

<b>1.0</b>	<b>PHA Information</b> PHA Name: <u>Menard County Housing Authority</u> PHA Code: <u>IL028</u> PHA Type: <input checked="" 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): <u>07/2010</u>				
<b>2.0</b>	<b>Inventory</b> (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>164</u> Number of HCV units: <u>112</u>				
<b>3.0</b>	<b>Submission Type</b> <input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only				
<b>4.0</b>	<b>PHA Consortia</b> <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)				
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program
	PHA 1:				PH      HCV
	PHA 2:				
	PHA 3:				
<b>5.0</b>	<b>5-Year Plan.</b> Complete items 5.1 and 5.2 only at 5-Year Plan update.				
<b>5.1</b>	<b>Mission.</b> 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:  The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.				
<b>5.2</b>	<b>Goals and Objectives.</b> 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.  <u><b>Progress in meeting previous five year goals (FY 2005 to FY 2009):</b></u>  The Menard County Housing Authority (MCHA) has been successful in meeting its five year goals of: <ul style="list-style-type: none"> <li>• Reducing public housing vacancies</li> <li>• Obtaining PHAS and SEMASP high performer status</li> <li>• Improving customer satisfaction</li> <li>• Renovating existing public housing units</li> <li>• Obtaining a FSS Coordinator grant which has helped improve quality of live and promote self-sufficiency</li> <li>• Disposing of Mentor Graham</li> <li>• Disposing of Oakford, IL028-05 (10 units)</li> <li>• Demolishing Greenview, IL028-07 (20 units)</li> <li>• Demolishing three public housing units in Athens, IL028-02 (1-3BR at 203 West Monroe and 1-1BR/1-2BR at 801 and 803 North Main)</li> <li>• Completing the construction and lease-up of 68 additional tax credit units</li> <li>• Using RHF and capital funds to construct a new public housing unit in Petersburg for the purpose of selling to a low-income family</li> </ul> <u><b>Goals and objectives for next five years (FY 2010 to FY 2014):</b></u> <ul style="list-style-type: none"> <li>• Maintain PHAS and SEMAP high performer status.</li> <li>• Apply for HUD resident services grants.</li> <li>• Develop additional rental and homeownership housing units that are affordable to low-income families using a variety of funding sources including TCAP funds, tax credits, bonds, Rural Development, HOME, CDBG, and other funding sources.</li> <li>• Develop and implement homeownership programs such as Section 32, HOME and Section 8 homeownership.</li> <li>• Develop a 46 unit supportive living facility for the elderly with Medicare waivers so the facility and services will be affordable to low-income elderly families.</li> <li>• Pursue alternative funding sources.</li> <li>• Dispose of the Tallula public housing properties</li> <li>• Dispose of other selected public housing properties in Athens and Petersburg (such as the high rise) to the closely held nonprofit established by the Authority. The nonprofit would leverage its resources to upgrade the facilities and keep the properties affordable to low-income families. The Authority would request replacement housing choice vouchers which would provide rental assistance to the families then living in the selected properties.</li> <li>• Demolish or dispose of selected public housing properties in Athens and Petersburg where renovation costs exceed HUD's published total development costs.</li> <li>• Develop selected new public housing units to replace demolished/disposed public housing</li> </ul>				

6.0	<p><b>PHA Plan Update</b></p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:</p> <p>(Attachment A: Section 6.0 PHA Plan Elements il028a01)</p> <p>(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.</p> <ul style="list-style-type: none"> <li>Central Office at 101 W. Sheridan, Petersburg, IL 62675</li> </ul>
7.0	<p><b>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.</b> <i>Include statements related to these programs as applicable.</i></p> <ul style="list-style-type: none"> <li>Dispose of the ten public housing dwelling units in Tallula and request ten replacement housing choice vouchers.</li> <li>In Athens demolish the three public housing dwelling units at East Little Street and the twenty-six public housing dwelling units, maintenance facility and community building at the corner of West Athens Blacktop and Main; then construct twenty-two or more new public housing dwelling units and office/community room/maintenance facility back on the property. Use operating reserves, capital replacement reserves, CFP, RHF, etc. to fund the work; request replacement housing choice vouchers for public housing dwelling units not rebuilt.</li> <li>Use nonprofit to construct thirty or more new TCAP or tax credit rental units with homeownership options in Athens; use project base section 8 housing choice vouchers for ten of the units.</li> <li>Develop a 46 unit supportive living facility for the elderly with Medicare waivers so the facility and services will be affordable to low-income elderly families.</li> <li>Develop and sell one or more public housing units via the Section 32 Homeownership Plan</li> <li>Develop and implement HOME and Section 8 homeownership plans.</li> <li>Implement Homebuyer Incentive Plan for new public housing dwelling units (See Attachment I)</li> </ul>
8.0	<p><b>Capital Improvements.</b> Please complete Parts 8.1 through 8.3, as applicable.</p>
8.1	<p><b>Capital Fund Program Annual Statement/Performance and Evaluation Report.</b> 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.</p> <ul style="list-style-type: none"> <li>Attachment B: FY 2010 Annual CFP Plan il028b01</li> <li>Attachment C: FY 2010 RHF IL06R028501-10 il028c01</li> <li>Attachment D: FY 2010 RHF IL028R028502-10 il028d01</li> <li>Attachment O: ARRA P &amp; E Report</li> </ul>
8.2	<p><b>Capital Fund Program Five-Year Action Plan.</b> 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.</p> <ul style="list-style-type: none"> <li>Attachment E: Five-Year Plan il028e01</li> </ul>
8.3	<p><b>Capital Fund Financing Program (CFFP).</b></p> <p><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.</p>

**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.

During 2006 the Menard County Housing Authority contracted with Goodwin and Associates to conduct a comprehensive housing needs assessment of Menard County which determined the following annual demand for housing:

- Build 85 new housing units per year over the next ten years:

	Units/Yr
- Annual Growth	51
- Replacement Housing	26
- Existing Substandard Housing	8
Total	85

- Construct 69 homeownership units per year, 39 to be affordable to low-income families.
- Construct 16 rental units per year, 9 to be affordable to low-income families.
- Of the 85 new housing units per year, at least 10 should be fully handicap accessible. If possible, construct all 85 units as adaptable or universal housing in order to accommodate both handicap and non-handicap families.
- Of the 85 new housing units per year, at least 7 should be constructed for the elderly and at least 4 should be handicap accessible
- The annual housing demand by precinct is:

Precinct	Annual Housing Demand					
	Replace	Substd	Growth	Total	Owned	Rental
Athens North	4	0	16	20	16	4
Athens South	3	1	8	12	10	2
Atterberry	0	2	0	2	1	1
Fancy Prairie	0	1	0	1	1	0
Greenview	2	0	2	4	3	1
Indian Creek	1	0	1	2	2	0
Irish Grove	1	1	1	3	2	1
Oakford	1	1	1	3	2	1
Petersburg East	2	1	9	12	11	1
Petersburg North	0	0	0	0	0	0
Petersburg South	2	0	3	5	5	0
Petersburg West	5	0	2	7	4	3
Rock Creek	2	0	5	7	6	1
Sandridge	0	0	1	1	1	0
Sugar Grove	1	0	1	2	2	0
Tallula	2	1	1	4	3	1
Menard County Total	26	8	51	85	69	16

Per the CHAS Data Book for Menard County, IL:

- Of the 1,027 renter households, 222 have 1 or 2 members, 438 have 2 to 4 members, 100 have 5 or more members and there are 267 of all others; 26.3% of all renters have a cost burden greater than 30% of MFI income and 10.7% have a cost burden greater than 50% of MFI income.
- Of the 3,864 homeowner households, 1,090 have 1 or 2 members, 2,022 have 2 to 4 members, 300 have 5 or more members and there are 452 of all others; 17.4% of all homeowners have a cost burden greater than 30% of MFI income and 6.6 % have a cost burden greater than 50% of MFI income.
- Of the 729 total households with mobility and self care limitations, 26.1% have a housing problem.

Waiting List:

- The Authority's public housing and Section 8 waiting lists are open
- Currently there are 59 families on the public housing waiting list and 62 families on the section 8 waiting list

9.0

**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.**

9.1

- Minimize vacant unit turnaround time by contracting the cleaning and painting of vacant units
- Develop additional rental and homeownership housing units that are affordable to low-income families using a variety of funding sources including tax credits, bonds, Rural Development, HOME, CDBG, and other funding sources.
- Develop and implement homeownership programs such as Section 32, HOME and Section 8 homeownership.
- Prepare and implement a homeownership program to sell existing single family detached tax credit homes currently managed by the Authority using lease purchase and other funding arrangements.
- Request replacement housing choice vouchers for demolished/disposed public housing units that are not replaced with new public housing units.
- Complete the construction of four new two-bedroom public housing duplexes in Athens using RHF, reserve and other funding.
- Purchase land adjacent the high rise in Petersburg to provide for much needed parking.
- Dispose of the ten public housing dwelling units in Tallula and request ten replacement housing choice vouchers.
- In Athens demolish the three public housing dwelling units at East Little Street and the twenty-six public housing dwelling units, maintenance facility and community building at the corner of West Athens Blacktop and Main; then construct twenty-two or more new public housing dwelling units and office/community room/maintenance facility back on the property. Use operating reserves, capital replacement reserves, CFP, RHF, etc. to fund the work; request replacement housing choice vouchers for public housing dwelling units not rebuilt.
- Use nonprofit to construct thirty or more new TCAP or tax credit rental units with homeownership options in Athens; use project base section 8 housing choice vouchers for ten of the units.
- Develop a 46 unit supportive living facility for the elderly with Medicare waivers so the facility and services will be affordable to low-income elderly families.
- Develop and sell one or more public housing units via the Section 32 Homeownership Plan
- Develop and implement HOME and Section 8 homeownership plans.
- Implement Homebuyer Incentive Plan for new public housing dwelling units.

**Additional Information.** Describe the following, as well as any additional information HUD has requested.

(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 Authority is a high PHAS and SEMP performer for fiscal year ending 6/30/2009.

The Authority is on schedule with its FY2009 annual plan and its FY2005-2010 five-year plan. Starting with FY2008 the Authority changed how it handles its operating and capital funds. The Authority only has 167 public housing units and receives less than \$260,000 a year in CFP funds. In fact the amount of CFP funds has continued to decline since the program was established in 2000. In addition, HUD has made significant cuts in operating subsidies over the past several years. With continued declining funding the Authority is forced to use more and more of its CFP funds to offset reduced operating subsidies. Starting with FY 2008, the Authority puts all its CFP funds in "1406 Operations" and funds a capital reserve account from rents collected. In the next five years the Authority may use up to a third of its CFP funds to secure 20-year financing for replacing public housing that is programmed for demolition or disposition.

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

During FY2006 the Authority followed its procurement policy and selected a developer for implementing the second phase of the Authority's Asset Management and Development Plan. Phase two included the disposition of 10 units in Oakford IL028-05; the demolition of 3 units in Athens IL028-02; construction of four replacement public housing units in Athens; and implementation of the first five years increment of the Authority's approved RHF Plan that included the construction of a new public housing unit. The Authority has disposed of the Mentor Graham building and the ten unit Oakford development, has demolished the three units in Athens and constructed the new public housing home for sale in Petersburg.

During 2009 the Authority updated its Asset Management Plan to include:

- Purchasing land adjacent the Petersburg high rise to provide much needed parking.
- Using reserves and capital funds to construct a second public housing unit for sale via the Section 32 program.
- Disposing of the Tallula public housing dwelling units
- Disposing of selected public housing properties, such as the Petersburg high rise, to the closely held nonprofit established by the Authority. The nonprofit would leverage its resources to upgrade the facilities and keep the properties affordable to low-income families.
- Demolishing or disposing of public housing properties in Athens and Petersburg where renovation costs exceed HUD's published total development costs.
- The Authority would request replacement housing choice vouchers which would provide rental assistance to the families then living in the public housing properties selected for demolition/disposition.
- Developing a 46 unit supportive living facility for the elderly with Medicare waivers so the facility and services will be affordable to low-income elderly families.

Public Housing flat rents were reviewed for FY 2010 and no changes were made in the current flat rents. Public housing ceiling rents for FY2010 are established to be the same as FY2009 flat rents.

During FY2010 the Authority will continue managing tax credit properties and other programs initiated by the not for profits established by the Authority. During FY2010 the Authority, in coordination with other entities, will continue to aggressively pursue affordable rental and homeownership housing programs for low and moderate-income families. During FY2010 the Authority may also pursue providing management, maintenance, modernization, resident initiatives, new housing development and other services to other agencies.

The Authority is and has been in full compliance with the Resident Community Service requirement of the Quality Housing and Work Responsibility Act of 1998. The Authority established and implemented Community Service Requirement policies and procedures in its FY2000 Agency Plan. During 2003 HUD suspended the requirement but re-instituted it in 2004. The Authority will ensure it continues to comply in 2010.

The Authority reviewed its polices and procedures and made the following changes:

Personnel Policy:

- Leave due to domestic or sexual violence

Public Housing ACOP

- Homebuyer Incentive Plan preferences

The Authority established community-based public housing waiting lists during FY2006 and implemented in FY2007. The public housing waiting lists for FY2010 will continue to be:

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

(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification" [See Attachment F: Significant Amendment and Substantial Deviation il028f01](#)

10.0

<b>11.0</b>	<p><b>Required Submission for HUD Field Office Review.</b> 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. <b>Note:</b> 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) <b>Attachment G: il028g01</b></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>Residents in public housing units proposed for demolition and replacement requested they be allowed to move back into the neighborhood. The Housing Authority responded that every effort would be made to accommodate this request within the requirements of the new construction funding programs.</p> <p>Residents in the high rise requested an awning over the patio and the Authority agreed to the request. In addition the high rise residents requested that current parking on the North side of the building be made all handicap parking spaces when HUD approves the purchase of additional land adjacent the high rise for much needed expanded parking. The Authority agreed pending HUD's approval of the land purchase.</p> <p>(g) Challenged Elements None</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>
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**ADDITIONAL ATTACHMENTS:**

- Attachment H: Civil Rights Certification il028h01**
- Attachment I: Violence Against Women Information il028i01**
- Attachment J: Carbon Monoxide Certification il028j01**
- Attachment K: Updated Personnel Policy il028k01**
- Attachment L: Homebuyer Incentive Plan il028l01**
- Attachment M: Updated ACOP il028m01**
- Attachment N: Buy American Amendment to Procurement Policy il028n01**

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced 5-Year and Annual PHA Plans. The 5-Year and Annual PHA plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Privacy Act Notice.** The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality

## Instructions form HUD-50075

**Applicability.** This form is to be used by all Public Housing Agencies (PHAs) with Fiscal Year beginning April 1, 2008 for the submission of their 5-Year and Annual Plan in accordance with 24 CFR Part 903. The previous version may be used only through April 30, 2008.

### 1.0 PHA Information

Include the full PHA name, PHA code, PHA type, and PHA Fiscal Year Beginning (MM/YYYY).

### 2.0 Inventory

Under each program, enter the number of Annual Contributions Contract (ACC) Public Housing (PH) and Section 8 units (HCV).

### 3.0 Submission Type

Indicate whether this submission is for an Annual and Five Year Plan, Annual Plan only, or 5-Year Plan only.

### 4.0 PHA Consortia

Check box if submitting a Joint PHA Plan and complete the table.

### 5.0 Five-Year Plan

Identify the PHA's Mission, Goals and/or Objectives (24 CFR 903.6). Complete only at 5-Year update.

**5.1 Mission.** A statement of the mission of the public housing agency for serving the needs of low-income, very low-income, and extremely low-income families in the jurisdiction of the PHA during the years covered under the plan.

**5.2 Goals and Objectives.** Identify quantifiable goals and objectives that will enable the PHA to serve the needs of low income, very low-income, and extremely low-income families.

**6.0 PHA Plan Update.** In addition to the items captured in the Plan template, PHAs must have the elements listed below readily available to the public. Additionally, a PHA must:

- (a) Identify specifically which plan elements have been revised since the PHA's prior plan submission.
- (b) Identify where the 5-Year and Annual Plan may be obtained by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on its official website. PHAs are also encouraged to provide each resident council a copy of its 5-Year and Annual Plan.

#### PHA Plan Elements. (24 CFR 903.7)

1. **Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.** Describe the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists.

2. **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources.
3. **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.
4. **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.
5. **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.
6. **Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: **1)** development name and number; **2)** designation type; **3)** application status; **4)** date the designation was approved, submitted, or planned for submission, and; **5)** the number of units affected.
7. **Community Service and Self-Sufficiency.** A description of: **(1)** Any programs relating to services and amenities provided or offered to assisted families; **(2)** Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; **(3)** How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. **(Note: applies to only public housing).**
8. **Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.

9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.
10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.
11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.
12. **Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.
13. **Violence Against Women Act (VAWA).** A description of: 1) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; 2) Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and 3) Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

**7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers**

- (a) **Hope VI or Mixed Finance Modernization or Development.** 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>
- (b) **Demolition and/or Disposition.** With respect to public housing projects owned by the PHA and subject to ACCs under the Act: (1) A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: [http://www.hud.gov/offices/pih/centers/sac/demo\\_dispo/index.cfm](http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm)  
**Note:** This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed.
- (c) **Conversion of Public Housing.** With respect to public housing owned by a PHA: 1) A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or

that the public housing agency plans to voluntarily convert; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>

- (d) **Homeownership.** A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.
- (e) **Project-based Vouchers.** If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.

**8.0 Capital Improvements.** This section provides information on a PHA's Capital Fund Program. With respect to public housing projects owned, assisted, or operated by the public housing agency, a plan describing the capital improvements necessary to ensure long-term physical and social viability of the projects must be completed along with the required forms. Items identified in 8.1 through 8.3, must be signed where directed and transmitted electronically along with the PHA's Annual Plan submission.

**8.1 Capital Fund Program Annual Statement/Performance and Evaluation Report.** PHAs must complete the *Capital Fund Program Annual Statement/Performance and Evaluation Report* (form HUD-50075.1), for each Capital Fund Program (CFP) to be undertaken with the current year's CFP funds or with CFFP proceeds. Additionally, the form shall be used for the following purposes:

- (a) To submit the initial budget for a new grant or CFFP;
- (b) To report on the Performance and Evaluation Report progress on any open grants previously funded or CFFP; and
- (c) To record a budget revision on a previously approved open grant or CFFP, e.g., additions or deletions of work items, modification of budgeted amounts that have been undertaken since the submission of the last Annual Plan. The Capital Fund Program Annual Statement/Performance and Evaluation Report must be submitted annually.

Additionally, PHAs shall complete the Performance and Evaluation Report section (see footnote 2) of the *Capital Fund Program Annual Statement/Performance and Evaluation* (form HUD-50075.1), at the following times:

1. At the end of the program year; until the program is completed or all funds are expended;
2. When revisions to the Annual Statement are made, which do not require prior HUD approval, (e.g., expenditures for emergency work, revisions resulting from the PHAs application of fungibility); and
3. Upon completion or termination of the activities funded in a specific capital fund program year.

**8.2 Capital Fund Program Five-Year Action Plan**

PHAs must submit the *Capital Fund Program Five-Year Action Plan* (form HUD-50075.2) for the entire PHA portfolio for the first year of participation in the CFP and annual update thereafter to eliminate the previous year and to add a new fifth year (rolling basis) so that the form always covers the present five-year period beginning with the current year.

**8.3 Capital Fund Financing Program (CFFP).** Separate, written HUD approval is required if the PHA proposes to pledge any

portion of its CFP/RHF funds to repay debt incurred to finance capital improvements. The PHA must identify in its Annual and 5-year capital plans the amount of the annual payments required to service the debt. The PHA must also submit an annual statement detailing the use of the CFFP proceeds. See guidance on HUD's website at:

<http://www.hud.gov/offices/pih/programs/ph/capfund/cffp.cfm>

**9.0 Housing Needs.** Provide a statement of the housing needs of families residing in the jurisdiction served by the PHA and the means by which the PHA intends, to the maximum extent practicable, to address those needs. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

**9.1 Strategy for Addressing Housing Needs.** Provide a 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: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

**10.0 Additional Information.** Describe the following, as well as any additional information requested by HUD:

- (a) **Progress in Meeting Mission and Goals.** PHAs must include (i) a statement of the PHAs progress in meeting the mission and goals described in the 5-Year Plan; (ii) the basic criteria the PHA will use for determining a significant amendment from its 5-year Plan; and a significant amendment or modification to its 5-Year Plan and Annual Plan. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**
- (b) **Significant Amendment and Substantial Deviation/Modification.** PHA must provide the definition of "significant amendment" and "substantial deviation/modification". **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.)**

- (c) PHAs must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. **(Note: Standard and Troubled PHAs complete annually).**

**11.0 Required Submission for HUD Field Office Review.** In order to be a complete package, PHAs must submit items (a) through (g), with signature by mail or electronically with scanned signatures. Items (h) and (i) shall be submitted electronically as an attachment to the PHA Plan.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace (PHAs receiving CFP grants only)*
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions (PHAs receiving CFP grants only)*
- (d) Form SF-LLL, *Disclosure of Lobbying Activities (PHAs receiving CFP grants only)*
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet (PHAs receiving CFP grants only)*
- (f) Resident Advisory Board (RAB) comments.
- (g) Challenged Elements. Include any element(s) of the PHA Plan that is challenged.
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.1.
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.2.

ATTACHMENT N

**RESOLUTION #1752**

**MENARD COUNTY HOUSING AUTHORITY**

**BUY AMERICAN AMENDMENT TO PROCUREMENT POLICY**

November 9, 2009

This amendment to the Menard County Housing Authority's (MCHA) Procurement Policy incorporates the Buy American requirement imposed by section 1605 of Title XVI of the American Recovery and Reinvestment Act of 2009 (Pub. L. 111-5) (the Recovery Act) for the Public Housing Capital Fund Recovery Formula and Competition (CFRFC) Grant Programs within the Office of Public and Indian Housing (PIH).

The Recovery Act imposes a Buy American requirement on Recovery Act funding. Specifically, section 1605 (the "Buy American requirement") of the Recovery Act states that none of the funds appropriated or otherwise made available by this Act may be used for a project for the construction, alteration, maintenance, or repair of a public building or public work unless all of the iron, steel, and manufactured goods used in the project are produced in the United States except for specific limited circumstances.

Where the Buy American requirement applies, MCHA shall implement the Buy American requirement by placing a provision requiring compliance with the Buy American requirement in all applicable contracts using Public Housing CFRFC grant assistance, unless HUD approved exceptions apply. Buy American contract language and a certification that MCHA shall require from a contractor or bidder is attached.

ATTACHMENT N

**MENARD COUNTY HOUSING AUTHORITY  
BUY AMERICAN CONTRACT LANGUAGE**

The Contractor acknowledges to and for the benefit of the Menard County Housing Authority (MCHA) and HUD that it understands the goods and services under this Agreement are being funded with monies made available by the American Reinvestment and Recovery Act of 2009 (Recovery Act) (or are being made available for a project being funded with monies made available by the Recovery Act) and section 1605 of such law contains provisions commonly known as "Buy American." The Buy American requirement prohibits the use of Recovery Act funds on any project for the construction, alteration, maintenance, or repair of a public building or work unless all of the iron, steel, and manufactured goods used in the project are produced in the United States ("Buy American Requirement") including iron, steel, and manufactured goods provided by the Contractor pursuant to this Agreement. The Contractor hereby represents and warrants to and for the benefit of MCHA and HUD that (a) the Contractor has reviewed and understands the Buy American Requirement, (b) all of the iron, steel, and manufactured goods used in the project will be and/or have been produced in the United States in a manner that complies with the Buy American Requirement, unless an exception of the requirement is approved, and (c) the Contractor will provide any further verified information, certification or assurance of compliance with this paragraph, or information necessary to support an exception of the Buy American Requirement, as may be requested by MCHA or HUD. Notwithstanding any other provision of this Agreement, any failure to comply with this paragraph by the Contractor shall permit MCHA to recover as damages against the Contractor any loss, expense or cost (including without limitation attorney's fees) incurred by MCHA resulting from any such failure (including without limitation any impairment or loss of funding, whether in whole or in part from HUD). Neither this paragraph (nor any provision of this Agreement necessary to give this paragraph force or effect) shall be amended or waived without the prior written consent of HUD.

ATTACHMENT N

**MENARD COUNTY HOUSING AUTHORITY**

**CONTRACTOR OR BIDDER CERTIFICATION**

**Identification of American- made Iron, Steel, and Manufactured Goods:** Consistent with the terms of the Menard County Housing Authority’s (MCHA) bid solicitation and the provisions of Section 1605 of the Recovery Act, the Bidder certifies that this bid reflects the Bidder’s best, good faith effort to identify the bid solicitation where such American-made components are available on the schedule and consistent with the deadlines prescribed in or required by the bid solicitation.

**Verification of U.S. Production:** The Bidder certifies that all components contained in the bid solicitation that are American- made have been so identified, and if this bid is accepted, the Bidder agrees that it will provide reasonable, sufficient, and timely verification to MCHA of the U.S. production of each component so identified.

**Documentation Regarding Non-American- made Iron, Steel, or Manufactured Goods:** The Bidder certifies that for any component or components that are not American-made and are so identified in this bid, the Bidder has included in or attached to this bid one or both of the following, as applicable:

1. Identification of and citation to a national (categorical) exception published by HUD (or another Federal agency) in the Federal Register that is applicable to such component or components, and an analysis that supports its applicability to the component or components;
2. Verifiable documentation sufficient MCHA, as required in the bid solicitation or otherwise, that the Bidder has sought to secure American-made components but has determined that such components are not available on schedule and consistent with the deadlines prescribed in the bid solicitation, with assurance adequate from the Bidder under applicable conditions stated in the bid solicitation or otherwise.

**Information and Detailed Justification Regarding Non-American-made Iron, Steel, or Manufactured Goods:** The Bidder certifies that for any such component or components that are not so available, the Bidder has also provided in or attached to this bid information, including but not limited to the verifiable documentation and a full description of the bidder’s efforts to secure any such American-made component or components, that the Bidder believes are sufficient to provide and as far as possible constitute the detailed justification required for an exception under section 1605 with respect to such component or components. The Bidder further agrees that, if this bid accepted, it will assist MCHA in amending, supplementing or further supporting such information as required by MCHA to request and, as applicable, implement the terms of an exception with respect to any such component or components.

BIDDER/CONTRACTOR: \_\_\_\_\_

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

ATTACHMENT M

**MENARD COUNTY HOUSING AUTHORITY**

**CHANGES TO ADMMISSION AND CONTINUED OCCUPANCY POLICY  
(ACOP)**

*The following Section is added to the Menard County Housing Authority's ACOP:*

SECTION 35.0        HOMEBUYER INCENTIVE PLAN

35.1    Objective

MCHA has a Homebuyer Incentive Program which provides the mechanism for encouraging and assisting low income public housing families and applicants with purchasing and keeping a home. A copy of the Homebuyer Incentive Program is available at MCHA's Central Office.

35.2    Plan Summary

Public Housing residents and applicants are encouraged, and assisted with, purchasing and keeping a home by participating in the HI (Homebuyer Incentive) Program. After meeting the minimum HI requirements, program participants are given classroom and real world living experiences which prepare them to become homebuyers. HI participants are required to participate in the Authority's FSS Program which assesses each family's needs, develops a plan for strengthening identified weaknesses and assists each family with implementing their Plan. Real world experiences occur as the result of requiring families to function as homeowners. Families take an active role in maintaining their unit, pay all utilities, budget their income to handle routine, as well as unexpected, expenses, and maintain their own grounds.

An escrow account is available to HI FSS participants. The purpose of the escrow account is to encourage and assist program participants in saving money to buy a home.

35.3    Who Can Participate

All public housing residents and qualified public housing applicants.

35.4    Minimum qualifications

Public Housing Residents:

- Public housing resident of Menard County Housing Authority

## ATTACHMENT M

- Must be in good standing with Menard County Housing Authority's management. Factors which will be considered include:
  - Prompt rent payment
  - Good neighbor, no complaints
  - Complies with lease
  - Participates in community programs
  - Makes sure children attend school, if applicable
  - No abnormal resident caused maintenance charges
- Must be interested in homeownership
- Must be (or become) a FSS program participant
- Must be willing to sign a HI Agreement
- A designated HI unit must become available
- Must be approved by the HI Committee

### Public Housing Applicants:

- Must qualify for public housing
- Must have a good rental history – for at least the past twelve consecutive months
  - Paid rent on time
  - Good neighbor
  - Complied with lease
- Must have a minimum of twelve months consecutive employment
- Must be interested in homeownership
- Must become a FSS participant
- Must be willing to sign a HI Agreement
- A designated HI unit must become available
- Must be approved by the HI Committee
- If a Section 8 voucher/certificate holder, must have participated in the Section 8 program for a minimum of twelve consecutive calendar months

### 35.4 Selection Preferences

All HI participants are selected based upon the date and time of their application plus the following preferences:

- #1 – Income greater than 50% of the median but less than 80%
- #2 – Income greater than 30% of the median but less than or equal to 50%
- #3 – Income less than 30% of the median; however, enrolled in the Authority's FSS program or recognized educational program
- #4 – All others

## ATTACHMENT M

### 35.6 HI Committee

The purpose of the HI Committee is to:

- Recommend the HI Administrative Plan and any changes to the Executive Director and Board of Commissioners
- Recommend HI Program applicants to the Executive Director

The committee shall consist of the following:

- FSS Coordinator
- Public Housing Manager
- Executive Director

**HOMEBUYER INCENTIVE PROGRAM  
ADMINISTRATIVE PLAN**

**1. OBJECTIVES**

Provide the mechanism for encouraging and assisting low income public housing families with purchasing and keeping a home.

**2. PLAN SUMMARY**

Public Housing residents and applicants are encouraged and assisted with purchasing and keeping a home by participating in the HI (Homebuyer Incentive) Program. After meeting the minimum HI requirements, program participants are given classroom and real world living experiences which prepare them to become homebuyers. HI participants are required to participate in the Authority's FSS Program which assesses each family's needs, develops a plan for strengthening identified weaknesses and assists each family with implementing their Plan. Real world experiences occur as the result of requiring families to function as homeowners. Families take an active role in maintaining their unit, pay all utilities, budget their income to handle routine, as well as unexpected, expenses, and maintain their own grounds.

An escrow account is available to HI FSS participants. The purpose of the escrow account is to encourage and assist program participants in saving money to buy a home.

**3. WHO CAN PARTICIPATE**

All public housing residents and qualified public housing applicants.

**4. MINIMUM QUALIFICATIONS**

Public Housing Residents:

- Public housing resident of Menard County Housing Authority
- Must be in good standing with Menard County Housing Authority's management. Factors which will be considered include:
  - Prompt rent payment
  - Good neighbor, no complaints
  - Complies with lease
  - Participates in community programs
  - Makes sure children attend school, if applicable
  - No abnormal resident caused maintenance charges
- Must be interested in homeownership
- Must be (or become) a FSS program participant
- Must be willing to sign a HI Agreement

- A designated HI unit must become available
- Must be approved by the HI Committee

Public Housing Applicants:

- Must qualify for public housing
- Must have a good rental history – for at least the past twelve consecutive months
  - Paid rent on time
  - Good neighbor
  - Complied with lease
- Must have a minimum of twelve months consecutive employment
- Must be interested in homeownership
- Must become a FSS participant
- Must be willing to sign a HI Agreement
- A designated HI unit must become available
- Must be approved by the HI Committee
- If a Section 8 voucher/certificate holder, must have participated in the Section 8 program for a minimum of twelve consecutive calendar months

**5. SELECTION PREFERENCES**

All HI participants will be selected based upon the date and time of their application plus the following preferences:

- #1 – Income greater than 50% of the median but less than 80%
- #2 – Income greater than 30% of the median but less than or equal to 50%
- #3 – Income less than 30% of the median; however, enrolled in the Authority's FSS program or recognized educational program
- #4 – All others

**6. HI COMMITTEE**

The purpose of the HI Committee is to:

- Recommend the HI Administrative Plan and any changes to the Executive Director and Board of Commissioners
- Recommend HI Program applicants to the Executive Director

The committee shall consist of the following:

- FSS Coordinator
- Public Housing Manager
- Executive Director

**7. FSS REQUIREMENT**

HI participants are required to participate in the Authority's FSS program.

**8. TIME FRAME**

HI participants must complete their FSS Plan and become a homebuyer within five years; however, the FSS Coordinator may extend this timetable a year at a time for a total of two additional years if a person is making progress but needs additional time. Should a HI participant not make any progress in a 24 month time period, he or she will be taken out of the FSS and HI Programs. HI participants who do not comply with the requirements of the HI program will be removed from the program and the HI designated unit.

**9. ESCROW ACCOUNT**

HI participants may elect at their sole discretion to establish an escrow account with the Authority. Escrow program participants can contribute the difference between the flat rent and their income based rent provided their income based rent is greater than the flat rent. Escrow program participants can get their money when they complete their FSS program, for a medical or other emergency, or for education purposes. The Authority will keep the escrow funds in a savings account where it will accumulate interest.

**10. DESIGNATED HI HOUSING**

The new four bedroom public housing unit at 614 North 7<sup>th</sup> Street, Petersburg, IL 62675 is designated as HI housing. To live in the unit the family must be in the FSS and HI programs. The purpose of having HI participants live in the single family detached unit is for them to experience life as a homeowner. HI participants who live in the 614 North 7<sup>th</sup> Street unit must take an active role in maintaining their unit, must maintain their own yards, must pay their own utilities, and must budget their income to handle routine, as well as unexpected, expenses.

**11. MAINTENANCE REQUIREMENTS**

HI program participants shall be responsible for maintaining their unit and yard as if they owned them. Maintenance tasks they will be required to learn and to perform include:

- Painting
- Replacing light fixtures globes and light bulbs
- Replacing switch and outlet covers
- Resetting circuit breakers
- Testing smoke/fire detectors
- Adjusting hot water heater temperature
- Unclogging plumbing fixtures using a plunger
- Changing central heat/air filters

## ATTACHMENT L

- Keeping the outside A/C unit clean and free of debris
- Cleaning the refrigerator coils, compressor and compressor compartment
- Mowing grass
- Fertilizing and irrigating the lawn, shrubs and plants
- Edging walks and drives
- Trimming around trees, buildings and fences
- Trimming shrubs
- Planting and cultivating flowers

### **12. COUNSELING AND TRAINING**

HI Program participants will receive the counseling and training FSS programs routinely receive as well as the following additional training:

- Budgeting
- How to buy a home
- Terminology you will hear when you buy a home
- Credit history
- Mortgages and interest rates
- Why you cannot miss your monthly payments
- Maintaining your home
- Knowing your rights as a homebuyer
- How much mortgage can you afford
- Shopping for a home
- Your real estate agent
- Appraisals
- Homeowners insurance
- Settlement and closing costs
- Foreclosures
- Maintaining your grounds
- Good housekeeping

Counseling and training will be coordinated by the FSS Coordinator. Homeowner maintenance training will be provided by the Authority's Maintenance Department.

### **13. RESIDENT INVOLVEMENT**

The Resident Advisory Board (RAB), established to provide input and recommendations for developing the Authority's Housing Agency Plan, supports the Homebuyer Incentive Program; in addition, the plan will be reviewed annually by the Resident Advisory Board.

### **14. PROGRAM ADMINISTRATION**

ATTACHMENT L

The Authority's Public Housing Manager will directly oversee the HI plan and the FSS Coordinator will provide and coordinate all counseling and training.

**15. HOMEOWNERSHIP ASSISTANCE**

As HI program participants complete their FSS Individual Training and Service Plan, the FSS Coordinator will assist them with purchasing a home. Assistance may include, but is not limited to the following:

- Training and Counseling
- Locating an affordable home
- Arranging for minimum downpayment or downpayment assistance
- Locating the lowest mortgage interest rate
- Arranging for silent second mortgages
- Assisting with establishing non-routine maintenance reserve accounts
- Follow-up assistance during the first years of homeownership

ATTACHMENT K

**MENARD COUNTY HOUSING AUTHORITY**  
**TWO CHANGES TO PERSONNEL POLICY**

**CHANGE #1: Section 2.6 Updated To Incorporate Organizational And Job Title Changes:**

**2.6 Organization and Authority**

All positions shall be established in accordance with an organization plan clearly setting forth areas of responsibility and authority. The organization plan places primary responsibility for the operation of the Authority on the Executive Director, who is appointed by the Board of Commissioners. The Executive Director shall prepare an organizational chart showing lines of authority and decision making responsibility. Authority to employ, promote, transfer, demote, and terminate personnel shall be vested in the Executive Director and other individuals formally designated in writing to act for him/her.

All employees shall be informed of their level of authority and responsibilities at the time they assume their duties and shall be given the necessary authority to perform assigned tasks. Employees shall be given clear, concise job descriptions when employment begins. Job descriptions shall be reviewed and updated as needed. This shall be done in consultation with the employee in each position. Substantive changes to the organizational charts or job descriptions shall be approved by the Board of Commissioners. The following is a listing of all Authority positions:

<u>Position</u>	<u>Status</u>	<u>FLSA Status</u>
<i>Administrative</i>		
Executive Director	Regular Full time	Exempt
Financial Manager	Regular Full time	Exempt
Housing and Resident Services Manager	Regular Full time	Exempt
FSS Coordinator/Housing Counseling	Regular Full time	Exempt
Housing Manager	Regular Full time	Exempt
Housing Specialist	Regular Full time	Non exempt
Admissions/Office Support Specialist	Regular Full time	Non exempt
<i>Maintenance</i>		
Working Maintenance Foreman	Regular Full time	Non exempt
Maintenance Mechanic	Regular Full time	Non exempt
Casual Laborer	Temporary	Non exempt

## ATTACHMENT K

### **CHANGE #2: New Section 8.15 Added to Personnel Policy:**

#### **8.15 Leave due to domestic or sexual violence**

##### **8.15.1 Leave**

Basis: An employee who is a victim of domestic or sexual violence or has a family or household member who is a victim of domestic or sexual violence whose interests are not adverse to the employee as it relates to the domestic or sexual violence may take unpaid leave from work to address domestic or sexual violence by:

- seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's family or household member;
- obtaining services from a victim services organization for the employee or the employee's family or household member;
- obtaining psychological or other counseling for the employee or the employee's family or household member;
- participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's family or household member from future domestic or sexual violence or ensure economic security; or
- seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic or sexual violence.

Period: An employee working for an employer that employs at least 50 employees shall be entitled to a total of 12 workweeks of leave during any 12-month period. An employee working for an employer that employs at least 15 but not more than 49 employees shall be entitled to a total of 8 workweeks of leave during any 12-month period. The total number of workweeks to which an employee is entitled shall not decrease during the relevant 12-month period. This Act does not create a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act of 1993.

Schedule:

Leave may be taken intermittently or on a reduced work schedule.

## ATTACHMENT K

### **8.15.2 Notice.**

The employee shall provide the Housing Authority with at least 48 hours' advance notice of the employee's intention to take the leave, unless providing such notice is not practicable.

### **8.15.3 Certification**

The Housing Authority may require the employee to provide certification that the employee or the employee's family or household member is a victim of domestic or sexual violence. The employee shall provide such certification to the Housing Authority within a reasonable period after the employer requests certification.

An employee may satisfy the certification requirement by providing the Housing Authority a sworn statement, and upon obtaining such documents the employee shall provide:

- documentation from an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee or the employee's family or household member has sought assistance in addressing domestic or sexual violence and the effects of the violence;
- a police or court record; or
- other corroborating evidence.

### **8.15.4 Confidentiality**

All information provided to the Housing Authority shall be retained in the strictest confidence.

### **8.15.5 Employment and benefits**

#### Restoration to position:

Any employee who takes leave due to domestic or sexual violence shall be entitled, on return from such leave to be restored to the position of employment held by the employee when the leave commenced; or to be restored to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

The taking of leave due to domestic or sexual violence shall not result in the loss of any employment benefit accrued prior to the date on which the leave commenced. The employee shall not accrue any seniority or employee benefits during any such leave, or shall the employee be entitled to any right, benefit or position of employment other than those that would have accrued regardless of whether the leave had been taken.

## ATTACHMENT K

### Employee must report status during leave:

While on leave due to domestic or sexual violence the employee must report weekly to the Housing authority regarding the status and intention of the employee to return to work.

### Maintenance of health benefits:

During any period that an employee takes leave due to domestic or sexual violence, the Housing Authority shall maintain coverage for the employee and any family or household member under any group health plan for the duration of such leave at the level and under the conditions coverage would have been provided if the employee had continued in employment continuously for the duration of such leave.

### Failure to return to work:

The Housing Authority may recover the premium paid for maintaining health benefit coverage for the employee and the employee's family or household member under such group health plan during any period of leave due to domestic or sexual violence if:

- the employee fails to return from leave after the period of leave to which the employee is entitled has expired; and
- the employee fails to return to work for a reason other than the continuation, recurrence, or onset of domestic or sexual violence that entitles the employee to leave pursuant to this Section; or
- other circumstances beyond the control of the employee as agreed to by the Housing Authority.

The Housing Authority may require an employee who claims that the employee is unable to return to work because of a reason described above to provide, within a reasonable period after making the claim, certification to the employer that the employee is unable to return to work because of that reason.

An employee may satisfy the certification requirement by providing to the Housing Authority:

- a sworn statement of the employee;
- documentation from an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee has sought assistance in addressing domestic or sexual violence and the effects of that violence;
- a police or court record; or,
- other corroborating evidence.

## ATTACHMENT K

### **8.15.6 Non-discrimination**

The Housing authority will not interfere with, restrain, or deny the exercise of or the attempt to exercise by the employee any right provided under the leave due to domestic or sexual violence act. The Authority will not discharge or harass any individual, or otherwise discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment of the individual (including retaliation in any form or manner) because the employee exercised any right provided under the leave due to domestic or sexual violence act. The Housing Authority will not discharge or in any other manner discriminate against any employee because the employee has filed any charge, or has instituted or caused to be instituted any proceeding, under or related to the leave due to domestic or sexual violence act or has given, or is about to give, any information in connection with any inquiry or proceeding relating to any right provided under the act or has testified, or is about to testify, in any inquiry or proceeding relating to any right provided the act.

### **8.15.7 Existing leave**

An employee, who is entitled to take paid or unpaid leave (including family, medical, sick, annual, personal, or similar leave) from employment, pursuant to federal, State, or local law, may elect to substitute any period of such leave for an equivalent period of leave provided under the leave due to domestic or sexual violence act. The Housing Authority may not require the employee to substitute available paid or unpaid leave for leave provided under the leave due to domestic or sexual violence act.

December 14, 2009

Mr. Steven Meiss  
Director of Public Housing  
Housing and Urban Development Chicago Office, Region V  
77 West Jackson Blvd  
Chicago, IL 60604

RE: CARBON MONOXIDE CERTIFICATION

Dear Mr. Meiss:

The Menard County Housing Authority (MCHA) hereby certifies it installed approved smoke and carbon monoxide detectors with alarms in all public housing dwelling units before January 1, 2007 and has properly maintained the units since installation. At move-in MCHA provides applicants and residents with information about the Illinois Carbon Monoxide Alarm Detector Act and the detection and alarm unit installed in the dwelling unit.

If you have any questions please give me a call.

Sincerely,

Anne Smith  
Executive Director

## ATTACHMENT I: VIOLENCE AGAINST WOMEN

### 1. ADDITIONAL CLAUSE TO PUBLIC HOUSING ACOP

The following section is incorporated in the Authority's Public Housing ACOP

#### SECTION 33.0 PROTECTION OF VICTIMS OF DOMESTIC VIOLENCE

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

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

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

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

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

### 2. ADDITIONAL CLAUSE TO PUBLIC HOUSING LEASE

The following section is incorporated in the Authority's Public Housing Lease

**K. Violence Against Women Act.** Incidents of domestic violence, dating violence, or stalking shall not be good cause for denying victims access to or termination from the Public Housing Program or for terminating a lease held by a victim of such violence.

- Incidents of threatened or actual domestic violence, dating violence or stalking may not constitute grounds of termination for the victim of such violence

## ATTACHMENT I: VIOLENCE AGAINST WOMEN

- Criminal activity directly related to domestic violence, dating violence or stalking by a member or guest of resident's household shall not be grounds for termination of tenancy against the victim of such violence
- MCHA may bifurcate the lease in order to evict, remove, or terminate assistance to any individual who engaged in criminal acts of physical violence against family members without evicting the victims of such acts
- MCHA may honor court orders addressing rights of access or control of the property, including civil protection orders, among family members.
- MCHA may evict residents for any violation of leases not premised on domestic violence, so long as MCHA does not subject victims of domestic violence to more demanding standards in eviction proceedings.
- MCHA may still evict residents if MCHA can demonstrate that a tenancy is an actual and imminent threat to other residents or employees.
- State or local law which provides greater protections to victims of domestic violence will control.

Additionally, MCHA may require individuals seeking protection under the above provisions to certify their status as a victim of domestic violence, dating violence or stalking. This certification may be on an approved HUD form (currently HUD-50066), in a court record, or in a signed statement from a professional who has rendered assistance to the victim in connection with the incidents of domestic violence.

### 3. ADDITIONAL CLAUSE TO SECTION 8 ADMIN PLAN

#### **J. PROTECTION OF VICTIMS OF DOMESTIC VIOLENCE FROM BEING DENIED OR TERMINATED FROM HOUSING** (Section 8 of the United States Housing Act of 1937, 42 U.S.C. 1437f )

Incidents of domestic violence, dating violence, or stalking shall not be good cause for denying victims access to or termination from the Housing Choice Voucher Program or for terminating a lease held by a victim of such violence.

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

- Providing documentation signed by an employee, agent, or volunteer of a victim service provider, an attorney, or a medical professional, from whom the victim has sought assistance in addressing domestic violence, dating violence, or stalking or the effects of the abuse, in which the professional attests under penalty of perjury (28

## ATTACHMENT I: VIOLENCE AGAINST WOMEN

U.S.C. 1746) to the professional's belief that the incidents in question are bona fide incidents of abuse, and the victim has signed or attested to the documentation; or,

- Producing a Federal, State, tribal, territorial, or local police or court record.

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

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

#### **4. DESCRIPTION OF ANY ACTIVITIES, SERVICES, OR PROGRAMS PROVIDED OR OFFERED BY HACC, EITHER DIRECTLY OR IN PARTNERSHIP WITH OTHER SERVICE PROVIDERS, TO CHILD OR ADULT VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING.**

The Menard County Housing Authority (MCHA) does not have the staff, programs or financial resources to provide activities or programs directly to applicants or residents; however, MCHA does have an FSS Coordinate that coordinates applicant and resident needs with local available social service agencies that provide activities and programs to low-income families.

#### **Sojourn**

(217) 726-5100	Office
(217) 726-5200	Hotline
1-866-435-7438	Hotline

- Domestic Violence Counseling
- Support Services
- Legal Advocacy
- Referral Services
- Prevention and Education
- Court Advocacy
- Individual and group counseling
- Shelter
- 24-Hour hotline
- Court advocacy

#### **Illinois Department of Human Services**

- Public Aid (Cash assistance, food stamps, Medicaid eligibility determination, employment programs, child care and social service programs)

## ATTACHMENT I: VIOLENCE AGAINST WOMEN

- Children and Family Services (Employment-related child care and youth services)
- Mental health, Child referrals, and Domestic violence counseling referrals.
- DHS can connect eligible clients to a wide range of human services at one location.
- Local office staff identifies client needs; determine benefits eligibility; link clients to training programs, child care and employers.
- Make referrals to other community services.

**5. DESCRIPTION OF ANY ACTIVITIES, SERVICES, OR PROGRAMS PROVIDED OR OFFERED THAT HELPS CHILD OR ADULT VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING TO OBTAIN OR MAINTAIN HOUSING**

HUD prevents MCHA from providing emergency housing; however, MCHA works closely with the Menard County Coalition Against Domestic Violence to find immediate emergency housing for victims. MCHA encourages victims to apply for public housing and assists them with completing applications.

**6. DESCRIPTION OF ANY ACTIVITIES, SERVICES, OR PROGRAMS PROVIDED OR OFFERED TO PREVENT DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, AND STALKING, OR TO ENHANCE VICTIM SAFETY IN ASSISTED FAMILIES.**

MCHA arranges for Sojourn, the 8<sup>th</sup> Judicial Circuit Family Violence Coordinating Council and local Police Department to present Domestic Violence Prevention sessions at scheduled resident meetings and to provide articles to include in MCHA's Resident Newsletter.

**7. MCHA PROCEDURES IN PLACE THAT ASSURES THAT TENANTS ARE NOTIFIED OF THEIR RIGHTS UNDER VAWA.**

Applicants are informed of their rights during orientation and are given packets that contain copies of the VAWA, form HUD-50066, services provided by and how to contact Sojourn, the 8<sup>th</sup> Judicial Circuit Family Violence Coordinating Council and local Police Department. Applicants and residents are given copies of the ACOP and Lease which contain VAWA clauses as presented above. Residents are also notified via of MCHA's Resident Newsletter and information is posted on the bulletin board in MCHA's central office.

**Civil Rights Certification**

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

**Civil Rights Certification**

**Annual Certification and Board Resolution**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioner, I approve the submission of the Plan for the PHA of which this document is a part and make the following certification and agreement with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

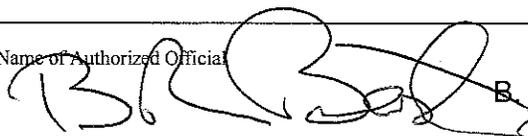
The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing.

Menard County Housing Authority

IL028

PHA Name

PHA Number/HA Code

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001; 1010, 1012; 31 U.S.C. 3729, 3802)	
Name of Authorized Official  B. R. Boston	Title Chairman
Signature	Date April 7, 2010

**PHA Certifications of Compliance with the PHA Plans and Related Regulations:  
Board Resolution to Accompany the PHA 5-Year and Annual PHA Plan**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the X 5-Year and/or X Annual PHA Plan for the PHA fiscal year beginning 7/2010, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8. For PHA Plan that includes a policy for site based waiting lists:
  - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
  - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.

12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
21. The PHA provides assurance as part of this certification that:
  - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
  - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
  - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
22. The PHA certifies that it is in compliance with all applicable Federal statutory and regulatory requirements.

Menard County Housing Authority

IL028

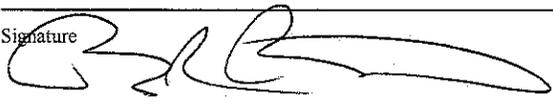
PHA Name

PHA Number/HA Code

5-Year PHA Plan for Fiscal Years 2010 - 2014

Annual PHA Plan for Fiscal Years 2010 - 20    

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official B. R. Boston	Title Chairman
Signature 	Date April 7, 2010

## **Attachment F**

### **Definition of Substantial Deviation and Significant Amendment or Modification**

The following actions are defined as substantial deviation or significant amendment or modification:

#### **GOALS**

- Additions or deletions of Strategic Goals

#### **PROGRAMS**

- Adding new programs not included in the Housing Agency Plan
- Any change with regard to demolition or disposition, designation of housing, homeownership programs or conversion activities

#### **CAPITAL BUDGET**

- Additions of non-emergency work items in excess of \$25,000 (items not included in the current Annual Statement or Five Year Action Plan) or change in use of replacement reserve funds in excess of \$25,000.

#### **POLICIES**

- Changes to rent or admissions policies or organization of the waiting list

An exception to the above definition will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements since HUD does not consider such changes significant amendments.

ATTACHMENT E

<b>Part I: Summary</b>						
PHA Name/Number: Menard county Housing Authority IL028		Locality (City/County & State) Petersburg, Menard, Illinois			<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
A.	Development Number and Name	Work Statement for Year 1 FFY <u>2010</u>	Work Statement for Year 2 FFY <u>2011</u>	Work Statement for Year 3 FFY <u>2012</u>	Work Statement for Year 4 FFY <u>2013</u>	Work Statement for Year 5 FFY <u>2014</u>
B.	Physical Improvements Subtotal	Annual Statement				
C.	Management Improvements					
D.	PHA-Wide Non-dwelling Structures and Equipment					
E.	Administration					
F.	Other					
G.	Operations		\$253,747	\$253,747	\$253,747	\$253,747
H.	Demolition					
I.	Development					
J.	Capital Fund Financing – Debt Service					
K.	Total CFP Funds					
L.	Total Non-CFP Funds					
M.	Grand Total					

ATTACHMENT E

<b>Part I: Summary (Continuation)</b>						
PHA Name/Number Menard County Housing Authority, IL028		Locality (City/county & State) Petersburg, Menard, Illinois			<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
A.	Development Number and Name	Work Statement for Year 1 FFY <u>2010</u>	Work Statement for Year 2 FFY <u>2011</u>	Work Statement for Year 3 FFY <u>2012</u>	Work Statement for Year 4 FFY <u>2013</u>	Work Statement for Year 5 FFY <u>2014</u>
		Annual Statement				
1406	HA-Wide		\$253,747	\$253,747	\$253,747	\$253,747









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

<b>Part I: Summary</b>					
PHA Name: Menard County Housing Authority		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: IL06R028502-10 Date of CFFP:		FFY of Grant: 2010 FFY of Grant Approval: 2010	
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 <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 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 <sup>4</sup>	\$18,637			

<sup>1</sup> To be completed for the Performance and Evaluation Report.

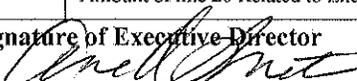
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

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

<sup>4</sup> 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

<b>Part I: Summary</b>						
<b>PHA Name:</b> Menard County Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: Replacement Housing Factor Grant No: IL06R028502-10 Date of CFFP:			<b>FFY of Grant:2010</b> <b>FFY of Grant Approval: 2010</b>	
<b>Type of Grant</b>						
<input checked="" type="checkbox"/> <b>Original Annual Statement</b>		<input type="checkbox"/> <b>Reserve for Disasters/Emergencies</b>		<input type="checkbox"/> <b>Revised Annual Statement (revision no: )</b>		
<input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:</b>			<input type="checkbox"/> <b>Final Performance and Evaluation Report</b>			
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>		
		Original	Revised <sup>2</sup>	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)					
20	Amount of Annual Grant:: (sum of lines 2 - 19)	\$18,637				
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					
<b>Signature of Executive Director</b> 		<b>Date</b> 4-7-10		<b>Signature of Public Housing Director</b>  		
				<b>Date</b>		

<sup>1</sup> To be completed for the Performance and Evaluation Report.

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

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

<sup>4</sup> RHF funds shall be included here.









<b>Part I: Summary</b>						
PHA Name: Menard County Housing Authority		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: IL06R028501-10 Date of CFFP:			FFY of Grant: 2010 FFY of Grant Approval: 2010	
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 <sup>1</sup>		
		Original	Revised <sup>2</sup>	Obligated	Expended	
1	Total non-CFP Funds					
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>					
3	1408 Management Improvements					
4	1410 Administration (may not exceed 10% of line 21)					
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs					
8	1440 Site Acquisition					
9	1450 Site Improvement					
10	1460 Dwelling Structures					
11	1465.1 Dwelling Equipment—Nonexpendable					
12	1470 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 <sup>4</sup>	\$67,379				

<sup>1</sup> To be completed for the Performance and Evaluation Report.

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

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

<sup>4</sup> 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

<b>Part I: Summary</b>						
PHA Name: Menard County Housing Authority		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: IL06R028501-10 Date of CFFP:		FFY of Grant:2010 FFY of Grant Approval: 2010		
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 <sup>1</sup>		
		Original	Revised <sup>2</sup>	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)					
20	Amount of Annual Grant:: (sum of lines 2 - 19)	\$67,379				
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 4-7-10		Signature of Public Housing Director  	

<sup>1</sup> To be completed for the Performance and Evaluation Report.

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

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

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<b>Part I: Summary</b>					
PHA Name: Menard County Housing Authority		Grant Type and Number Capital Fund Program Grant No: IL06P02850110 Replacement Housing Factor Grant No: Date of CFFP:		FFY of Grant: 2010 FFY of Grant Approval: 2010	
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>	\$253,747		0	0
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
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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 <sup>4</sup>				

<sup>1</sup> To be completed for the Performance and Evaluation Report.

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

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

<sup>4</sup> 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

<b>Part I: Summary</b>						
<b>PHA Name:</b> Menard County Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: IL06P02850110 Replacement Housing Factor Grant No: Date of CFFP:			<b>FFY of Grant:2010</b> <b>FFY of Grant Approval: 2010</b>	
<b>Type of Grant</b> <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 <sup>1</sup>		
		Original	Revised <sup>2</sup>	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)					
20	Amount of Annual Grant:: (sum of lines 2 - 19)	\$253,747		0	0	
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					
<b>Signature of Executive Director</b> <i>[Signature]</i>		<b>Date</b> 4-7-10		<b>Signature of Public Housing Director</b>  <b>Date</b>		

<sup>1</sup> To be completed for the Performance and Evaluation Report.

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

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

<sup>4</sup> RHF funds shall be included here.









## Attachment A

### 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.

Housing Authority #	Housing Authority Name	Fiscal Year Begin Date
IL028	Menard County Housing Authority	07/2010

	Plan Element	Column #3										
1.	Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.	Included new Homebuyer Incentive Plan section; see Attachment M Updated ACOP il028m01										
2.	Financial Resources.	<table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">Public Housing FY 2009 Operating Budget</td> <td style="text-align: right;">\$841,503</td> </tr> <tr> <td>Public Housing FY 2009 CFP Budget</td> <td style="text-align: right;">\$253,747</td> </tr> <tr> <td>Public housing RHF 2009</td> <td style="text-align: right;">\$ 86,016</td> </tr> <tr> <td>Section 8 FY 2009 Voucher Program</td> <td style="text-align: right;">\$576,374</td> </tr> <tr> <td>No open CFP</td> <td></td> </tr> </table>	Public Housing FY 2009 Operating Budget	\$841,503	Public Housing FY 2009 CFP Budget	\$253,747	Public housing RHF 2009	\$ 86,016	Section 8 FY 2009 Voucher Program	\$576,374	No open CFP	
Public Housing FY 2009 Operating Budget	\$841,503											
Public Housing FY 2009 CFP Budget	\$253,747											
Public housing RHF 2009	\$ 86,016											
Section 8 FY 2009 Voucher Program	\$576,374											
No open CFP												
3.	Rent Determination.	No change in flat rents from FY 2009										
4.	Operation and Management.	Section 2.6 updated to incorporate organizational and job title changes and new section 8.15 added to include leave due to domestic or sexual violence; see Attachment K: Updated Personnel Policy il028k01										
5.	Grievance Procedures.	No change										
6.	Designated Housing for Elderly and Disabled Families.	N/A										
7.	Community Service and Self-Sufficiency.	In compliance, no change										
8.	Safety and Crime Prevention.	No change										
9.	Pets.	No change										

## **Attachment A**

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

10.	Civil Rights Certification.	See Attachment H: Civil Rights Certification il028h01
11.	Fiscal Year Audit.	FY 2009 no findings
12.	Asset Management.	No change
13.	Violence Against Women Act (VAWA).	See Attachment I: Violence Against Women Information il028i01

**Part I: Summary**

PHA Name: Menard County Housing Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No: IL06S02850109 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant: 2009 FFY of Grant Approval: 2009
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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: 03/31/2010     Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$31,500	\$47,006.07	\$47,006.07	\$35,205.26
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	\$315,000	\$328,799.93	\$328,799.93	\$138,230.69
11	1465.1 Dwelling Equipment—Nonexpendable	\$64,961	\$55,655.00	\$55,655.00	\$55,655.00
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs	\$20,000	0	0	0
17	1499 Development Activities <sup>4</sup>				

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> 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

<b>Part I: Summary</b>						
<b>PHA Name:</b> Menard County Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: IL06S02850109 Replacement Housing Factor Grant No: Date of CFFP:			<b>FFY of Grant:2009</b> <b>FFY of Grant Approval: 2009</b>	
<b>Type of Grant</b>						
<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: 03/31/2010				<input type="checkbox"/> Final Performance and Evaluation Report		
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>		
		Original	Revised <sup>2</sup>	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)					
20	Amount of Annual Grant:: (sum of lines 2 - 19)	\$431,461	\$431,461	\$431,461	\$229,090.95	
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	\$431,461				
<b>Signature of Executive Director</b> <i>Cheryl Smith</i>		<b>Date</b> 4-7-10		<b>Signature of Public Housing Director</b>		
				<b>Date</b>		

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

Part II: Supporting Pages								
PHA Name: Menard County Housing Authority			Grant Type and Number Capital Fund Program Grant No: IL06S02850109 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 <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
IL028111111	A & E Services for windows & HVAC	1430	LS	\$31,500	\$47,006.07	\$47,006.07	\$35,205.26	In progress
IL028111111	Replace windows in High Rise (28-3)	1460	LS	\$125,000	\$153,589.66	\$153,589.66	\$121,962.19	In progress
IL028111111	Replace HVAC systems/ducts (28-4)	1460	20 DU	\$190,000	\$175,210.27	\$175,210.27	\$16,268.50	In progress
IL028111111	Replace refrigerators	1465.1	166	\$64,961	\$55,655.00	\$55,655.00	\$55,655.00	Completed
IL028111111	Relocate while replacing HVAC/ducts	1495.1	20 DU	\$20,000	0	0	0	Not required

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>2</sup> To be completed for the Performance and Evaluation Report.





