 Moving to Work Demonstration	$ 0.00		$ 0.00	$ 0.00
17	1495.1 Relocation Costs	$ 0.00		$ 0.00	$ 0.00
18	1499 Development Activities	$ 0.00		$ 0.00	$ 0.00
19	1502 Contingency	$ 0.00		$ 0.00	$ 0.00
	Amount of Annual Grant: (sum of lines…..)	$ 88,627.00	$ 88,627.00	$ 88,627.00	$ 88,627.00
	Amount of line XX Related to LBP Activities	$ 0.00		$ 0.00	$ 0.00
	Amount of line 10 Related to Section 504 compliance	$ 0.00		$ 0.00	$ 0.00
	Amount of line 3 Related to Security –Soft Costs	$ 0.00		$ 0.00	$ 0.00
	Amount of Line XX related to Security-- Hard Costs	$ 0.00		$ 0.00	$ 0.00
	Amount of line XX Related to Energy Conservation Measures	$ 0.00		$ 0.00	$ 0.00
	Collateralization Expenses or Debt Service	$ 0.00		$ 0.00	$ 0.00

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

PHA Name: **Housing Authority of the County of Cass**		**Grant Type and Number** Capital Fund Program Grant No: IL06P10250104 Replacement Housing Factor Grant No:					**Federal FY of Grant: 2004**		
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
IL102-01	1. Administration Building & Community Room		1470	100%	$ 88,627.00	$ 88,627.00	$ 88,627.00	$ 88,627.00	Complete

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name: **Housing Authority of the County of Cass**	**Grant Type and Number** Capital Fund Program No: IL06P10250104 Replacement Housing Factor No:	**Federal FY of Grant: 2004**

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 Activities	10/2004		04/2004	10/2006		09/2005	
IL102-01 Riverside	10/2004		04/2004	10/2006		09/2005	

CAPITAL FUND PROGRAM TABLES START HERE

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

PHA Name: Housing Authority of the County of Cass	Grant Type and Number Capital Fund Program Grant No: IL06P10250105 Replacement Housing Factor Grant No:	Federal FY of Grant: 2005

☐ **Original Annual Statement** ☐ **Reserve for Disasters/ Emergencies** ☒ **Revised Annual Statement (revision no: 2)**
☒ **Performance and Evaluation Report for Period Ending: 09/07** ☐ **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	$ 0.00		$ 0.00	$ 0.00
2	1406 Operations	$ 0.00		$ 0.00	$ 0.00
3	1408 Management Improvements Soft Costs	$ 0.00		$ 0.00	$ 0.00
	Management Improvements Hard Costs	$ 0.00		$ 0.00	$ 0.00
4	1410 Administration	$ 8,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00
5	1411 Audit	$ 0.00		$ 0.00	$ 0.00
6	1415 Liquidated Damages	$ 0.00		$ 0.00	$ 0.00
7	1430 Fees and Costs	$ 0.00		$ 0.00	$ 0.00
8	1440 Site Acquisition	$ 0.00		$ 0.00	$ 0.00
9	1450 Site Improvement	$ 0.00	$ 9,095.00	$ 9,095.00	$ 9,095.00
10	1460 Dwelling Structures	$ 0.00	$ 51,549.00	$ 51,549.00	$ 0.00
11	1465.1 Dwelling Equipment—Nonexpendable	$ 76,594.00	$ 13,950.00	$ 13,950.00	$ 13,950.00
12	1470 Nondwelling Structures	$ 0.00		$ 0.00	$ 0.00
13	1475 Nondwelling Equipment	$ 0.00		$ 0.00	$ 0.00
14	1485 Demolition	$ 0.00		$ 0.00	$ 0.00
15	1490 Replacement Reserve	$ 0.00		$ 0.00	$ 0.00
16	1492 Moving to Work Demonstration	$ 0.00		$ 0.00	$ 0.00
17	1495.1 Relocation Costs	$ 0.00		$ 0.00	$ 0.00
18	1499 Development Activities	$ 0.00		$ 0.00	$ 0.00
19	1502 Contingency	$ 0.00		$ 0.00	$ 0.00
	Amount of Annual Grant: (sum of lines…..)	$ 84,594.00	$ 84,594.00	$ 84,594.00	$ 33,045.00
	Amount of line XX Related to LBP Activities	$ 0.00		$ 0.00	$ 0.00
	Amount of line 10 Related to Section 504 compliance	$ 0.00		$ 0.00	$ 0.00
	Amount of line 3 Related to Security –Soft Costs	$ 0.00		$ 0.00	$ 0.00
	Amount of Line XX related to Security-- Hard Costs	$ 0.00		$ 0.00	$ 0.00
	Amount of line XX Related to Energy Conservation Measures	$ 0.00		$ 0.00	$ 0.00
	Collateralization Expenses or Debt Service	$ 0.00		$ 0.00	$ 0.00

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

PHA Name: **Housing Authority of the County of Cass**	**Grant Type and Number** Capital Fund Program Grant No: IL06P10250105 Replacement Housing Factor Grant No:	**Federal FY of Grant: 2005**

Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
IL102	1. Install Fence		1450	100%	$ 9,095.00	$ 9,095.00	$ 9,095.00	$ 9,095.00	Complete
IL102	1. Replace Ranges		1465	100%	$ 13,950.00	$ 13,950.00	$ 13,950.00	$ 13,950.00	Complete
IL102	1. Replace Windows		1460	50%	$ 51,549.00				Not Started
HA-Wide	Administration		1410	100%	$ 8,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	Complete

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name: Housing Authority of the County of Cass	**Grant Type and Number** Capital Fund Program No: IL06P10250105 Replacement Housing Factor No:	**Federal FY of Grant: 2005**

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 Activities	10/2007		10/2006	10/2009			
IL102-01 Riverside	10/2007		10/2006	10/2009			

CAPITAL FUND PROGRAM TABLES START HERE

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

PHA Name: Housing Authority of the County of Cass	Grant Type and Number Capital Fund Program Grant No: IL06P10250106 Replacement Housing Factor Grant No:	Federal FY of Grant: 2006

☐ **Original Annual Statement** ☐ **Reserve for Disasters/ Emergencies** ☒ **Revised Annual Statement (revision no: 3)**
☒ **Performance and Evaluation Report for Period Ending: 10/07** ☐ **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	$ 0.00		$ 0.00	$ 0.00
2	1406 Operations	$ 0.00		$ 0.00	$ 0.00
3	1408 Management Improvements Soft Costs	$ 0.00		$ 0.00	$ 0.00
	Management Improvements Hard Costs	$ 0.00		$ 0.00	$ 0.00
4	1410 Administration	$ 9,320.00	$ 9,320.00	$ 9,320.00	$ 4,012.01
5	1411 Audit	$ 0.00		$ 0.00	$ 0.00
6	1415 Liquidated Damages	$ 0.00		$ 0.00	$ 0.00
7	1430 Fees and Costs	$ 0.00		$ 0.00	$ 0.00
8	1440 Site Acquisition	$ 0.00		$ 0.00	$ 0.00
9	1450 Site Improvement	$ 20,000.00	$ 0.00	$ 0.00	$ 0.00
10	1460 Dwelling Structures	$ 0.00	$ 69,343.00	$ 69,343.00	$ 0.00
11	1465.1 Dwelling Equipment—Nonexpendable	$ 0.00		$ 0.00	$ 0.00
12	1470 Nondwelling Structures	$ 50,000.00	$ 0.00	$ 0.00	$ 0.00
13	1475 Nondwelling Equipment	$ 0.00	$ 3,000.00	$ 3,000.00	$ 1,500.00
14	1485 Demolition	$ 0.00		$ 0.00	$ 0.00
15	1490 Replacement Reserve	$ 0.00		$ 0.00	$ 0.00
16	1492 Moving to Work Demonstration	$ 0.00		$ 0.00	$ 0.00
17	1495.1 Relocation Costs	$ 0.00		$ 0.00	$ 0.00
18	1499 Development Activities	$ 0.00		$ 0.00	$ 0.00
19	1502 Contingency	$ 0.00		$ 0.00	$ 0.00
	Amount of Annual Grant: (sum of lines…..)	$ 79,320.00	$ 81,663.00	$ 81,663.00	$ 5,512.01
	Amount of line XX Related to LBP Activities	$ 0.00		$ 0.00	$ 0.00
	Amount of line 10 Related to Section 504 compliance	$ 0.00		$ 0.00	$ 0.00
	Amount of line 3 Related to Security –Soft Costs	$ 0.00		$ 0.00	$ 0.00
	Amount of Line XX related to Security-- Hard Costs	$ 0.00		$ 0.00	$ 0.00
	Amount of line XX Related to Energy Conservation Measures	$ 0.00		$ 0.00	$ 0.00
	Collateralization Expenses or Debt Service	$ 0.00		$ 0.00	$ 0.00

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

PHA Name: **Housing Authority of the County of Cass**	**Grant Type and Number** Capital Fund Program Grant No: IL06P10250106 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
IL102-01	1. Extend Otto Turner Drive		1450	100%	$ 20,000.00	$ 0.00			Not Started
IL102-01	1. Replace Windows		1460	30%	$ 25,000.00	$ 0.00			Not started
IL102-01	1. HVAC Replacement		1460	9	$ 69,343.00				Not Started
IL102-01	1. Lawnmower lease		1475	100%	$ 1,500.00	$ 1,500.00	$ 1,500.00	$ 1,500.00	Complete
HA-Wide	Administration		1410	100%	$ 9,320.00				In progress
HA-Wide	Maintenance Tools		1475	100%	$ 1,500.00				In progress

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name: **Housing Authority of the County of Cass**	**Grant Type and Number** Capital Fund Program No: IL06P10250106 Replacement Housing Factor No:	**Federal FY of Grant: 2006**

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 Activities	10/2008			10/2010			
IL102-01 Riverside	10/2008			10/2010			

CAPITAL FUND PROGRAM TABLES START HERE

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

PHA Name: Housing Authority of the County of Cass	Grant Type and Number Capital Fund Program Grant No: IL06P10250107 Replacement Housing Factor Grant No:	Federal FY of Grant: 2007

☒ Original Annual Statement ☐ Reserve for Disasters/ Emergencies ☐ Revised Annual Statement (revision no:)
☐ Performance and Evaluation Report for Period Ending: ☐ 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	$ 0.00		$ 0.00	$ 0.00
2	1406 Operations	$ 0.00		$ 0.00	$ 0.00
3	1408 Management Improvements Soft Costs	$ 2,591.00		$ 0.00	$ 0.00
	Management Improvements Hard Costs	$ 0.00		$ 0.00	$ 0.00
4	1410 Administration	$ 6,000.00		$ 0.00	$ 0.00
5	1411 Audit	$ 0.00		$ 0.00	$ 0.00
6	1415 Liquidated Damages	$ 0.00		$ 0.00	$ 0.00
7	1430 Fees and Costs	$ 0.00		$ 0.00	$ 0.00
8	1440 Site Acquisition	$ 0.00		$ 0.00	$ 0.00
9	1450 Site Improvement	$ 0.00		$ 0.00	$ 0.00
10	1460 Dwelling Structures	$ 72,000.00		$ 0.00	$ 0.00
11	1465.1 Dwelling Equipment—Nonexpendable	$ 0.00		$ 0.00	$ 0.00
12	1470 Nondwelling Structures	$ 0.00		$ 0.00	$ 0.00
13	1475 Nondwelling Equipment	$ 3,000.00		$ 0.00	$ 0.00
14	1485 Demolition	$ 0.00		$ 0.00	$ 0.00
15	1490 Replacement Reserve	$ 0.00		$ 0.00	$ 0.00
16	1492 Moving to Work Demonstration	$ 0.00		$ 0.00	$ 0.00
17	1495.1 Relocation Costs	$ 0.00		$ 0.00	$ 0.00
18	1499 Development Activities	$ 0.00		$ 0.00	$ 0.00
19	1502 Contingency	$ 0.00		$ 0.00	$ 0.00
	Amount of Annual Grant: (sum of lines…..)	$ 83,591.00		$ 0.00	$ 0.00
	Amount of line XX Related to LBP Activities	$ 0.00		$ 0.00	$ 0.00
	Amount of line 10 Related to Section 504 compliance	$ 0.00		$ 0.00	$ 0.00
	Amount of line 3 Related to Security –Soft Costs	$ 0.00		$ 0.00	$ 0.00
	Amount of Line XX related to Security-- Hard Costs	$ 0.00		$ 0.00	$ 0.00
	Amount of line XX Related to Energy Conservation Measures	$ 0.00		$ 0.00	$ 0.00
	Collateralization Expenses or Debt Service	$ 0.00		$ 0.00	$ 0.00

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

PHA Name: **Housing Authority of the County of Cass**	**Grant Type and Number** Capital Fund Program Grant No: IL06P10250107 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
IL102-01	1. Install HVAC Units		1460	30%	$ 72,000.00				
HA-Wide	Maintenance Tools		1475	100%	$ 3,000.00				
HA-Wide	Staff Training/Computer Software		1408	100%	$ 2,591.00				
HA-Wide	Administration		1410	100%	$ 6,000.00				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name: Housing Authority of the County of Cass	**Grant Type and Number** Capital Fund Program No: IL06P10250107 Replacement Housing Factor No:	**Federal FY of Grant: 2007**

Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA-Wide Activities	10/2009			10/2011			
IL102-01 Riverside	10/2009			10/2011			

Chapter 18

PETS

[24 CFR 5, Subpart C; 24 CFR 960, Subpart G]

INTRODUCTION

This chapter explains the PHA's policies on the keeping of pets and any criteria or standards pertaining to the policies. The rules adopted are reasonably related to the legitimate interest of the PHA to provide a decent, safe and sanitary living environment for all tenants, and to protect and preserve the physical condition of the property, as well as the financial interest of the PHA.

The chapter is organized as follows:

> Part I: Assistance Animals. This part explains the difference between assistance animals and pets and contains policies related to the designation of an assistance animal as well as their care and handling.
>
> Part II: Pet policies. This part includes pet policies for the general occupancy development.
>
> Part III: Pet deposits and fees for the general occupancy development. This part contains policies for pet deposits and fees that are applicable to the general occupancy development.

PART I: ASSISTANCE ANIMALS

[Section 504; Fair Housing Act (42 U.S.C.); 24 CFR 5.303]

18-I.A. OVERVIEW

This part discusses situations under which permission for an assistance animal may be denied, and also establishes standards for the care of assistance animals.

Assistance animals are animals that work, provide assistance, or perform tasks for the benefit of a person with a disability, or that provide emotional support that alleviates one or more identified symptoms or effects of a person's disability. Assistance animals – often referred to as “service animals,” “assistive animals,” “support animals,” or “therapy animals” – perform many disability-related functions, including but not limited to the following:

- Guiding individuals who are blind or have low vision
- Alerting individuals who are deaf or hearing impaired
- Providing minimal protection or rescue assistance
- Pulling a wheelchair
- Fetching items
- Alerting persons to impending seizures
- Providing emotional support to persons with disabilities who have a disability-related need for such support

Assistance animals that are needed as a reasonable accommodation for persons with disabilities are not considered pets, and thus, are not subject to the PHA's pet policies described in Parts II through IV of this chapter [24 CFR 5.303; 960.705].

18-I.B. APPROVAL OF ASSISTANCE ANIMALS

A person with a disability is not automatically entitled to have an assistance animal. Reasonable accommodation requires that there is a relationship between the person's disability and his or her need for the animal [PH Occ GB, p. 179].

A PHA may not refuse to allow a person with a disability to have an assistance animal merely because the animal does not have formal training. Some, but not all, animals that assist persons with disabilities are professionally trained. Other assistance animals are trained by the owners themselves and, in some cases, no special training is required. The question is whether or not the animal performs the assistance or provides the benefit needed by the person with the disability [PH Occ GB, p. 178].

A PHA's refusal to permit persons with a disability to use and live with an assistance animal that is needed to assist them, would violate Section 504 of the Rehabilitation Act and the Fair Housing Act unless [PH Occ GB, p. 179]:

- There is reliable objective evidence that the animal poses a direct threat to the health or safety of others that cannot be reduced or eliminated by a reasonable accommodation
- There is reliable objective evidence that the animal would cause substantial physical damage to the property of others

PHAs have the authority to regulate assistance animals under applicable federal, state, and local law [24 CFR 5.303(b)(3); 960.705(b)(3)].

PHA Policy

For an animal to be excluded from the pet policy and be considered an assistance animal, there must be a person with disabilities in the household, and the family must request and the PHA approve a reasonable accommodation in accordance with the policies contained in Chapter 2.

18-I.C. CARE AND HANDLING

HUD regulations do not affect any authority a PHA may have to regulate assistance animals under federal, state, and local law [24 CFR 5.303; 24 CFR 960.705].

PHA Policy

Residents must care for assistance animals in a manner that complies with state and local laws, including anti-cruelty laws.

Residents must ensure that assistance animals do not pose a direct threat to the health or safety of others, or cause substantial physical damage to the development, dwelling unit, or property of other residents.

When a resident's care or handling of an assistance animal violates these policies, the PHA will consider whether the violation could be reduced or eliminated by a reasonable

accommodation. If the PHA determines that no such accommodation can be made, the PHA may withdraw the approval of a particular assistance animal.

PART II: PET POLICIES FOR ALL DEVELOPMENTS

[24 CFR 5, Subpart C; 24 CFR 960, Subpart G]

18-II.A. OVERVIEW

The purpose of a pet policy is to establish clear guidelines for ownership of pets and to ensure that no applicant or resident is discriminated against regarding admission or continued occupancy because of ownership of pets. It also establishes reasonable rules governing the keeping of common household pets. This part contains pet policies that apply to all developments.

18-II.B. MANAGEMENT APPROVAL OF PETS

Registration of Pets

PHAs may require registration of the pet with the PHA [24 CFR 960.707(b)(5)].

PHA Policy

Pets must be registered with the PHA before they are brought onto the premises.

Registration includes documentation signed by a licensed veterinarian or state/local authority that the pet has received all inoculations required by state or local law, and that the pet has no communicable disease(s) and is pest-free. This registration must be renewed annually and will be coordinated with the annual reexamination date.

Pets will not be approved to reside in a unit until completion of the registration requirements.

Refusal to Register Pets

PHA Policy

The PHA will refuse to register a pet if:

The pet is not *a common household pet* as defined in Section 10-II.C. below

Keeping the pet would violate any pet restrictions listed in this policy

The pet owner fails to provide complete pet registration information, or fails to update the registration annually

The applicant has previously been charged with animal cruelty under state or local law; or has been evicted, had to relinquish a pet or been prohibited from future pet ownership due to pet rule violations or a court order

The PHA reasonably determines that the pet owner is unable to keep the pet in compliance with the pet rules and other lease obligations. The pet's temperament and behavior may be considered as a factor in determining the pet owner's ability to comply with provisions of the lease.

If the PHA refuses to register a pet, a written notification will be sent to the pet owner within 10 business days of the PHA's decision. The notice will state the reason for refusing to register the pet and will inform the family of their right to appeal the decision in accordance with the PHA's grievance procedures.

Pet Agreement

PHA Policy

Residents who have been approved to have a pet must enter into a pet agreement with the PHA, or the approval of the pet will be withdrawn.

The pet agreement is the resident's certification that he or she has received a copy of the PHA's pet policy and applicable house rules, that he or she has read the policies and/or rules, understands them, and agrees to comply with them.

The resident further certifies by signing the pet agreement that he or she understands that noncompliance with the PHA's pet policy and applicable house rules may result in the withdrawal of PHA approval of the pet or termination of tenancy.

18-II.C. STANDARDS FOR PETS [24 CFR 5.318; 960.707(b)]

PHAs may establish reasonable requirements related to pet ownership including, but not limited to:

- Limitations on the number of animals in a unit, based on unit size
- Prohibitions on types of animals that the PHA classifies as dangerous, provided that such classifications are consistent with applicable state and local law
- Prohibitions on individual animals, based on certain factors, including the size and weight of the animal
- Requiring pet owners to have their pets spayed or neutered

PHA's may not require pet owners to have any pet's vocal cords removed.

Definition of "Common Household Pet"

There is no regulatory definition of common household pet for public housing programs, although the regulations for pet ownership in both elderly/disabled and general occupancy developments use the term. The regulations for pet ownership in elderly/disabled developments expressly authorize PHAs to define the term [24 CFR 5.306(2)].

PHA Policy

Common household pet means a domesticated animal, such as a dog, cat, bird, or fish that is traditionally recognized as a companion animal and is kept in the home for pleasure rather than commercial purposes.

The following animals are not considered common household pets:

Reptiles

Rodents

Insects

Arachnids

Wild animals or feral animals

Pot-bellied pigs

Animals used for commercial breeding

Pet Restrictions

PHA Policy

The following animals are not permitted:

Any animal whose adult weight will exceed 25 pounds

Dogs of the pit bull, rottweiler, chow, or boxer breeds

Ferrets or other animals whose natural protective mechanisms pose a risk to small children of serious bites or lacerations

Any animal not permitted under state or local law or code

Number of Pets

PHA Policy

Residents may own a maximum of 2 pets.

In the case of fish, residents may keep no more than can be maintained in a safe and healthy manner in a tank holding up to 10 gallons. Such a tank or aquarium will be counted as 1 pet.

Other Requirements

PHA Policy

Dogs and cats must be spayed or neutered at the time of registration or, in the case of underage animals, within 30 days of the pet reaching 6 months of age. Exceptions may be made upon veterinary certification that subjecting this particular pet to the procedure would be temporarily or permanently medically unsafe or unnecessary.

Pets must be licensed in accordance with state or local law. Residents must provide proof of licensing at the time of registration and annually, in conjunction with the resident's annual reexamination.

18-II.D. PET RULES

Pet owners must maintain pets responsibly, in accordance with PHA policies, and in compliance with applicable state and local public health, animal control, and animal cruelty laws and regulations [24 CFR 5.315; 24 CFR 960.707(a)].

Pet Area Restrictions

PHA Policy

Pets must be maintained within the resident's unit. When outside of the unit (within the building or on the grounds) dogs and cats must be kept on a leash or carried and under the control of the resident or other responsible individual at all times.

Pets other than dogs or cats must be kept in a cage or carrier when outside of the unit.

Pets are not permitted in common areas including lobbies, community rooms and laundry areas except for those common areas which are entrances to and exits from the building.

Pet owners are not permitted to exercise pets or permit pets to deposit waste on project premises outside of the areas designated for such purposes.

Designated Pet/No-Pet Areas [24 CFR 5.318(g), PH Occ GB, p. 182]

PHAs may designate buildings, floors of buildings, or sections of buildings as no-pet areas where pets generally may not be permitted. Pet rules may also designate buildings, floors of building, or sections of building for residency by pet-owning tenants.

PHAs may direct initial tenant moves as may be necessary to establish pet and no-pet areas. The PHA may not refuse to admit, or delay admission of, an applicant on the grounds that the applicant's admission would violate a pet or no-pet area. The PHA may adjust the pet and no-pet areas or may direct such additional moves as may be necessary to accommodate such applicants for tenancy or to meet the changing needs of the existing tenants.

PHAs may not designate an entire development as a no-pet area, since regulations permit residents to own pets.

PHA Policy

With the exception of common areas as described in the previous policy, the PHA has not designated any buildings, floors of buildings, or sections of buildings as no-pet areas. In addition, the PHA has not designated any buildings, floors of buildings, or sections of buildings for residency of pet-owning tenants.

Cleanliness

PHA Policy

The pet owner shall be responsible for the removal of waste from the exercise area by placing it in a sealed plastic bag and disposing of it in a container provided by the PHA.

The pet owner shall take adequate precautions to eliminate any pet odors within or around the unit and to maintain the unit in a sanitary condition at all times.

Litter box requirements:

Pet owners must promptly dispose of waste from litter boxes and must maintain litter boxes in a sanitary manner.

Litter shall not be disposed of by being flushed through a toilet.

Litter boxes shall be kept inside the resident's dwelling unit.

Alterations to Unit

PHA Policy

Pet owners shall not alter their unit, patio, premises or common areas to create an enclosure for any animal.

Installation of pet doors is prohibited.

Noise

PHA Policy

Pet owners must agree to control the noise of pets so that such noise does not constitute a nuisance to other residents or interrupt their peaceful enjoyment of their housing unit or premises. This includes, but is not limited to loud or continuous barking, howling, whining, biting, scratching, chirping, or other such activities.

Pet Care

PHA Policy

Each pet owner shall be responsible for adequate care, nutrition, exercise and medical attention for his/her pet.

Each pet owner shall be responsible for appropriately training and caring for his/her pet to ensure that the pet is not a nuisance or danger to other residents and does not damage PHA property.

No animals may be tethered or chained inside or outside the dwelling unit at any time.

Responsible Parties

PHA Policy

The pet owner will be required to designate two responsible parties for the care of the pet if the health or safety of the pet is threatened by the death or incapacity of the pet owner, or by other factors that render the pet owner unable to care for the pet.

A resident who cares for another resident's pet must notify the PHA and sign a statement that they agree to abide by all of the pet rules.

Pets Temporarily on the Premises

PHA Policy

Pets that are not owned by a tenant are not allowed on the premises. Residents are prohibited from feeding or harboring stray animals.

This rule does not apply to visiting pet programs sponsored by a humane society or other non-profit organizations,and approved by the PHA.

Pet Rule Violations

PHA Policy

All complaints of cruelty and all dog bites will be referred to animal control or an applicable agency for investigation and enforcement.

If a determination is made on objective facts supported by written statements, that a resident/pet owner has violated the pet rules, written notice will be served.

The notice will contain a brief statement of the factual basis for the determination and the pet rule(s) that were violated. The notice will also state:

That the pet owner has 10 business days from the effective date of the service of notice to correct the violation or make written request for a meeting to discuss the violation

That the pet owner is entitled to be accompanied by another person of his or her choice at the meeting

That the pet owner's failure to correct the violation, request a meeting, or appear at a requested meeting may result in initiation of procedures to remove the pet, or to terminate the pet owner's tenancy

Notice for Pet Removal

PHA Policy

If the pet owner and the PHA are unable to resolve the violation at the meeting or the pet owner fails to correct the violation in the time period allotted by the PHA, the PHA may serve notice to remove the pet.

The notice will contain:

A brief statement of the factual basis for the PHA's determination of the pet rule that has been violated

The requirement that the resident /pet owner must remove the pet within 30 calendar days of the notice

A statement that failure to remove the pet may result in the initiation of termination of tenancy procedures

Pet Removal

PHA Policy

If the death or incapacity of the pet owner threatens the health or safety of the pet, or other factors occur that render the owner unable to care for the pet, the situation will be reported to the responsible party designated by the pet owner.

If the responsible party is unwilling or unable to care for the pet, or if the PHA after reasonable efforts cannot contact the responsible party, the PHA may contact the appropriate state or local agency and request the removal of the pet.

Termination of Tenancy

PHA Policy

The PHA may initiate procedures for termination of tenancy based on a pet rule violation if:

The pet owner has failed to remove the pet or correct a pet rule violation within the time period specified

The pet rule violation is sufficient to begin procedures to terminate tenancy under terms of the lease

Emergencies

PHA Policy

The PHA will take all necessary steps to ensure that pets that become vicious, display symptoms of severe illness, or demonstrate behavior that constitutes an immediate threat to the health or safety of others, are immediately removed from the premises by referring the situation to the appropriate state or local entity authorized to remove such animals.

If it is necessary for the PHA to place the pet in a shelter facility, the cost will be the responsibility of the pet owner.

If the pet is removed as a result of any aggressive act on the part of the pet, the pet will not be allowed back on the premises.

PART III: PET DEPOSITS AND FEES IN GENERAL OCCUPANCY DEVELOPMENTS

18-III.A. OVERVIEW

This part describes the PHA's policies for pet deposits and fees for those who reside in general occupancy developments.

18-III.B. PET DEPOSITS

A PHA may require a refundable pet deposit to cover additional costs attributable to the pet and not otherwise covered [24 CFR 960.707(b)(1)].

A PHA that requires a resident to pay a pet deposit must place the deposit in an account of the type required under applicable State or local law for pet deposits, or if there are no such requirements, for rental security deposits, if applicable. The PHA must comply with such laws as to retention of the deposit, interest, and return of the deposit to the resident, and any other applicable requirements [24 CFR 960.707(d)].

Payment of Deposit

PHA Policy

Pet owners are required to pay a pet deposit of $150.00 in addition to any other required deposits. This deposit is per dwelling unit not per pet. The deposit must be paid in full or a repayment agreement signed before the pet is brought on the premises.

The pet deposit is not part of rent payable by the resident.

Refund of Deposit

PHA Policy

The PHA will refund the pet deposit to the resident, less the costs of any damages caused by the pet to the dwelling unit, within 30 days of move-out or removal of the pet from the unit.

The resident will be billed for any amount that exceeds the pet deposit.

The PHA will provide the resident with a written list of any charges against the pet deposit within 10 business days of the move-out inspection. If the resident disagrees with the amount charged to the pet deposit, the PHA will provide a meeting to discuss the charges.

18-III.D. OTHER CHARGES

Pet-Related Damages During Occupancy

PHA Policy

All reasonable expenses incurred by the PHA as a result of damages directly attributable to the presence of the pet in the project will be the responsibility of the resident, including:

The cost of repairs and replacements to the resident's dwelling unit

Fumigation of the dwelling unit

Repairs to common areas of the project

The expense of flea elimination shall also be the responsibility of the resident.

If the resident is in occupancy when such costs occur, the resident shall be billed for such costs in accordance with the policies in Section 8-I.G, Maintenance and Damage Charges. Pet deposits will not be applied to the costs of pet related damages during occupancy.

Charges for pet-related damage are not part of rent payable by the resident.

Pet Waste Removal Charge

The regulations do not address the PHA's ability to impose charges for house pet rule violations. However, charges for violation of PHA pet rules may be treated like charges for other violations of the lease and PHA tenancy rules.

PHA Policy

A separate pet waste removal charge of $10.00 per occurrence will be assessed against pet owners who fail to remove pet waste in accordance with this policy.

Such charges will be due and payable 14 calendar days after billing.

Charges for pet waste removal are not part of rent payable by the resident.

ADOPTED AS PRESENTED BY THE HOUSING AUTHORITY OF THE COUNTY OF CASS, ILLINOIS THIS 20th DAY OF JULY 2006.

_____ _____

Chairman of the Board Secretary/Treasurer

CERTIFICATION

I, Steven R. Horton, duly appointed Secretary/Treasurer of the Housing Authority of the County of Cass, Illinois, do hereby certify that the foregoing is a true and exact copy of the PHA Resolution 2006-04, duly presented and approved at the meeting of the Board of Commissioners, held on July 20, 2006 at 9 Otto Turner Drive, Beardstown, IL 62618.

_____

Secretary/Treasurer

Carbon Monoxide Alarm Detector Act

A Carbon Monoxide Alarm was installed in each of the Housing Authority's Units and at its Administrative and Maintenance Buildings. The alarms were installed within state guidelines on December 12, 2006. Alarms are checked monthly to make sure they are not disabled.

Violence Against Woman and Department of Justice Reauthorization Act of 2005

No applicant or resident will be denied admission, if otherwise qualified, for being a victim domestic violence, dating violence, or stalking.