

PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011
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1.0	PHA Information PHA Name: Housing Authority for LaSalle County PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performing <input type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): 07/01/2010 PHA Code: IL014																										
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: 948 Number of HCV units: 536																										
3.0	Submission Type <input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only																										
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)																										
	<table border="1"> <thead> <tr> <th rowspan="2">Participating PHAs</th> <th rowspan="2">PHA Code</th> <th rowspan="2">Program(s) Included in the Consortia</th> <th rowspan="2">Programs Not in the Consortia</th> <th colspan="2">No. of Units in Each Program</th> </tr> <tr> <th>PH</th> <th>HCV</th> </tr> </thead> <tbody> <tr> <td>PHA 1:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>PHA 2:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>PHA 3:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program		PH	HCV	PHA 1:						PHA 2:						PHA 3:					
Participating PHAs	PHA Code					Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program																			
		PH	HCV																								
PHA 1:																											
PHA 2:																											
PHA 3:																											
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.																										
5.1	Mission. State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years: To strengthen the community by creating opportunities for diverse housing options and providing the opportunity for self-sufficiency by promoting adequate and affordable housing, economic opportunity and a suitable living environment.																										
5.2	Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. See Attachment A il014a01 and 10 (a) below																										
6.0	PHA Plan Update (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: See Attachment B il014b01 (b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions. Halc Administrative Office 526 East Norris Drive, Ottawa, IL, 61350																										
7.0	Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable.</i> The PHA is in the planning stages of submitting a disposition request for a building housing a Day Care Center located in Streator, IL, and 12 single family homes scattered through out the County. We are also working with a Developer wanting to build a 50 unit elderly complex in Mendota, IL. If the development goes through, the PHA plans to submit a request to Project-base approximately 15 Vouchers.																										
8.0	Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.																										
8.1	Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> , form HUD-50075.1, for each current and open CFP grant and CFFP financing. See Attachments C il014c01, D il014d01, E il014e01, F il014f01																										
8.2	Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i> , form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan. See Attachment G il014g01																										
8.3	Capital Fund Financing Program (CFFP). <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.																										
9.0	Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. See Attachment H il014h01																										

9.1	<p>Strategy for Addressing Housing Needs. Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan. Continue to offer a wide range of affordable housing choices for families, the elderly, and those with special needs; Preserve the quality and affordability of our existing housing stock through continued modernization efforts under the Capital Fund Program and any other funds made available to the Authority; Look for new ways to add additional units to the Authority's housing stock; Maintain high leasing percentages in the Voucher Program, Public Housing, and all other Programs administered by the Authority; Continue to work with and support the efforts of community service agencies who provide services to low income, elderly, special needs, and homeless families.</p>
10.0	<p>Additional Information. Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan. The PHA was successful in meeting its stop loss goals by transitioning to asset management within the time frame allotted by HUD. We have continued to keep our occupancy rate at 98% or above and have reduced our unit turn over time. We have maintained high utilization rates for our Voucher program. We have completed modernization in all of our elderly developments and are now turning our attention to the family developments which were last done 20 years ago. We have updated all our Policies and procedural manuals to bring them inline with the changes to Asset Management and regulation changes. In cooperation with Illinois Valley Community College, we are offering GED programs to residents on site at our three largest family developments. In cooperation with three local hospitals, we have established three Adult Day Care centers within our senior high rises. We have also brought Women and Infant Children Programs directly on site at our three largest family developments to better serve our residents.</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification" Substantial Deviation: Discretionary changes in the plans or policies of the Authority that fundamentally change the mission, goals, objectives, or plans of the agency which do not require formal approval by resolution of the Board of Commissioners. Changes to the Capital Fund Annual Statement and Five Year Action Plan as allowed through fungibility. Significant Amendment: Discretionary changes in the plans or policies of the Authority that fundamentally change the missions, goals, objectives, or plans of the agency and which require the formal approval through resolution by the Board of Commissioners.</p> <p>(c) Resident Commissioner. Florence Kepper 705 Calhoun St., Peru, IL. Term 07/01/2008 thru 06/30/2013</p> <p>(d) Advisory Board Members See Attachment I il014i01</p> <p>(e) Advisory Board Recommendations See Attachment J il014j01</p>
11.0	<p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</p> <p>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.</p> <p>(g) Challenged Elements</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p>

ATTACHMENT I

ADVISORY BOARD VOLUNTEERS

AMP	Development	Name	Address	Phone
1	Parkview 14-01	Della Dummitt	502 Utica Dr. Ottawa, IL 61350	815-433-0226
1	James O'Brien 14-03	Agie Orvis	213 Englewood Drive, Box 296 Seneca, IL 61360	815-357-8047
1	Ravlin Congregate 14-26	Henrietta Quinn	400 E. Washington St., 3-M Ottawa, IL 61350	815-434-3673
1	Stricker Courts 14-06	Cynthia Buss	32 Sycamore Street Marseilles, IL 61341	815-795-6402
1	Ben Guerrini 14-14	Dolores Anderson	503 Wallace Street #12 Marseilles, IL 61341	815-830-4447
1	Ottawa Scattered Sites 14-29	Matthew Curry	1541 West Main St. Ottawa, IL 61350	815-
1	Fox High Rise 14-17	Frank Ladwig	906 Canal St., #310 Ottawa, IL 61350	815-341-1344
1	Dougherty Manor 14-10	Terri Thomas	900 Paul St., #209 Ottawa, IL 61350	815-431-1626
1	Scattered Sites 14-27	Delia Holcomb	2416 E. 2360 th Rd Marseilles, IL 61341	815-257-0188
1	Stan Clark Homes 14-02	Jason Sparling	410 W. Second St. #22 Oglesby, IL 61348	815-
2	Centennial Courts 14-04&07	Billie Jo Bourney	901 Grant St., Apt. 92 LaSalle, IL 61301	815-
2	Southview Manor 14-05	Sarah Friewald	100 S. Ninth Ave., #113 Mendota, IL 61342	815-539-6090
2	Robert Hughett 14-12&15	Judy Hall	1040 Second St., #907 LaSalle, IL 61301	815-830-5044
2	Mendota High Rise 14-16	Virginia Hampton	701 Meadowview Drive, #403 Mendota, IL 61342	815-910-7076
2	James Gallo 14-08	Ange Yates	425 Walnut St., #4 Oglesby, IL 61348	815-883-8028
2	Phillip Mueller 14-13	Florence Kepper	705 Calhoun St., 7-F Peru, IL 61354	815-224-5952
3	Evans Heights 14-09	Lorinda Powers	1401 N. Otter Creek #93 Streator, IL 61364	815-
3	Delbert Egan 14-18	Jeannine Short	501 Frech St. #1720 Streator, IL 61364	815-
3	Everett Towers 14-11	Terry Gargo	609 N. Everett St. #408 Streator, IL 61364	815-
3	Scattered Sites 14-27	Mary McDonald	1602 Shaft St. Streator, IL 61364	815-
	Section 8			

Attachment H

Housing Needs of Families on the PHA's Waiting Lists			
Waiting List type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual turnover
Waiting list total	649	100	271
Extremely low income (<=30% AMI)	519	80	
Very low income (>30% but <=50% AMI)	84	13	
Low income (>50% but <80% AMI)	46	7	
Families with children	421	65	
Elderly families	36	6	
Families with Disabilities	93	14	
White Non-Hispanic	495	76	
Black	134	21	
Hispanic	47	7	
Other	6	.01	
Characteristics by Bedroom Size (Public Housing Only)			
1 BR	249	38	132
2 BR	288	44	116
3 BR	98	15	21
4 BR	14	2	2
5 BR	0	0	0
5+ BR	0	0	0
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed?			
<input type="checkbox"/> No <input type="checkbox"/> Yes			

Attachment H

Housing Needs of Families on the PHA's Waiting Lists			
Waiting List type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual turnover
Waiting list total	1259	100	69
Extremely low income (<=30% AMI)	793	63	
Very low income (>30% but <=50% AMI)	466	37	
Low income (>50% but <80% AMI)	0	0	
Families with children	635	50	
Elderly families	58	5	
Families with Disabilities	266	21	
White Non-Hispanic	1029	82	
Black	191	15	
Hispanic	118	9	
Other	14	1	
Characteristics by Bedroom Size (Public Housing Only)			
1 BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 9 months			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed?			
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

ATTACHMENT G

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

Part I: Summary						
PHA Name/Number Housing Authority for LaSalle County IL14		Locality (City/County & State) Ottawa, IL 61350			<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
A.	Development Number and Name	Work Statement for Year 1 FFY 2010	Work Statement for Year 2 FFY 2011	Work Statement for Year 3 FFY 2012	Work Statement for Year 4 FFY 2013	Work Statement for Year 5 FFY 2014
B.	Physical Improvements Subtotal	Annual Statement	800,000	1,007,500	645,000	1,015,000
C.	Management Improvements					
D.	PHA-Wide Non-dwelling Structures and Equipment		330,000	110,000	465,000	95,000
E.	Administration		152,788	152,788	152,788	152,788
F.	Other		202,149	212,149	219,649	219,649
G.	Operations		125,000	125,000	125,000	125,000
H.	Demolition					
I.	Development					
J.	Capital Fund Financing – Debt Service					
K.	Total CFP Funds		1,607,437	1,607,437	1,607,437	1,607,437
L.	Total Non-CFP Funds					
M.	Grand Total					

ATTACHMENT G

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

Part I: Summary (Continuation)						
PHA Name/Number Housing Authority for LaSalle County IL14		Locality (City/County & State) Ottawa, IL 61350			<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
A.	Development Number and Name	Work Statement for Year 1 FFY 2010	Work Statement for Year 2 FFY 2011	Work Statement for Year 3 FFY2012	Work Statement for Year 4 FFY 2013	Work Statement for Year 5 FFY 2014
		Annual Statement				
	AMP1		407,500	590,000	630,000	708,000
	AMP1		512,500	327,500	360,000	77,000
	AMP1		210,000	200,000	90,000	325,000
	COCC				30,000	

ATTACHMENT G

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY _____	Work Statement for Year 2 FFY 2011			Work Statement for Year: 3 FFY 2012		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See	AMP 1			AMP 1		
Annual	14-1 UPGRADE STORM DOORS	100	100,000	14-1 R/R APPLIANCES	48	40,000
Statement	14-6 R/R PARKING LOTS	2	137,500	14-1 R/R FURNACE FLUES	50	25,000
	14-6 REHAB SHOP EXTERIOR	1	7,500	14-1 ADMIN SEAL CAULK	1	75,000
	14-14 SITEWORK LANDSCAPE	1	15,000	14-3 LANDSCAPE SITEWORK	1	50,000
	14-14 R/R REFRIGERATORS	14	7,500	14-6 R/R APPLIANCES	20	20,000
	14-17 PAINT RELIGHT HALLS 2-6	1	100,000	14-10 R/R HALL & STAIRWELL LIGHTS	1	30,000
	14-29 SITEWORK LANDSCAPE	9	40,000	14-14 R/R HEATING BOILER	4	25,000
	AMP2			14-14 R/R DOMESTIC WATER HEATER	4	5,000
	14-2 LANDSCAPE SITEWORK	1	7,500	14-17 R/R STAIRWELL DOORS	12	30,000
	14-4/7 R/R ADMIN CARPET	1	35,000	14-17 TUCKPOINT SEAL CAULK	1	140,000
	14-5 TUCKPOINT SEAL CAULK	10	100,000	14-26 R/R COMMON AREA FLOORING	1	150,000
	14-8 R/R ROOFS	6	60,000	AMP 2		
	14-12/15 R/R APT. LOCKSETS	170	85,000	14-2 R/R FURNACE FLUES	10	5,000
	14-12/15 UPGRADE HTG CONROL VALVES	1	75,000	14-2 TUCKPOINT FOUNDATION	3	15,000
	14-13 R/R APT DOORS & LOCKSETS	60	150,000	14-4/7 TUCKPOINT FOUNDATION	22	65,000
	AMP3			14-8 R/R HEATING BOILERS & TANKS	6	60,000
	14-9 R/R DRIVE AREA	1	80,000	14-8 R/R DOMESTIC WATER HEATERS	6	7,500
	14-11 R/R AIR HANDLER	2	130,000	14-13 INSTALL BACKFLOW PREVENTOR	1	35,000
				14-13 R/R DOMESTIC BOILERS	2	60,000
				14-13 UPGRADE BOILER CONTROL VALVES	1	35,000
				14-13 R/R EMERGENCY GENERATOR	1	25,000
				14-16 INSTALL DOMESTIC BOOSTER	1	20,000
				AMP 3		
				14-11 R/R ROOF	1	100,000
				14-18 INSTALL APT WATER MAIN SHUTOFFS	25	20,000
				14-18 TUCKPOINT SEAL CAULK	8	60,000
				14-27 R/R FURNACES	7	20,000
	Subtotal of Estimated Cost		\$	Subtotal of Estimated Cost		\$

ATTACHMENT G

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY _____	Work Statement for Year 4 FFY 2013			Work Statement for Year: 5 FFY2014		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See	AMP 1			AMP 1		
Annual	14-1 REHAB 1806-1808 SENECA	2	35,000	14-1 R/R PERIMETER FENCE	1	50,000
Statement	14/10 R/R EXTERIOR SITE LIGHTS	1	30,000	14-1 INSTALL WATER CHECK METERS	50	15,000
	14-10 R/R CLOSET DOORS	69	100,000	14-1 ADMIN MISC INTERIOR REHAB	1	25,000
	14-10 R/R AIR HANDLER	1	75,000	14-3 INSTALL UTILITY CHECK METERS	10	6,000
	14-10 R/R EXTERIOR DOORS	5	50,000	14-6 INSTALL UTILITY CHECK METERS	20	12,000
	14-26 R/R AIR HANDLER	1	100,000	14-10 R/R WINDOWS	1	250,000
	14-26 R/R PARKING AREAS/SITWORK	1	150,000	14-14 TUCKPOINT SEAL CAULK	4	25,000
	14-29 RESIDE BUILDINGS	9	90,000	14-17 R/R ALUMINUM FASCIA SKINS	1	300,000
	AMP 2			14-17 R/R COMPACTOR	1	25,000
	14-4/7 R/R APPLIANCES	92	90,000	AMP 2		
	14-4/7 SITWORK PARKING	1	75,000	14-4/7 INSTALL WATER CHECK METERS	92	27,000
	14-4/7 ADMIN PARKING	1	20,000	14-8 TUCKPOINT SEAL	6	30,000
	14-4/7 R/R ADMIN ROOF	1	40,000	14-4/7 UPGRADE PLAYGROUND EQUIPMENT	1	20,000
	14-5 R/R FURNACE FLUES	30	15,000	AMP 3		
	14-12/15 R/R EMERGENCY GENERATOR	1	25,000	14-9 INSTALL SECURITY CAMERAS	1	40,000
	14-16 R/R DOMESTIC BOILERS & TANKS	2	60,000	14-9 INSTALL WATER CHECK METER	25	7,500
	14-16 UPGRADE BOILER CONTROL VALVES	1	35,000	14-9 GAS CHECK METERS	25	7,500
	AMP 3			14-11 R/R ROOF EXHAUSTERS	6	10,000
	14-9 R/R FURNACE FLUES	60	30,000	14-18 REHAB 1714-1716 RICHARDS	2	35,000
	14-9 R/R APPLIANCES	60	60,000	14-18 R/R INTERIOR SLABS	25	200,000
	COCC			14-18 R/R APPLIANCES	25	25,000
	TUCKPOINT SEAL CAULK	1	30,000			
	Subtotal of Estimated Cost		\$	Subtotal of Estimated Cost		\$

Part I: Summary	PHA Name: Housing Authority for LaSalle County	Grant Type and Number Capital Fund Program Grant No: IL06P014501-10 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant: 2010 FFY of Grant Approval:
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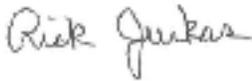
Type of Grant
 Original Annual Statement **Reserve for Disasters/Emergencies** **Revised Annual Statement (revision no:)**
 Performance and Evaluation Report for Period Ending: **Final Performance and Evaluation Report**

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³	125,000			
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)	152,788			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	135,000			
8	1440 Site Acquisition				
9	1450 Site Improvement	25,000			
10	1460 Dwelling Structures	1,038,000			
11	1465.1 Dwelling Equipment—Nonexpendable	60,000			
12	1470 Non-dwelling Structures	10,000			
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

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

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary						
PHA Name: Housing Authority for LaSalle County		Grant Type and Number Capital Fund Program Grant No: IL06P014501-10 Replacement Housing Factor Grant No: Date of CFFP:			FFY of Grant:2010 FFY of Grant Approval:	
Type of Grant						
<input checked="" type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement (revision no:)		
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Final Performance and Evaluation Report				
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹		
		Original	Revised ²	Obligated	Expended	
18a	1501 Collateralization or Debt Service paid by the PHA					
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment					
19	1502 Contingency (may not exceed 8% of line 20)	61,649				
20	Amount of Annual Grant:: (sum of lines 2 - 19)	1,607,437				
21	Amount of line 20 Related to LBP Activities					
22	Amount of line 20 Related to Section 504 Activities					
23	Amount of line 20 Related to Security - Soft Costs					
24	Amount of line 20 Related to Security - Hard Costs					
25	Amount of line 20 Related to Energy Conservation Measures					
 Signature of Executive Director			Date 3/18/2010			
			Signature of Public Housing Director		Date	

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴ RHF funds shall be included here.

Part II: Supporting Pages								
PHA Name: Housing Authority for LaSalle County		Grant Type and Number Capital Fund Program Grant No: IL06P014501-10 CFFP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant:			
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
IL014000001	14-1 Tuckpoint Seal Caulk	1460	25	100,000				
IL014000001	14-6 R/R Apartment Baths	1460	20	100,000				
IL014000001	14-17 R/R Building Exterior Doors	1460	5	40,000				
IL014000001	14-27 Misc Work	1460	4	20,000				
IL014000002	14-4/7 R/R Apt Entry Stoops	1460	92	100,000				
IL014000002	14-5 Rehab Community Space	1470	1	10,000				
IL014000002	14-12/15 R/R Domestic Boilers & Tanks	1460	1	125,000				
IL014000002	14-13 R/R Basement Windows	1460	1	25,000				
IL014000002	14-13 Patch & Seal Bldg Exterior	1460	1	165,000				
IL014000002	14-13 R/R Exterior Site Lighting	1450	1	25,000				
IL014000002	14-16 R/R Rooftop Unit	1460	1	30,000				
IL014000002	14-16 Tuckpoint Seal Caulk	1460	1	200,000				
IL014000002	14-16 R/R Roof Exhausters	1460	1	10,000				
IL014000003	14-9 R/R Door Passage Set/Deadbolts	1460	60	28,000				
IL014000003	14-11 R/R Appliances	1465	60	60,000				
IL014000003	14-18 Install Security Camera	1460	1	25,000				
IL014000003	14-18 R/R door Passage Set/Deadbolts	1460	25	12,500				

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages								
PHA Name: Housing Authority for LaSalle County			Grant Type and Number Capital Fund Program Grant No: IL06P014501-10 CFFP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 2010		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
IL014000003	14-18 R/R Furnaces	1460	25	37,500				
IL014000003	14-27 Misc Work	1460	4	20,000				
IL014000001	A/E Services	1430		28,000				
IL014000002	A/E Services	1430		67,750				
IL014000003	A/E Services	1430		19,250				
IL014000001	Inspection costs	1430.7		5,700				
IL014000002	Inspection costs	1430.7		6,600				
IL014000003	Inspection costs	1430.7		2,700				
IL014000001	Sundry	1430.19		1,900				
IL014000002	Sundry	1430.19		2,200				
IL014000003	Sundry	1430.19		900				
IL014000001	Management Fees	1410		38,197				
IL014000002	Management Fees	1410		88,617				
IL014000003	Management Fees	1410		25,974				
IL014000001	Operations	1406		47,500				
IL014000002	Operations	1406		55,000				
IL014000003	Operations	1406		22,500				

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

Part III: Implementation Schedule for Capital Fund Financing Program					
PHA Name: Housing Authority for LaSalle County					Federal FFY of Grant: 2010
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates ¹
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
IL014000001	9/15/2012		9/15/2014		
IL014000002	9/15/2012		9/15/2014		
IL014000003	9/15/2012		9/15/2014		

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Part I: Summary	PHA Name: Housing Authority for LaSalle County	Grant Type and Number Capital Fund Program Grant No: IL06S014501-09 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant: 2009 FFY of Grant Approval:
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Type of Grant
 Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 12/2009 Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)	204,125		204,125	138,428.10
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	152,500	137,000	130,222.42	119,919.11
8	1440 Site Acquisition				
9	1450 Site Improvement	340,000	341,194.60	341,194.60	324,235.50
10	1460 Dwelling Structures	1,115,000	1,298,739.40	1,241,935.05	779,545.51
11	1465.1 Dwelling Equipment—Nonexpendable	70,000	60,208	60,208	26,020
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴ RHF funds shall be included here.

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

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary						
PHA Name: Housing Authority for LaSalle County		Grant Type and Number Capital Fund Program Grant No: IL06S014501-09 Replacement Housing Factor Grant No: Date of CFFP:			FFY of Grant:2009 FFY of Grant Approval:	
Type of Grant						
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement (revision no:)		
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/2009				<input type="checkbox"/> Final Performance and Evaluation Report		
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹		
		Original	Revised ²	Obligated	Expended	
18a	1501 Collateralization or Debt Service paid by the PHA					
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment					
19	1502 Contingency (may not exceed 8% of line 20)	159,642	0			
20	Amount of Annual Grant:: (sum of lines 2 - 19)	2,041,267	2,041,267	1,977,685.07	1,388,148.22	
21	Amount of line 20 Related to LBP Activities					
22	Amount of line 20 Related to Section 504 Activities					
23	Amount of line 20 Related to Security - Soft Costs					
24	Amount of line 20 Related to Security - Hard Costs					
25	Amount of line 20 Related to Energy Conservation Measures					
Signature of Executive Director 			Signature of Public Housing Director			
Date 3/18/2010			Date			

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴ RHF funds shall be included here.

Part II: Supporting Pages								
PHA Name: Housing Authority for LaSalle County			Grant Type and Number Capital Fund Program Grant No: IL06S014501-09 CFFP (Yes/ No): no Replacement Housing Factor Grant No:			Federal FFY of Grant: 2009		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
IL014000001	14-10 Rework Common Areas	1460	1	25,000	20,000	17,242.65		Under Contract
IL014000001	14-10 Elevator code Updates	1460	1	10,000	9,000	9,000		Under Contract
IL014000001	14-17 Rework Common Areas	1460	1	25,000		25,000		Under Contract
IL014000001	14-17 Upgrade boiler Control Valves	1460	1	25,000	15,000	7,864		Under Contract
IL014000001	14-17 R/R Domestic Boilers	1460	2	30,000		30,000		Under Contract
IL014000001	14-17 Elevator Code Updates	1460	1	15,000	9,000	9,000		Under Contract
IL014000001	14-26 Upgrade Boiler Control Valves	1460	1	25,000	15,000	9,915		Under Contract
IL014000001	14-26 R/R Domestic Boilers	1460	2	30,000		30,000		Under Contract
IL014000001	14-26 Rehab Kitchens	1460	84	340,000	395,000	395,000	395,000	Complete
IL014000001	14-26 Rehab Baths	1460	84	170,000	232,657.55	232,657.55	232,657.55	Complete
IL014000001	14-26 R/R Appliances	1465	84	70,000	60,208	60,208	26,020	Under Contract
IL014000001	14-26 Rework Common Areas & Kitchens	1460	1	40,000		40,000	40,000	Complete
IL014000001	14-26 Sitework	1450	1	30,000		30,000	20,000	Under Contract
IL014000001	14-26 Elevator Code Updates	1460	1	10,000	8,098	8,098		Under Contract
IL014000001	14-27 Misc Interior Work	1460	1	20,000	18,218.71	18,218.71	18,218.71	Complete

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages								
PHA Name: Housing Authority for LaSalle County			Grant Type and Number Capital Fund Program Grant No: IL06S014501-09 CFFP (Yes/ No): NO Replacement Housing Factor Grant No:			Federal FFY of Grant: 2009		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
IL014000002	14-12/15 Rework Common Areas	1460	1	30,000	54,037.35	54,037.35		Under Contract
IL014000002	14-12/15 Sitework	1450	1	30,000	18,700	18,700	17,388.90	Under Contract
IL014000002	14-12/15 Elevator Code Updates	1460	1	20,000	16,288	16,288		Under Contract
IL014000002	14-13 R/R Retaining Wall	1450	1	250,000	262,494.60	262,494.60	262,494.60	Complete
IL014000002	14-13 Rework Common Areas	1460	1	25,000	0			Rescheduled
IL014000002	14-13 Elevator Code Updates	1460	1	12,000	8,000	8,000		Under Contract
IL014000002	14-16 504 ACC Restroom 1 st Floor	1460	1	50,000		50,000		Under Contract
IL014000002	14-16 Sitework Compactor Area	1450	1	30,000		30,000	24,352	Under Contract
IL014000002	14-16 Rework Common Areas	1460	1	25,000	20,000	20,000		Under Contract
IL014000002	14-16 Elevator Code Updates	1460	1	12,000	8,000	8,000		Under Contract
IL014000002	14-13 Emergency Elevator Cylinder Work	1460	1	0	108,068.10	108,068.10		Under Contract
IL014000002	14-16 R/R Emergency Generator	1460	1	0	23,607.64	23,607.64	22,029.20	Under Contract
IL014000003	14-9 R/R Furnaces	1460	60	120,000	65,966.05	65,966.05	65,966.05	Complete
IL014000003	14-11 Rework Common Areas	1460	1	25,000	40,000	40,000		Under Contract
IL014000003	14-11 Elevator Code Updates	1460	1	11,000	10,298	10,298		Under Contract
IL014000003	14-27 Misc Interior Work	1460	1	20,000		5,674	5,674	Under Contract
IL014000001	Management Fees	1410		77,568	101,723	101,723	88,309.51	On Going
IL014000002	Management Fees	1410		89,815	67,835	67,835	40,604.20	On Going
IL014000003	Management Fees	1410		36,742	34,567	34,567	9,514.39	On Going

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages								
PHA Name: Housing Authority for LaSalle County			Grant Type and Number Capital Fund Program Grant No: IL06S014501-09 CFFP (Yes/ No): NO Replacement Housing Factor Grant No:			Federal FFY of Grant: 2009		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
IL014000001	Contingency	1502		86,200	0			Complete
IL014000002	Contingency	1502		54,280	0			Complete
IL014000003	Contingency	1502		19,162	0			Complete
IL014000001	A/E Services Amp 1	1430		64,800	62,500	62,500	60,793.28	Under Contract
IL014000002	A/E Services Amp 2	1430		40,400	40,100	40,100	32,862.70	Under Contract
IL014000003	A/E Services Amp 3	1430		14,400		14,400	13,040.71	Under Contract
IL014000001	Inspection Costs Amp 1	1430.7		14,850	3,850	1,776.43	1,776.43	Under Contract
IL014000002	Inspection Costs Amp 2	1430.7		9,350	2,350	2,289.29	2,289.29	Under Contract
IL014000003	Inspection Costs Amp 3	1430.7		3,300	1,300	794.30	794.30	Under Contract
IL014000001	Sundry Amp 1	1430.19		2,700		327.69	327.69	On Going
IL014000002	Sundry Amp 2	1430.19		1,700		379.46	379.46	On Going
IL014000003	Sundry Amp 3	1430.19		600		155.25	155.25	On Going
IL014000002	Fees Costs Easements	1430.01		0	7,500	7,500	7,500	Complete
IL014000002	14-12/15 Relocate Smoke Alarms	1460		0	27,500			Out for Bid

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

Part I: Summary	PHA Name: Housing Authority for LaSalle County	Grant Type and Number Capital Fund Program Grant No: IL06P014501-09 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant: 2009 FFY of Grant Approval:
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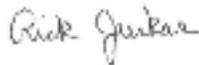
Type of Grant
 Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 12/2009 Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³	125,000		125,000	
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)	152,788		152,788	25,464
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	135,000		104,125	
8	1440 Site Acquisition				
9	1450 Site Improvement	170,000			
10	1460 Dwelling Structures	980,000	974,810		
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

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

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary						
PHA Name: Housing Authority for LaSalle County		Grant Type and Number Capital Fund Program Grant No: IL06P014501-09 Replacement Housing Factor Grant No: Date of CFFP:			FFY of Grant:2009 FFY of Grant Approval:	
Type of Grant						
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement (revision no:)		
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/2009				<input type="checkbox"/> Final Performance and Evaluation Report		
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹		
		Original	Revised ²	Obligated	Expended	
18a	1501 Collateralization or Debt Service paid by the PHA					
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment					
19	1502 Contingency (may not exceed 8% of line 20)	49,839				
20	Amount of Annual Grant:: (sum of lines 2 - 19)	1,612,627	1,607,437			
21	Amount of line 20 Related to LBP Activities					
22	Amount of line 20 Related to Section 504 Activities					
23	Amount of line 20 Related to Security - Soft Costs					
24	Amount of line 20 Related to Security - Hard Costs					
25	Amount of line 20 Related to Energy Conservation Measures					
Signature of Executive Director  Date 3/18/2010			Signature of Public Housing Director Date			

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴ RHF funds shall be included here.

Part II: Supporting Pages								
PHA Name: Housing Authority for LaSalle County			Grant Type and Number Capital Fund Program Grant No: IL06P014501-09 CFFP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 2009		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
IL014000001	14-16 R/R Roofs	1460	4	50,000	44810			In A & E
IL014000001	14-14 R/R Roofs	1460	4	40,000				In A & E
IL014000001	14-17 R/R Parking Lot	1450	1	20,000				In A & E
IL014000001	14-26 Tuckpoint seal exterior	1460	1	195,000				In A & E
IL014000001	14-29 R/R Roofs	1460	7	45,000				In A & E
IL014000002	14-2 R/R Roofs	1460	3	40,000				In A & E
IL014000002	14-4/7 Exterior Doors	1460	184	150,000				In A & E
IL014000002	14-4/7 R/R Storm Doors	1460	184	90,000				In A & E
IL014000002	14-4/7 Add Sanitary Cleanouts	1450	1	50,000				In A & E
IL014000002	14-4/7 R/R Furnace Flues	1460	92	30,000				In A & E
IL014000002	14-4/7 Install Ind. Water	1450	1	70,000				In A & E
IL014000002	14-12/15 R/R Roofs	1460	2	190,000				In A & E
IL014000002	14-12/15 R/R Carpet/Tile	1460	2	150,000				In A & E
IL014000002	14-13 R/R East Ramp	1450	2	15,000				In A & E
IL014000003	14-11 Exterior Lighting	1450	1	15,000				In A & E
IL014000001	A/E Services	1430		35,000		32,000		Under Contract
IL014000002	A/E Services	1430		78,500		70,625		Under Contract
IL014000003	A/E Services	1430		1,500		1,500		Under Contract

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages								
PHA Name: Housing Authority for LaSalle County			Grant Type and Number Capital Fund Program Grant No: IL090014501-09 CFFP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant:		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
IL014000001	INSPECTION COSTS	1430.7		4,500				Pending
IL014000002	INSPECTION COSTS	1430.7		10,200				Pending
IL014000003	INSPECTION COSTS	1430.7		300				Pending
IL014000001	SUNDRY	1430.19		1,500				Pending
IL014000002	SUNDRY	1430.19		3,400				Pending
IL014000003	SUNDRY	1430.19		100				Pending
IL014000001	MANAGEMENT FEES	1410		57,316		57,316	9,552	On Going
IL014000002	MANAGEMENT FEES	1410		68,052		68,052	11,342	On Going
IL014000003	MANAGEMENT FEES	1410		27,420		27,420	4,570	On Going
IL014000001	OPERATIONS	1406		65,527				Pending
IL014000002	OPERATIONS	1406		41,469				Pending
IL014000003	OPERATIONS	1406		18,004				Pending
IL014000001	CONTINGENCY	1502		14,950				
IL014000002	CONTINGENCY	1502		33,890				
IL014000003	CONTINGENCY	1502		999				

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

Part III: Implementation Schedule for Capital Fund Financing Program					
PHA Name: Housing Authority for LaSalle County				Federal FFY of Grant: 2009	
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates ¹
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
IL014000001	9/15/2011		9/15/2013		
IL014000002	9/15/2011		9/15/2013		
IL014000003	9/15/2011		9/15/2013		

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Part I: Summary					
PHA Name: Housing Authority for LaSalle County		Grant Type and Number Capital Fund Program Grant No: IL06P014501-08 Replacement Housing Factor Grant No: Date of CFFP:			FFY of Grant: 2008 FFY of Grant Approval:
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/2009 <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³	125,000		125,000	125,000
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)	152,788		152,788	152,788
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	129,500	119,005.27	114,318.87	94,090.29
8	1440 Site Acquisition				
9	1450 Site Improvement	159,741	244,150	244,150	241,898.75
10	1460 Dwelling Structures	922,000	850,405.73	850,405.73	785,405.73
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures	7,500	6,180	6,180	6,180
13	1475 Non-dwelling Equipment	60,000		59,639.60	59,413.59
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs	1,000	0		
17	1499 Development Activities ⁴				

¹ To be completed for the Performance and Evaluation Report.

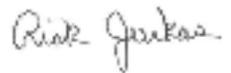
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

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⁴ RHF funds shall be included here.

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

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary						
PHA Name: Housing Authority for LaSalle County		Grant Type and Number Capital Fund Program Grant No: IL06P014501-082008 Replacement Housing Factor Grant No: Date of CFFP:			FFY of Grant:20008 FFY of Grant Approval:	
Type of Grant						
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement (revision no:)		
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/2009				<input type="checkbox"/> Final Performance and Evaluation Report		
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹		
		Original	Revised ²	Obligated	Expended	
18a	1501 Collateralization or Debt Service paid by the PHA					
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment					
19	1502 Contingency (may not exceed 8% of line 20)	55,098				
20	Amount of Annual Grant:: (sum of lines 2 - 19)	1,612,627				
21	Amount of line 20 Related to LBP Activities					
22	Amount of line 20 Related to Section 504 Activities					
23	Amount of line 20 Related to Security - Soft Costs					
24	Amount of line 20 Related to Security - Hard Costs					
25	Amount of line 20 Related to Energy Conservation Measures					
 Signature of Executive Director			Date 3/18/2010			
			Signature of Public Housing Director		Date	

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴ RHF funds shall be included here.

Part II: Supporting Pages								
PHA Name: Housing Authority for LaSalle County			Grant Type and Number Capital Fund Program Grant No: IL06P014501-08 CFFP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 2008		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
IL014000001	14-1 Landscape/Drive Repairs	1450	1	70,000	91,648	91,648	91,648	Complete
IL014000001	14-10 R/R Heating Boilers (4)	1460	4	40,000		40,000	40,000	Complete
IL014000001	14-10 R/R Domestic Boilers (2)	1460	2	12,500		12,500	12,500	Complete
IL014000001	14-10 Upgrade Boiler Control Valves	1460	1	30,000		30,000	30,000	Complete
IL014000001	14-17 R/R Bathrooms	1460	70	290,000	262,856.21	262,856.21	262,856.21	Complete
IL014000001	14-26 R/R Gutters/Dounspouts	1460	1	15,000		15,000	15,000	Complete
IL014000001	14-26 Paint/Wrap Exterior Trip	1460	1	5,000		5,000	5,000	Complete
IL014000001	14-26 R/R Asphalt Roof	1460	1	75,000	72,454.75	72,454.75	72,454.75	Complete
IL014000001	14-26 Replace Kitchen Equipment	1475	1	60,000		59,639.60	59,413.59	Complete
IL014000002	14-2 Sitwork	1450	1	5,000		5,000	5,000	Complete
IL014000002	14-2 R/R Entrance Stoops	1460	10	15,000		15,000	15,000	Complete
IL014000002	14-4/7 R/R Roofs	1460	20	250,000	224,952.90	224,952.90	224,952.90	Complete
IL014000002	14-4/7 R/R Gutters, Fascia only	1460	20	40,000		40,000	40,000	Complete
IL014000002	14-5 Reside Community Building	1470	1	7,500	6,180	6,180	6,180	Complete
IL014000002	14-5 Landscaping Sitework	1450	1	69,741	132,502	132,502	130,250.75	On Going
IL014000002	14-8 Upgrade Heating Expansion Tanks	1460	6	15,000	9,762.58	9,762.58	9,762.58	Complete
IL014000002	14-13 R/R Single Bottom Cylinder	1460	1	65,000		65,000		On Going
IL014000002	14-16 R/R North Stairwell Fire Doors	1460	1	20,000	5,975	5,975	5,975	Complete
IL014000002	14-16 R/R West Entrance Door	1460	1	22,500		22,500	22,500	Complete

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages								
PHA Name: Housing Authority for LaSalle County			Grant Type and Number Capital Fund Program Grant No: IL06P014501-08 CFFP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 2008		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
IL014000003	14-9 Sitework	1450		15,000		15,000	15,000	Complete
IL014000003	14-18 Waterproof Basement	1460		20,000	11,100	11,100	11,100	Complete
IL014000003	14-18 R/R Roof Turbines	1460		7,000	6,850	6,850	6,850	Complete
IL014000001	A/E Services	1430		54,500	50,000	50,000	50,000	Complete
IL014000002	A/E Services	1430		46,000	42,005.27	42,005.27	40,595.56	On going
IL014000003	A/E Services	1430		4,000	2,000	2,000	2,000	Complete
IL014000001	Inspection Costs	1430.07		11,200		11,200	379.47	On going
IL014000002	Inspection Costs	1430.07		8,400		8,400	748.59	On going
IL014000003	Inspection Costs	1430.07		400		400	53.07	On going
IL014000001	Mangement Fees	1410		57,316		57,316	57,316	Complete
IL014000002	Mangement Fees	1410		68,052		68,052	68,052	Complete
IL014000003	Mangement Fees	1410		27,420		27,420	27,420	Complete
IL014000001	Sundry	1430.19		2,800		178.45	178.45	On going
IL014000002	Sundry	1430.19		2,100		105.16	105.16	On going
IL014000003	Sundry	1430.19		100		29.99	29.99	On going
IL014000001	Operations	1406		62,527		62,527	62,527	Complete
IL014000002	Operations	1406		44,469		44,469	44,469	Complete
IL014000003	Operations	1406		18,004		18,004	18,004	Complete
IL014000001	Relocations	1495		1000	0			

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

Part III: Implementation Schedule for Capital Fund Financing Program					
PHA Name: Housing Authority for LaSalle County				Federal FFY of Grant: 2008	
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates ¹
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
IL014000001	6/12/2010		6/12/2012		
IL014000002	6/12/2010		6/12/2012		
IL014000003	6/12/2010	3/09	6/12/2010	9/09	

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Attachment B

Section 6.0 -- PHA Plan Elements. (24 CFR 903.7)

Instructions

For each Element below that **HAS** changed since the last PHA Plan, using the HUD 50075 instructions, enter the “changed” text in column 3.

For each Element below that **HAS NOT** changed since the last PHA Plan, enter “No Change” in column 3.

IL014	Housing Authority for LaSalle County	07/01/2010

	Plan Element	Column #3
1.	Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.	Extend denials from 3 to 5 year history for criminal and evictions. Add denials for failure to secure utility services. Added EIV process. Elderly preference changed from mandatory to local. Add preference for Money Follows Person Program. Made separate applications for Voucher and Public Housing. Changed occupancy standards to establish minimum and maximum allowable by bedroom size and housing type as per HQS. Revised Administrative Plan for Vouchers and Admissions and Occupancy Plan for Public Housing have been sent to Chicago Field Office.

Attachment B

Section 6.0 -- PHA Plan Elements. (24 CFR 903.7)

2.	Financial Resources:	
	Financial Resources: Planned Sources and Uses	
	Sources	Planned \$
	Planned Uses	
	1. Federal Grants (FY 2010 grants)	
	a) Public Housing Operating Fund	2,277,309
	b) Public Housing Capital Fund	1,607,437
	c) HOPE VI Revitalization	
	d) HOPE VI Demolition	
	e) Annual Contributions for Section 8 Tenant-Based Assistance	2,402,602
	f) Resident Opportunity and Self- Sufficiency Grants	
	g) Community Development Block Grant	
	h) HOME	
	2. Prior Year Federal Grants (unobligated funds only) (list below)	
	Capital Fund 501-09	1,300,000
	3. Public Housing Dwelling Rental Income	
		1,963,563
	4. Other Income (list below)	
	Interest Income	77,208
	Misc. Income	105,473
	5. Non-federal sources (list below)	
	Total resources	9,733,592
3.	Rent Determination.	No Changes

Attachment B

Section 6.0 -- PHA Plan Elements. (24 CFR 903.7)

4.	Operation and Management.	The Authority has updated and revised our Administrative Plan for the Voucher Program and our Admissions and Occupancy Plan for Public Housing. The Authority has also adopted the Capital Fund Stimulus Grant Procurement Policy that will cover contracts and purchases using American Recovery and Reinvestment Act of 2009 Funds in accordance with the provisions of 24CFR Part 85.36. Copies have been submitted to the Chicago Field Office. The Authority contracts out its Pest Control and works closely with its contractors to keep all units pest free.
5.	Grievance Procedures.	No Changes
6.	Designated Housing for Elderly and Disabled Families.	No Changes
7.	Community Service and Self-Sufficiency.	No Changes
8.	Safety and Crime Prevention.	No Changes
9.	Pets.	No Changes
10.	Civil Rights Certification.	No Changes
11.	Fiscal Year Audit.	The Housing Authority for LaSalle County is required to have an audit conducted under Section 5 (h) (2) of the US Housing Act of 1937 (42USC 1437 c (h)). It has been completed and submitted to HUD. There were no findings
12.	Asset Management.	The Housing Authority for LaSalle received confirmation from HUD that it had successfully transitioned to Assessment Management on 12/14/2007.
13.	Violence Against Women Act (VAWA).	The Housing Authority for LaSalle County (HALC) has adopted and implemented the provisions of the Violence Against Women and Department of Justice Reauthorization Act of 2005 by revising its Administrative Plan for the Voucher Program And its Admissions and Occupancy Plan for Public Housing to include the provisions of the Act. HALC will work with local service providers, local police departments, and other organizations that provide services and programs to child and adult victims of domestic violence, dating violence, sexual assault or stalking to ensure that these victims maintain housing and enhance their safety and prevent domestic violence, dating violence, sexual assault and stalking.

Attachment B

Section 6.0 -- PHA Plan Elements. (24 CFR 903.7)

14.	Carbon Monoxide Act	The Housing Authority for LaSalle County has installed carbon monoxide detectors in all of its units that fall under the Illinois Carbon Monoxide Alarm Detector Act.
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**HOUSING AUTHORITY
FOR LASALLE COUNTY**

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

Fiscal Years 2010-2014

Approved by
the Housing Authority's
Board of Commissioners

Resolution No. 1843

Date March 10, 2010

FORWARD

We are pleased to present the operations plan for the Housing Authority for LaSalle County for Fiscal Years 2010-2014.

We encourage all employees to take the time to read this document carefully. It will serve as our road map for what will be accomplished in Fiscal Years 2010-2014.

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

BOARD OF DIRECTORS

Michael Crowley, Chairman

Stanley Twait, Vice-Chairman

James Armstrong, Commissioner

Dale Landers, Commissioner

Richard McConville, Commissioner

Susan Nelson, Commissioner

Florence Kepper, Resident Commissioner

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MISSION

The mission of the Housing Authority for LaSalle County is to strengthen the community by creating opportunities for diverse housing options and providing the opportunity for self-sufficiency by promoting adequate and affordable housing, economic opportunity, and a suitable living environment.

GOALS

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

- Increase the effectiveness of the Board of Commissioners through continued education of Authority operations
- Improve managerial effectiveness through continued professional development of management staff
- Improve front-line operations and interdepartmental cooperation by providing ongoing training for front-line staff
- Provide ongoing support to staff, working to maintain a high level of motivation and excellent customer service
- Develop and implement an ongoing community-wide public relations and marketing program
- Identify and develop resident leaders, and strengthen resident relations through improved communication with residents
- Encourage resident empowerment through the development and support of resident councils and a centralized Resident Executive Committee
- Increase the number of permanent subsidized units through aggressive solicitation of federal and state funding
- Develop and implement support programs for residents that improve the overall quality of life
- Maintain all physical facilities in good condition, improve ongoing maintenance operations, improve preventative maintenance programs, and continue Capital Improvements
- Assure overall financial security of the Authority through strong budgetary controls, including preservation of reserves and aggressive collection procedures
- Analyze and review operating policies and procedures, assuring compliance with changing federal regulations at all times
- Consistently maintain Public Housing Occupancy and Section 8 Occupancy in excess of 98%

- Research, develop and implement housing alternatives for residents, whose housing needs are not met by the private market

OBJECTIVES

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

BOARD FUNCTIONS

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

ADMINISTRATION

1. Provide leadership for staff, maintaining an open door policy and expanded opportunity for personal and professional growth.
2. Conduct staff meetings, reviewing, monitoring and measuring the success of the Authority's goals and objectives.
3. Meet periodically with designated employees to discuss appropriate issues in connection with employee relations.
4. Encourage all employees to actively participate in the continuing education program. Provide training as needed for each employee.
5. Keep informed of all legislation and HUD regulations on an ongoing basis. Inform staff of pertinent changes and update policies as needed. Solicit staff input on policy issues. Maintain an updated library at all times.
6. Conduct annual salary/benefits comparability survey, analyze and discuss with staff.
7. Complete employee evaluations annually.
8. Keep master file for all Applicant/Resident standard correspondence and notices.
9. Load program updates in a timely manner; provide ongoing computer support for all staff. Maintain system backups in a safe location.
10. Coordinate Board functions and assist Board members as needed. Maintain minutes current and enforce freedom of information requirements.
11. Coordinate all internal reports, manage all information systems and provide data to staff as needed.
12. Provide all ongoing clerical support for management staff, coordinate schedules, and assist the general public as required.
13. Review job descriptions each year, soliciting staff input, updating as needed.
14. Improve overall working conditions by assuring that adequate resources are available for all staff.
15. Continue to support the Employee Assistance Program. Conduct assistance seminars and refer employees to the Employee Assistance Program as needed.

CENTRAL OFFICE – FINANCE / PERSONNEL

1. Monitor and manage the financial and human resource operations of Authority on an ongoing basis to: 1) assure that operating reserves are maintained at a level to secure the financial viability of each of the Authority's programs; 2) assure the compliance with applicable federal and state laws; 3) assure the adherence to internal administrative policies and procedures and; 4) monitor the adherence to budget projections so that routine operating expenses are less than operating income.
2. Low Rent Program Budgets: Prepare AMP budget packets for Property Managers at least 75 days before the beginning of each fiscal year. Provide support to Property Managers in their preparation of line item budget estimates and assist as necessary to ensure that estimates are completed and budget packets are returned to the COCC at least 45 days before the beginning of each fiscal year. Compile AMP budget estimates and format reports in a manner that will present budgeted financial and pum data by individual AMP as well as agency-wide. Submit budget reports to the Authority's Board of Commissioners for Board approval prior to the beginning of each fiscal year.
3. Rural Development Budget: Review and update utility allowances and market rents for each development 120 days before the beginning of the fiscal year. Review the capital improvement and equipment needs of each development with the Property Manager and Technical Services Director at least 90 days before the beginning of the fiscal year. Prepare and submit the required budget forms, narratives, and supporting documents to the Rural Development servicing office 60 days before the beginning of the fiscal year.
4. Section 8 Administrative Budget: Review program operating needs and potential fee income with the Executive Director and prepare an operating budget for the Section 8 Program at least 45 days before the beginning of each fiscal year.
5. Fornof Manor Budget: Review the capital improvement and equipment needs of the development with the Property Manager and the Technical Services Director at least 120 days before the beginning of the calendar year. Prepare and submit required budget forms to the Illinois Housing Development Authority (IHDA) 60 days before the beginning of the calendar year. Review utility allowances 90 days before the beginning of the fiscal year and submit to IHDA for approval before implementation.
6. Starved Rock Homes Budget: Review program operating needs and income projections with the Executive Director and Property Manager. Prepare an operating budget for approval by the Starved Rock Homes Board 30 days before the beginning of the calendar year.
7. Prepare AMP financial data to document Authority's eligibility for annual operating subsidy and submit the required information through HUD's electronic system (SAGIS) based on timeframes established by HUD (normally during the last quarter of the calendar year). Coordinate and maintain financial data as necessary for HUD's assessment programs of Public Housing and Section 8.

Attachment A

8. Submit monthly payment draws for AMP operating subsidy thru HUD's LOCCS payment system by the 10th of each month. Submit monthly project worksheets for Leland Elderly properties through Rural Development's MINC payment system by the 20th of each month. Prepare LOCCS capital fund draws as needed for disbursement of funds to contractors within three-day from receipt in accordance with HUD requirements. Monitor Section 8 FMC notices for availability of program funding allocations, update subsidy schedule for each FMC notice and on the 1st of each month for HUD's automatic deposit of Section operating funds.
9. Process accounts payable transactions, issuing timely payments to vendors on the 10th and 20th of each month; assure that invoices are properly approved, expensed and supported by purchase requests and purchase orders. Assure strict compliance with the Agency's procurement and internal control policies by all departments at all times. Maintain detailed utility consumption and cost data for each AMP for HUD funding and budgeting purposes.
10. Monitor bank balances on a regular basis to assure sound cash management and timely investment of excess funds in interest bearing accounts in compliance with HUD investment guidelines. Process and balance monthly bank statements by the 5th working day of each month. Monitor interest rates from area financial institutions in order to maximize interest income
11. Process and maintain timely and accurate general ledger information for all programs to assure that monthly balance sheets and operating statements are ready for review by the 12th day following each monthly reporting period.
12. Prepare monthly, quarterly, and annual AMP reports for Property Managers and Executive Management Staff by the 15th day of each month for monitoring of each AMP's: 1) budget vs. cash flow variances; 2) unit turnaround times / vacancies; 3) resident accounts receivables, balance ratio's and average rents and; 4) annual utility cost and consumption data for comparison to agency averages.
13. Prepare and distribute staff biweekly payroll and maintain accrued annual leave records. Consult with property managers, supervisors, and department heads as necessary to assure that time and leave requests have been recorded in accordance with policy requirements. Implement changes in procedures and electronic processing to comply with federal and state reporting, postings, and notices within published timeframes. Review personnel policies and employee benefit programs for compliance with applicable laws. Update policies for changes and compliance as necessary. Provide timely notices and benefit resource information to staff as required and requested.
14. Conduct new employee orientation during the first week of employment for all new hires. Distribute and review employment materials, explain procedures and policies, and obtain completed employment forms.
15. Prepare and coordinate worker's compensation incident and injury reports with property managers, supervisors, and department heads. File reports with the Authority's insurance carrier within the required timeframes. Maintain an individual record of all correspondence to facilitate the flow of information and medical status on each claim.

Attachment A

16. Administer and assure proper insurance coverage for all Authority assets at all times. Prepare Requests for Proposals in compliance with HUD procurement guidelines. Timely process and document claims, accidents, and casualty losses. Coordinate insurance information with management and field staff. Maintain and distribute current insurance registers. Maintain an updated insurance policy binder in a secure location at all times. Retain expired policies for a period of ten years.
17. Compile accrued financial data on the Low Rent, Capital Fund, Section 8, and Rural Development Programs for the electronic submission of annual financial data to HUD/REAC within 45 days of the end of the fiscal year. Prepare the Management Discussion and Analysis Report 90 days after the end of the fiscal year for submission to the Board of Commissioners and inclusion in the annual audit report.
18. Process tenant accounting transactions and bank deposits daily. Process late rent notices by the 10th day of each month, assess late fees on the 15th day of each month, and issue statements to residents before the 27th day of each month. In cooperation with the Intake / Certification/Occupancy Department, maintain timely and accurate tenant rental information.
19. Monitor resident lease compliance for the prompt and timely payment of amounts due and process nonpayment lease termination notices by the 10th day of each month. Court cases will be initiated and coordinated with the Authority's attorney by the 11th day of each month in non-payment cases and upon the expiration of the lease termination notice in all other cases. Finance and property management staff will consult on a regular basis regarding the status of each case until settlement. Attend initial court appearances and negotiate agreed orders with residents, prepare default orders for non-appearance cases or refer residents to the attorney for further legal consultation. Provide property managers and department heads with updated eviction information on a regular basis and coordinate forcible evictions with the sheriff's department and property management staff. Attend and testify at trials as requested by the Authority's attorney.
20. Process and settle vacated resident accounts within 45 days of move out. Submit vacated resident debt information to the board on a semi-annual basis for collection loss write-off. Pursue collection of vacated resident accounts through post judgment actions, the Authority's attorney and collection agencies.
21. In cooperation with the Section 8 Department, maintain accurate housing assistance payment information on active participants. Process and direct deposit or mail Section 8 landlord HAP checks, including utility reimbursements and outgoing portability payments on the 1st business day of each month. Process Section 8 mid month adjustments on the 15th day of each month. Mail Section 8 repayment and debt statements during the last week of each month. Prepare and distribute IRS-1099s to Section 8 landlords by January 25th of each year.
22. Maintain Low Rent, Section 8, and Rural vacated resident debt and program violation records and distribute updated reports to intake staff on a monthly basis. Update information for payments received and bankruptcy filings. Maintain debt and violation records for a minimum of 10 years.

Attachment A

23. Prepare Requests for Proposals (RFP's) for financial audits of Authority programs and entities. Prepare bid tabulations for Board approval. Work with auditors to assure that audits are completed and submitted within the time frame established by the funding agency.
24. Keep finance staff, property managers, and executive staff informed on finance related matters and provide ongoing financial training to central office and property management staff as necessary.
25. Respond to residents, applicants, and the general public in a courteous, polite, timely, and non-discriminatory manner and adhere to the confidentiality and privacy of applicant, resident, and Authority information at all times.

PROPERTY MANAGEMENT

1. Assure the adherence to internal administrative policies and procedures; and monitor the adherence to budget projections so that routine operating expenses are less than operating income.
2. Walk each development at least weekly, ensuring that sites are well-maintained. Single family scattered sites to be done monthly.
3. Initiate contact with applicants within 5 working days from the date formal applicant file is received from ICO, contingent upon background checks.
4. Upon receipt of final verification of selection and admissions criteria, offer unit or deny assistance within 3 days. If approved applicant accepts unit offer, schedule to complete lease up within 5 working days. Return completed file to central office within 2 days.
5. Assist ICO in completing interim rent changes and annual re-exams when residents are uncooperative. Submit changes in family composition information to ICO within two days of determination.
6. Thirty days prior to the resident's Annual Recertification date, review each unit to insure compliance with the Occupancy Standards and complete mandatory transfer if required.
7. Conduct housekeeping inspections every 14 to 30 days for residents with housekeeping problems and 7 days for units that meet unsanitary conditions.
8. Investigate resident complaints within 48 hours of receipt.
9. Maintain site files current at all times, and document all incidents in computer system.
10. Conduct marketing activities based on vacancies, including speaking to groups, mailings, advertisement and contacts with agencies and employers.
11. Maintain a professional attitude at all times, assist residents in all areas as needed, return messages within 24 hours, and respond to inquiries within 48 hours.
12. Meet with maintenance staff at least weekly to coordinate maintenance work. Discuss resident complaints and other maintenance concerns. Submit work orders on a daily basis as needed.
13. Work closely with caretakers on an ongoing basis.
14. Monitor food programs to assure compliance with State and Local requirements. Work with Food Service Coordinator to resolve problems, maintain budget projections and quality of meals prepared. Market food service programs, encourage resident participation.

Attachment A

15. Conduct resident meetings at least semi-annually at every development.
16. Work closely with other agencies, police departments, and city officials to secure and coordinate services for residents.
17. Support and assist with other Housing Authority program initiatives conducted at the developments.
18. Work with ICO and Maintenance Departments to maintain total vacancy days at less than 15 average for Public Housing, Rural Development, and Fornof Manor.
19. Maintain an open door policy for all residents, assist in the development of resident councils, provide contributions to the resident newsletter, and keep residents well informed of all related issues.
20. Review transfer requests within 5 days of receipt, including physically inspecting current unit, and submit to ICO within 24 hours of approval.
21. Submit intent to vacate forms to ICO within 24 hours.
22. Coordinate and maintain data as necessary for federally regulated assessment programs agency wide.
23. Increase communication with residents through publication of a resident newsletter every quarter, and through quarterly meetings with Resident Executive Committees and Resident Advisory Board.

MAINTENANCE AND INVENTORY

1. Initiate and complete work orders for all site work, common area work and resident requested work within time determined by appropriate priority code.
2. Complete all emergency work orders within 24 hours from the time reported and call-in work orders within 3 days.
3. Complete all work orders for annual inspections within 30 days from date generated.
4. Submit completed work orders to clerical staff for processing at the end of each day.
5. Inspect vacated units with Property Managers, as necessary; reach agreement on work to be performed.
6. Complete vacancy turnaround within five days from the date vacate notice is received.
7. Complete preventative maintenance work on schedule each year.

Attachment A

8. Maintain grounds in excellent condition - bushes and shrubs neatly trimmed, sidewalks and parking areas free of any debris, ice, or snow.
9. Complete site inspections jointly with Property Managers on a monthly basis; make necessary repairs.
10. Wear uniforms provided every day; maintain a neat, clean appearance and at all times, maintain a professional attitude.
11. Respond to emergency calls after hours when on beeper duty within 1 hour from receiving call and submit work orders for emergency calls within 24 hours.
12. Keep maintenance schedules up to date for all vehicles and equipment at each site.
13. Meet weekly with Property Managers to discuss maintenance issues and report problems or concerns in units. Prioritize maintenance work with Property Managers.
14. Maintain high quality for all work performed, utilize a mutually understood standard for each job performed.
15. Submit ready dates to the proper department within 24 hours from unit completion.
16. Assure strict compliance with the Housing Authority for LaSalle County Procurement Policy call times.

SPECIAL PROGRAMS & SUPPORT SERVICES

FOOD SERVICE:

1. Work to increase food service program revenue and decrease expenses.
2. Continue ongoing cooperative arrangement with outside food service provider.
3. Establish and maintain resident kitchen committee at the Ravlin Congregate; work with committee on an ongoing basis; solicit input on menu planning and work to resolve complaints.
4. Develop and maintain kitchen equipment inventory, prepare replacement schedule annually, 90 days prior to the beginning of the fiscal year.
5. Increase bulk purchases; maintain a 14-day inventory for food and supplies.

RESIDENT SERVICES:

1. Continue to support the Adult Day Centers located within HALC properties.
2. Support senior resident councils; assist with recreational programs; identify resident leaders, establish and coordinate quarterly meetings of Resident Executive Committee and the Resident Advisory Board.
3. Research alternative options that will prolong independence and avoid premature nursing home care.
4. Work with the Streator Child Care Center and The Kids Place to increase assisted housing residents participation to a minimum of 20%.
5. Strive for crime-free public housing through the continuing support of the Resident Assistance Program in all developments, with cooperation from participating agencies.
6. Support resident councils and identify resident leaders; provide leadership training once each year; establish and coordinate quarterly meetings of Resident Executive committee and the Resident Advisory Board.
7. Continue cooperative arrangement with various local agencies.
8. Continue to support a Family Self-Sufficiency program for families living in public housing; assist families in securing affordable financing for homeownership.
9. Work closely with local agencies to assist with providing suitable housing for their clients throughout LaSalle County.
10. Implement a transition plan to develop accessible housing in accordance with our needs assessment.
11. Work with the Department of Rehabilitative Services to make reasonable modifications to existing housing stock for physically handicapped residents.

INTAKE, CERTIFICATION, AND OCCUPANCY

1. Greet visitors at the administrative office in a prompt and courteous manner with consideration given to privacy of clients relating to confidential information. Answer questions and refer visitor to appropriate department or staff person.
2. Serve as telephone operator for the administrative office. Answer switchboard calls within five rings.
3. Dispense applications and provide assistance in completion when needed.
4. Process applications and send an initial response letter to applicants within ten business days of the date the application is received. Review applications against prior and current resident lists and data available in the HUD EIV database to determine records of prior participation and any resulting debt, lease or program violation. Review LaSalle County sex offender list for applicant prior to processing.
5. Purge applicant's files for all programs annually if application on file is in excess of 12 months.
6. Maintain a pool of applications verified in accordance with HUD regulations and agency policies based on average vacancy and turnover percentages for the previous 12-month period.
7. Provide inventory of blank pre-applications for use at Asset Management site offices.
8. Issue final notice of eligibility or denial within five business days of receipt of verifications.
9. Maintain an applicant report and provide to executive management staff as appropriate on a monthly basis.
10. Review and, if needed based on date of verifications, reverify applicant files prior to offer of assistance.
11. Issue complete formal application files to Property Managers within business 5 days of receipt of intent to vacate, or within 2 business days of vacate if no notice was received.
12. Conduct Section 8 briefings in accordance with available units based on turnover and the average lease-up percentage rates for the previous 12-month period.
13. Maintain Section 8 utilization at a minimum 98% and issue available vouchers within 30 calendar days.
14. Review Section 8 Request for Tenancy Approval and request initial inspection within 1 business day of receipt. Send lease-up documents for Section 8 units within 5 business days of passed inspection.

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15. Work closely with Property Managers by responding to all queries within 1 business day, and informing Managers in advance of staff absences.
16. Begin processing annual re-exams 90 days prior to anniversary date for Section 8 and Public Housing, Rural Developments, and Fornof Manor. Complete all annuals other than resident-delayed at least 30 days prior to anniversary date.
17. Review request for interims within ten business days. For interims relative to income changes, request verifications and interim paperwork within 35 days of the date the change is reported. For interims relative to changes in household composition, request verifications and interim paperwork within ten business days of the date the change is reported.
18. Process appropriate interim rent change within ten business days of receipt of all necessary paperwork.
19. Maintain ongoing investigations of program fraud and abuse. Work closely with property managers, landlords, and other social service agencies to verify information for applicants/residents.
20. Prepare lease-up files for Public Housing within one-calendar day upon notification of approved application from Property Management staff.
21. Purge and place in storage all non-violation Section 8 end participation files at least annually.
22. Maintain inactive application files in an accessible location for at least two years. Place files in storage after elapse of two years.
23. Complete all waiting list, vacancy, withdrawn, and turnover reports by the 10th of each month. Advise the Property Management staff when developments have no applicants.
24. Work with Property Management staff to maintain total vacancy days at less than 15 average days.
25. At all times be courteous, polite, and professional. Respond to questions and concerns of applicants, residents, landlords, and other interested parties. Return all telephone messages within 24 working hours. Provide emergency coverage information via voice mail message in case of an absence that will exceed one business day. To insure client privacy, require provision of the last four numbers of client social security number prior to discussion or release of confidential information. Treat all clients in a fair and consistent manner.
26. Approve new HAP amounts and issue written notification of Section 8 rent changes to Finance Department one day prior to the end of month. Provide Finance Department with written information necessary to process HAP adjustment checks by the 14th of each month. Coordinate utility reimbursements via the accounts payable system with the Finance Department.

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27. Investigate violations of Section 8 program obligations within 30 calendar days of report.
28. Issue notice of Section 8 termination within 5 business days of verification of program violation.
29. Issue notice of termination of public housing tenancy for fraud or for non-cooperation with recertification within five days of completion of verification of violation.
30. Schedule, attend, and respond to conferences, reviews, hearings, and trials as required in accordance with federal regulations and Housing Authority policy.
31. Access HUD income matching program verifications at least quarterly and resolve discrepancies exceeding 100% within 60 calendar days.
32. Access HUD website weekly to monitor necessary program changes.
33. Attend regularly scheduled staff meetings to discuss department operations.
34. Submit MTCS data to HUD by the 27th of each month. Review error reports, make needed corrections, and resubmit by the 30th of the month.
35. Submit TRACS data to IHDA by the 25th of each month. Review error reports and make needed corrections by the 10th of each month.
36. Maintain applicant and resident files in a standardized easily auditable format with all forms and documents required in accordance with federal regulations and Housing Authority policies. Document telephone, face-to-face contacts, and actions processed with factual statements on computerized notes in software system accessible by other departments.
37. Maintain monthly reports of residents receiving mandatory earned income disallowances and process recertification timely when disallowance elapses.
38. Perform supervisory reviews of at least 5% of files annually. Document results of reviews. Immediate resolution of discrepancies discovered in quality control reviews or audits.
39. Maintain reports and data as necessary for HUD's assessment programs.
40. Process and maintain monthly waiting list reports for each program and community in accordance with Housing Authority policies relevant to selection and ranking.
41. Track initial admissions for compliance with income targeting requirements and provide monthly report to Executive Director.
42. Under the direction of the Finance Department, accept public housing resident rent payments.
43. Submit monthly MINC reporting to the Rural Development Agency.

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44. Complete on-going reviews of forms, documents, procedures and policies. Revise as needed.

SECTION 8 INSPECTIONS:

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

TECHNICAL SERVICES

CAPITAL FUND PROGRAM & DEVELOPMENT

1. Prepare and submit applications for CFP funding each year, and development funding as needed, in accordance with HUD requirements.
2. Prepare and assure compliance with an approved implementation schedule for each CFP and Development program funded.
3. Complete all emergency CFP work within 1 year from the date funded.
4. Obligate all CFP funds within 24 months and complete work within 3 years of funding.
5. Prepare specifications and bid documents in accordance with HUD requirements. Secure bids in accordance with the PHA procurement policy. Monitor construction, coordinating closely with contractors.
6. Complete all related paperwork; maintain complete and accurate CFP and Development files at all times.
7. Review payroll forms, conduct contractor interviews, process and authorize contract payouts.
8. Prepare narrative report and distribute by the 15th of each month; prepare Annual Performance & Evaluation Reports for CFP and submit with the PHA's Annual Plan.
9. Complete close-out documents for each contract as needed and complete program closeout within 4 years from date funded.
10. Coordinate all aspects of CFP & Development with other departments and with residents as needed.
11. Coordinate and maintain CFP and Maintenance data as necessary for HUD's programs of Public Housing and Section 8.

PUBLIC HOUSING

1. Provide computer hardware, software and training support to Central Office and AMP staff on an on-going basis, including the design and retrieval of various data based reports.
2. Maintain a Maintenance Operations and Preventative Maintenance plan for all building systems within each AMP.
3. Maintain contract logs for all programs, certificates of insurance, grant program contractor

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payrolls and files in compliance with HUD and Davis Bacon requirements. Prepare detailed reports and distribute within specified time frames.

4. Provide support to the AMP staff with specific computer problems related to property management, UPCS inspections and unit management, including performing program updates, recommending program changes, diagnosing problems, troubleshooting, performing data entry and creating internal reports as required.
5. Oversee the recording and maintenance of the agency's security systems (door tabs & surveillance cameras) throughout the county.
6. Generate reports from the agency's management software to document compliance with the Public Housing Assessment System (PHAS).
7. Act as liaison with the Agency's housing specific software provider to stay current with new releases, updates and to resolve software issues that need attention.
8. Provide back-up support for the Network Administrator. Maintain and preserve data integrity and security.

INVENTORY & PURCHASING:

1. Assist Asset Managers and Maintenance Foremen to maintain a minimum of 30 day stock at each site on all inventory items.
2. Assure strict compliance with the Authority procurement policy at all times.
3. Maintain a master list of all supplies of commonly-purchased items and supplies.
4. Secure a minimum of three prices for each purchase, annually.
5. Maintain AMP-based expense reports for materials for each site office.
6. Maintain a master list of all appliances by AMP and sub-development.
7. Maintain a master list of all capitalized items by AMP and sub-development.

HALC UTILITY ALLOWANCE SCHEDULE

1. Coordinate utility allowance survey with vendors every five years.
2. Coordinate utility allowance update with vendors annually.
3. If changes are needed in the Public Housing Program, notices and postings must be done in accordance with the lease and 24 CFR Subpart E 965.502 (c). Notice must be posted and given to each resident at least 60 days prior to the effective date, and residents must be given a 30 day comment period expiring not less than 30 days before the effective date. ICO needs to know the proposed allowances at least 60 days prior to effective date.
4. If changes are needed in the Voucher Program, no notices or postings are required. ICO needs to know the proposed allowances at least 60 days prior to the effective date.

UPCS AND ANNUAL INSPECTIONS

PUBLIC HOUSING

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

FORNOF MANOR

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

RURAL DEVELOPMENT

1. Coordinate HQS inspection annually with vendors.
2. Provide inspection results to site office the same day as inspection for emergencies and by the first Monday following the inspection for normal deficiencies.
3. Maintain a master inspection file and provide a copy of HQS inspection to site office and to the ICO Department.

SECTION 8

1. Complete quality control inspections.
2. Provide backup to Section 8 inspector.

ATTACHMENT J

ADVISORY BOARD RECOMMENDATIONS

An Advisory Board meeting was held on Wednesday, October 28, 2009, at which time draft copies of the Authority's 2010 Annual Plan and 2010 thru 2014 Five Year Plan were distributed and discussed. Members would take the Plans back and discuss them at their individual resident meetings and be ready with any comments or changes for the January meeting.

An Advisory Board meeting was held on Wednesday, January 11, 2010. At that meeting Members and Authority staff discussed the Plan. Members had no comments or changes to the Plan. It was decided that the plan would be submitted as proposed.