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| 5.2 | <p>Goals and Objectives. Identify the PHA’s quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan</p> <ul style="list-style-type: none"> ▪ Reduce public housing vacancies ▪ Leverage private or other public funds to create additional housing opportunities ▪ Concentrate of efforts to improve specific management functions <ul style="list-style-type: none"> Continue process of reviewing records/documents for records retention and disposal Continue to review and update policies ▪ Renovate or modernize public housing units ▪ Enhance HCV program to increase efficiency ▪ Increase HCV program utilization to 100% ▪ Continue to implement public housing security improvements ▪ Increase percentage of employed persons in assisted families ▪ Undertake affirmative measure to provide a suitable living environment for families ▪ Increase public housing occupancy to 98% in each AMP <p>The following is a list of community agencies that have been included in a network established to create a broad range of services available to our residents. The following is a listing of the agencies involved during the past five years and the programs/services they offer:</p> <p>Galesburg Police and Fire Departments providing crime, drug, fire prevention activities on site</p> <p>Carl Sandburg Community College providing GED preparatory and computer literacy classes on site and “Transitions to Employment” classes off site</p> <p>Illinois Cooperative Extension (University of Illinois) 4-H programs on site</p> <p>Safe Harbor, domestic violence intervention and prevention agency services on and off site</p> <p>The Boys and Girls Club of Knox County assumed responsibility for the family housing site after-school educational/recreational program beginning with the 2007-2008 school year and are still doing so on one of the scattered family sites</p> <p>Beginning in the fall of 2011 the KCHA is hosting an after school program on one of the other scattered family sites.</p> <p>A grant was received from the Galesburg Community Foundation to support the 2012 Dare Summer Camp.</p> |
| 6.0 | <p>PHA Plan Update</p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:</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> <p>(a) For the Plan Elements see attachment il085v01a titled ATTACHMENT B.</p> <p>(b)The public may obtain a copy of the PHA Plan and all elements listed below at the Central Office of the Housing Authority, at the office of each AMP, and on the KCHA website www.knoxhousing.org.</p> |
| 7.0 | <p>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. Include statements related to these programs as applicable. <i>N/A</i></p> |

| 8.0 | Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|----------------------------|--|---------------|---------|---------------|---------------|---------|---------------|------|----------|------------------|-------|---|---|---|---|---|---|---------------------------|-------|---|---|---|---|---|---|--------------------------|-------|---|---|---|---|---|---|---------|-------|---|---|---|---|---|---|----------------------------|-----|---|---|---|---|---|---|-----------------------|-------|---|---|---|---|---|---|-------------------|-----|---|---|---|---|---|---|----------------------|-----|---|---|---|---|---|---|-------------------|----|---|---|---|---|---|---|
| 8.1 | Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> , form HUD-50075.1, for each current and open CFP grant and CFFP financing. See attachments:il085v01b – il085v01f | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8.2 | Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i> , form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan. See attachment: il085v01g | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8.3 | Capital Fund Financing Program (CFFP). <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements. NA | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9.0 | <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.</p> <p style="text-align: center;">Housing Needs of Families in Jurisdiction by Family Type (Based on US Census Data 2000)</p> <table border="1" data-bbox="240 642 1497 1230"> <thead> <tr> <th>Family Type</th> <th>Overall</th> <th>Affordability</th> <th>Supply</th> <th>Quality</th> <th>Accessibility</th> <th>Size</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td>Income <=30% AMI</td> <td>1,206</td> <td>5</td> <td>3</td> <td>5</td> <td>2</td> <td>4</td> <td>5</td> </tr> <tr> <td>Income >30% but <=50% AMI</td> <td>1,262</td> <td>4</td> <td>2</td> <td>3</td> <td>2</td> <td>4</td> <td>3</td> </tr> <tr> <td>Income >50% but <80% AMI</td> <td>1,426</td> <td>2</td> <td>2</td> <td>2</td> <td>2</td> <td>3</td> <td>2</td> </tr> <tr> <td>Elderly</td> <td>1,097</td> <td>4</td> <td>1</td> <td>1</td> <td>1</td> <td>1</td> <td>1</td> </tr> <tr> <td>Families with Disabilities</td> <td>330</td> <td>4</td> <td>5</td> <td>3</td> <td>5</td> <td>3</td> <td>3</td> </tr> <tr> <td>Ethnicity - Caucasian</td> <td>4,444</td> <td>5</td> <td>5</td> <td>4</td> <td>1</td> <td>2</td> <td>1</td> </tr> <tr> <td>Ethnicity - Black</td> <td>636</td> <td>5</td> <td>5</td> <td>4</td> <td>1</td> <td>2</td> <td>1</td> </tr> <tr> <td>Ethnicity - Hispanic</td> <td>375</td> <td>5</td> <td>5</td> <td>4</td> <td>1</td> <td>2</td> <td>1</td> </tr> <tr> <td>Ethnicity - Asian</td> <td>31</td> <td>5</td> <td>5</td> <td>4</td> <td>1</td> <td>2</td> <td>1</td> </tr> </tbody> </table> | Family Type | Overall | Affordability | Supply | Quality | Accessibility | Size | Location | Income <=30% AMI | 1,206 | 5 | 3 | 5 | 2 | 4 | 5 | Income >30% but <=50% AMI | 1,262 | 4 | 2 | 3 | 2 | 4 | 3 | Income >50% but <80% AMI | 1,426 | 2 | 2 | 2 | 2 | 3 | 2 | Elderly | 1,097 | 4 | 1 | 1 | 1 | 1 | 1 | Families with Disabilities | 330 | 4 | 5 | 3 | 5 | 3 | 3 | Ethnicity - Caucasian | 4,444 | 5 | 5 | 4 | 1 | 2 | 1 | Ethnicity - Black | 636 | 5 | 5 | 4 | 1 | 2 | 1 | Ethnicity - Hispanic | 375 | 5 | 5 | 4 | 1 | 2 | 1 | Ethnicity - Asian | 31 | 5 | 5 | 4 | 1 | 2 | 1 |
| Family Type | Overall | Affordability | Supply | Quality | Accessibility | Size | Location | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Income <=30% AMI | 1,206 | 5 | 3 | 5 | 2 | 4 | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Income >30% but <=50% AMI | 1,262 | 4 | 2 | 3 | 2 | 4 | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Income >50% but <80% AMI | 1,426 | 2 | 2 | 2 | 2 | 3 | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Elderly | 1,097 | 4 | 1 | 1 | 1 | 1 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Families with Disabilities | 330 | 4 | 5 | 3 | 5 | 3 | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Ethnicity - Caucasian | 4,444 | 5 | 5 | 4 | 1 | 2 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Ethnicity - Black | 636 | 5 | 5 | 4 | 1 | 2 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Ethnicity - Hispanic | 375 | 5 | 5 | 4 | 1 | 2 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Ethnicity - Asian | 31 | 5 | 5 | 4 | 1 | 2 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9.1 | <p>Strategy for Addressing Housing Needs. Provide a brief description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</p> <p>The Authority’s strategy for address the housing needs include:</p> <ol style="list-style-type: none"> 1. Reduce turnover time for vacated public housing units. 2. Maintain or increase Section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction. 3. Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required. 4. Maintain or increase Section 8 lease-up rates by marketing the program to owners. 5. Maintain or increase Section 8 lease-up rates by effectively screening applicants to increase owner acceptance of program. 6. Target available assistance to families at or below 50% of AMI. 7. Adopt rent policies to support and encourage work. 8. Target available assistance to families at or below 30% of AMI. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| 10.0 | <p>Additional Information. Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year Plan.</p> <p>The KCHA resident initiatives staff, along with the network of other agencies it is a part of, continues to provide a range of services to assist residents in their efforts to develop skills and attitudes needed to succeed.</p> <p>As in past years, the capital fund / improvement program proceeded on schedule during the past year. The KCHA was able to replace the old worn washer boxes and to replace all the water faucets with new water savers in each of the scattered family sites. Moon Towers, one of the KCHA high-rise, has had the exterior maintenance completed of cleaning, grouting, caulking, repairing, and resealing.</p> <p>Each of our Asset Management Properties (AMPs) has been successfully operating under Project Based Management for approximately three years. The managers are proud of their sites and have radically increased the occupancy rates. I anticipate each of them will maintain a 0 -2% vacancy rate.</p> <p>The KCHA continues to scrutinize and update policy and procedure to allow for more effective communication with the public and all the participants.</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA’s definition of “significant amendment” and “substantial deviation/modification”</p> <p>Substantial deviations or significant amendments or modifications are defined as discretionary changes in the plans or policies of the Knox County Housing Authority that fundamentally change the mission, goals, objectives, or plans of the agency which require formal approval of the Board of Commissioners.</p> |
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| 11.0 | <p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</p> <p>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.</p> <p>(g) Challenged Elements (see attachment: il085j)</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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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
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 B

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

il085v01a
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.

il085v01a

| | | |
|--------------|--------------------------------------|----------------------|
| IL085 | KNOX COUNTY HOUSING AUTHORITY | APRIL 1, 2011 |
| | | |

| | Plan Element | Column #3 | | |
|----|---|-------------------------|--------------------|-------------------|
| 1. | Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures. | No change | | |
| 2. | Financial Resources. | Sources | \$ Planned | Uses |
| | | PH Op Fund | \$1,326,151 | PH Operations |
| | | PH Capital Fund | \$ 671,671 | Modernization |
| | | Sect 8 Annual Contrib | \$ 963,139 | Rental Assistance |
| | | Prior Grants 09, 10, 11 | \$ 701,930 | Modernization |
| | | Ross Service Coord. | \$ 80,000 | Resident services |
| | | PH Rental Income | \$ 557,988 | PH Operations |
| | | PH Investments | \$ 625,780 | PH Operations |
| | | Sect 8 Investments | \$ 247,919 | Sect 8 Ops |
| | | Non-dwelling rental | \$ 9,310 | PH Operations |
| | | Other income | \$ 91,190 | PH Operations |
| | | TOTAL RESOURCES | \$5,384,636 | |

Attachment B

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

il085v01a

| | | |
|-----|---|--|
| | Rent Determination. | Changed to: 1) Absence of All Household Members from unit for a maximum of 90 or more accumulated days will be cause for termination from KCHA public housing. 2) Child visitors less than 18 years of age may visit a unit for a maximum of 90 accumulative days without being considered part of the family. 3) Zero income families are required to sign an affidavit and answer questions to execute a temporary 60 day recertification. 4) Interim – A rent increase will be effective the first day of the second month after the start of a new source of earned income. |
| 4. | Operation and Management. | No Change |
| 5. | Grievance Procedures. | Changes in wording only to include some definitions for clarity not in content or procedure which remains the same. |
| 6. | Designated Housing for Elderly and Disabled Families. | No change but did allow SR designation in Moon Towers to expire. |
| 7. | Community Service and Self-Sufficiency. | No change |
| 8. | Safety and Crime Prevention. | Still working on cameras for increased security. |
| 9. | Pets. | No change |
| 10. | Civil Rights Certification. | No change |
| 11. | Fiscal Year Audit. | The annual audit was submitted 12/27/2011 |
| 12. | Asset Management. | No change |
| 13. | Violence Against Women Act (VAWA). | See attachment il085 v01h . |

| | | |
|---|--|---|
| Part I: Summary | | |
| PHA Name: Knox County Housing Authority | Grant Type and Number Capital Fund Program Grant No: IL06-P085-50112 il085b01 Replacement Housing Factor Grant No: Date of CFFP: | FFY of Grant: 2012 FFY of Grant Approval: 2012 |

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

| Line | Summary by Development Account | Total Estimated Cost | | Total Actual Cost ¹ | |
|------|--|----------------------|----------------------|--------------------------------|----------|
| | | Original | Revised ² | Obligated | Expended |
| 1 | Total non-CFP Funds | | | | |
| 2 | 1406 Operations (may not exceed 20% of line 21) ³ | 132000 | | | |
| 3 | 1408 Management Improvements | | | | |
| 4 | 1410 Administration (may not exceed 10% of line 21) | 67167 | | | |
| 5 | 1411 Audit | | | | |
| 6 | 1415 Liquidated Damages | | | | |
| 7 | 1430 Fees and Costs | 30000 | | | |
| 8 | 1440 Site Acquisition | | | | |
| 9 | 1450 Site Improvement | 22500 | | | |
| 10 | 1460 Dwelling Structures | 170600 | | | |
| 11 | 1465.1 Dwelling Equipment—Nonexpendable | 244000 | | | |
| 12 | 1470 Non-dwelling Structures | | | | |
| 13 | 1475 Non-dwelling Equipment | 5404 | | | |
| 14 | 1485 Demolition | | | | |
| 15 | 1492 Moving to Work Demonstration | | | | |
| 16 | 1495.1 Relocation Costs | | | | |
| 17 | 1499 Development Activities ⁴ | | | | |

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

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

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

| Part I: Summary | | | | | | |
|---|--|--|--|---|--|--|
| PHA Name: Knox County Housing Authority | | Grant Type and Number Capital Fund Program Grant No: IL06-P085-50112 i1085b01 Replacement Housing Factor Grant No: Date of CFFP: | | | FFY of Grant:2012 FFY of Grant Approval: 2012 | |
| Type of Grant | | | | | | |
| <input checked="" type="checkbox"/> Original Annual Statement | | <input type="checkbox"/> Reserve for Disasters/Emergencies | | <input type="checkbox"/> Revised Annual Statement (revision no:) | | |
| <input type="checkbox"/> Performance and Evaluation Report for Period Ending: | | | <input type="checkbox"/> Final Performance and Evaluation Report | | | |
| Line | Summary by Development Account | Total Estimated Cost | | Total Actual Cost ¹ | | |
| | | Original | Revised ² | Obligated | Expended | |
| 18a | 1501 Collateralization or Debt Service paid by the PHA | | | | | |
| 18ba | 9000 Collateralization or Debt Service paid Via System of Direct Payment | | | | | |
| 19 | 1502 Contingency (may not exceed 8% of line 20) | | | | | |
| 20 | Amount of Annual Grant:: (sum of lines 2 - 19) | 671671 | | | | |
| 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 | 244000 | | | | |
| Signature of Executive Director | | Date | | Signature of Public Housing Director | | |
| | | | | Date | | |

¹ To be completed for the Performance and Evaluation Report.

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

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

⁴ RHF funds shall be included here.

| Part II: Supporting Pages | | | | | | | | |
|---|---|---|----------|----------------------|-----------------------------------|---------------------------------|--------------------------------|----------------|
| PHA Name: Knox County Housing Authority | | Grant Type and Number Capital Fund Program Grant No: IL06-P085-50112 i1085b01 CFFP (Yes/ No): No Replacement Housing Factor Grant No: | | | Federal FFY of Grant: 2012 | | | |
| Development Number Name/PHA-Wide Activities | General Description of Major Work Categories | Development Account No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work |
| | | | | Original | Revised ¹ | Funds Obligated ² | Funds Expended ² | |
| Operations | Amps | 1406 | 3 | 132000 | | | | |
| Administration | Cost Center | 1410 | | 67167 | | | | |
| AMP 001 | A & E. Services | 1430 | | 10000 | | | | |
| Moon Towers | Asbestos Abatement/new flooring | 1460 | 4 | 20000 | | | | |
| | Paint unit interiors | 1460 | 30 | 36000 | | | | |
| | Plbg. Install Bi-pass (dom. water) | 1460 | 2 | 9000 | | | | |
| | Replace appliances | 1465 | 50 | 25000 | | | | |
| | Replace domestic hot water boilers | 1465 | 5 | 125000 | | | | |
| AMP 002 | A & E Services | 1430 | | 10000 | | | | |
| Scattered Sites | Replace mulch @ playgrounds | 1450 | 6 | 7500 | | | | |
| | Replace chain link fence | 1450 | 1 | 15000 | | | | |
| | Asbestos abatement | 1460 | 6 | 51000 | | | | |
| | Replace appliances | 1465 | 100 | 50000 | | | | |
| | Replace Water heaters | 1465 | 17 | 34000 | | | | |
| | Mtce. Program | 1475 | 1 | 5404 | | | | |

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

² To be completed for the Performance and Evaluation Report.

| Part III: Implementation Schedule for Capital Fund Financing Program | | | | | |
|---|---|-------------------------------|---|-----------------------------------|---|
| PHA Name: Knox County Housing Authority il085b01 | | | | Federal FFY of Grant: 2012 | |
| Development Number Name/PHA-Wide Activities | All Fund Obligated (Quarter Ending Date) | | All Funds Expended (Quarter Ending Date) | | Reasons for Revised Target Dates ¹ |
| | Original Obligation End Date | Actual Obligation End Date | Original Expenditure End Date | Actual Expenditure End Date | |
| Operations | 09/30/2014 | | 09/30/2016 | | |
| Administration | 09/30/2014 | | 09/30/2016 | | |
| AMP 001 | 09/30/2014 | | 09/30/2016 | | |
| AMP 002 | 09/30/2014 | | 09/30/2016 | | |
| AMP003 | 09/30/2014 | | 09/30/2016 | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

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

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

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

| | | |
|--|---|---|
| Part I: Summary | | |
| PHA Name: Knox County Housing Authority | Grant Type and Number Capital Fund Program Grant No: IL06-P085-50109 ii085c01 Replacement Housing Factor Grant No: Date of CFFP: | FFY of Grant: 2009 FFY of Grant Approval: 2009 |

Type of Grant
 Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 09-30-2010 Final Performance and Evaluation Report

| Line | Summary by Development Account | Total Estimated Cost | | Total Actual Cost ¹ | |
|------|--|----------------------|----------------------|--------------------------------|----------|
| | | Original | Revised ² | Obligated | Expended |
| 1 | Total non-CFP Funds | | | | |
| 2 | 1406 Operations (may not exceed 20% of line 21) ³ | 176,512 | 0 | | |
| 3 | 1408 Management Improvements | | | | |
| 4 | 1410 Administration (may not exceed 10% of line 21) | 75,000 | 0 | | |
| 5 | 1411 Audit | | | | |
| 6 | 1415 Liquidated Damages | | | | |
| 7 | 1430 Fees and Costs | 60,500 | 28325 | 28327 | 28327 |
| 8 | 1440 Site Acquisition | | | | |
| 9 | 1450 Site Improvement | 38,000 | 473091 | 340765 | 297177 |
| 10 | 1460 Dwelling Structures | 295,050 | 295050 | 424964 | 424964 |
| 11 | 1465.1 Dwelling Equipment—Nonexpendable | 205,000 | 16556 | 16556 | 16556 |
| 12 | 1470 Non-dwelling Structures | | | | |
| 13 | 1475 Non-dwelling Equipment | 32,500 | 0 | 0 | 0 |
| 14 | 1485 Demolition | | | | |
| 15 | 1492 Moving to Work Demonstration | | | | |
| 16 | 1495.1 Relocation Costs | | | | |
| 17 | 1499 Development Activities ⁴ | | | | |

¹ To be completed for the Performance and Evaluation Report.

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

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

⁴ RHF funds shall be included here.

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

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

| Part I: Summary | | | | | | |
|---|--|---|----------------------|--|--|--|
| PHA Name: Knox County Housing Authority | | Grant Type and Number Capital Fund Program Grant No: IL06-P085-50109 il085c01 Replacement Housing Factor Grant No: Date of CFFP: | | | FFY of Grant:2009 FFY of Grant Approval: 2009 | |
| Type of Grant | | | | | | |
| <input type="checkbox"/> Original Annual Statement | | <input type="checkbox"/> Reserve for Disasters/Emergencies | | <input type="checkbox"/> Revised Annual Statement (revision no:) | | |
| <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 09-30-2010 | | | | <input type="checkbox"/> Final Performance and Evaluation Report | | |
| Line | Summary by Development Account | Total Estimated Cost | | Total Actual Cost ¹ | | |
| | | Original | Revised ² | Obligated | Expended | |
| 18a | 1501 Collateralization or Debt Service paid by the PHA | | | | | |
| 18ba | 9000 Collateralization or Debt Service paid Via System of Direct Payment | | | | | |
| 19 | 1502 Contingency (may not exceed 8% of line 20) | | | | | |
| 20 | Amount of Annual Grant:: (sum of lines 2 - 19) | 810,612 | 810612 | 810612 | 767024 | |
| 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 | | | |
| Signature of Public Housing Director | | | Date | | | |

¹ To be completed for the Performance and Evaluation Report.

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

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

⁴ RHF funds shall be included here.

| Part II: Supporting Pages | | | | | | | | |
|---|---|----------------------------|---|----------------------|----------------------|-----------------------------------|--------------------------------|----------------|
| PHA Name: Knox County Housing Authority | | | Grant Type and Number Capital Fund Program Grant No: IL06-P085-50109 il085c01 CFFP (Yes/ No): No Replacement Housing Factor Grant No: | | | Federal FFY of Grant: 2009 | | |
| Development Number Name/PHA-Wide Activities | General Description of Major Work Categories | Development Account No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work |
| | | | | Original | Revised ¹ | Funds Obligated ² | Funds Expended ² | |
| 1406 | Operations | 1406 | | 176,512 | 0 | 0 | 0 | |
| Admin | Salaries | 1410 | | 75,000 | 0 | 0 | 0 | |
| Fees & Costs | A & E Services | 1430 | | 58,000 | 28325 | 28327 | 28327 | 100% |
| | Consulting Fees | 1430 | | 2,500 | 0 | 0 | 0 | |
| Amp 001 | | | | | | | | |
| Moon Towers | Seal & restripe parking lots | 1450 | | 15,000 | 47956 | 47956 | 47956 | 100% |
| | Site work | 1450 | | 9,000 | 200923 | 88847 | 88847 | 100% |
| | Replace bi-fold doors in units | 1460 | | 111,750 | 282526 | 373017 | 373017 | 100% |
| | Replace accordian doors in comm. rm. | 1460 | | 10,500 | 12524 | 10114 | 10114 | 100% |
| | Replace grid and ceiling tile | 1460 | | 18,000 | 0 | 0 | 0 | 5 yr. plan |
| | Replace water softener | 1465 | | 12,000 | 0 | 0 | 0 | CFP2007 |
| | Replace appliances | 1465 | | 10,000 | 16556 | 16556 | 16556 | 100% |
| | Mtce. Program | 1475 | | 5,000 | 0 | 0 | 0 | 5 yr. plan |
| | | | | | | | | |
| | | | | | | | | |

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

² To be completed for the Performance and Evaluation Report.

| Part II: Supporting Pages | | | | | | | | |
|---|---|----------------------------|---|----------------------|----------------------|-----------------------------------|--------------------------------|----------------|
| PHA Name: Knox County Housing Authority | | | Grant Type and Number Capital Fund Program Grant No: IL06-P085-50109 i1085c01 CFFP (Yes/ No): No Replacement Housing Factor Grant No: | | | Federal FFY of Grant: 2009 | | |
| Development Number Name/PHA-Wide Activities | General Description of Major Work Categories | Development Account No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work |
| | | | | Original | Revised ¹ | Funds Obligated ² | Funds Expended ² | |
| Amp 002 | Site Work | 1450 | | 0 | 206000 | 203962 | 1602374 | 78% |
| Scattered Sites | Asbestos abatement/flooring | 1460 | | 20,000 | 0 | | | 5 yr. plan |
| | Replace kitchen & bath faucets | 1460 | | 66,000 | 0 | | | CFP 2011 |
| | Replace washer boxes | 1460 | | 58,800 | 0 | | | CFP 2011 |
| | Replace/install curb boxes | 1465 | | 121,500 | 0 | | | CFP 2008 |
| | Replace/install cleanouts | 1465 | | 37,500 | 0 | | | CFP 2008 |
| | Replace appliances | 1465 | | 9,000 | 0 | | | CFP 2010 |
| | Mtce. Program | 1475 | | 24,000 | 0 | | | 5 yr. plan |
| | | | | | | | | |
| | | | | | | | | |
| Amp 003 | | | | | | | | |
| Bluebell Tower | Site work | 1450 | | 14,000 | 0 | | | 5 yr. plan |
| | Replace grid and ceiling tile | 1460 | | 10,000 | 0 | | | " |
| | Replace water softener | 1465 | | 15,000 | 0 | | | CFP 2007 |
| | Mtce. Program | 1475 | | 3,500 | 0 | | | 5 yr. plan |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

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

² To be completed for the Performance and Evaluation Report.

| Part III: Implementation Schedule for Capital Fund Financing Program | | | | | |
|---|---|-------------------------------|---|-----------------------------------|---|
| PHA Name: Knox County Housing Authority il085c01 | | | | Federal FFY of Grant: 2009 | |
| Development Number Name/PHA-Wide Activities | All Fund Obligated (Quarter Ending Date) | | All Funds Expended (Quarter Ending Date) | | Reasons for Revised Target Dates ¹ |
| | Original Obligation End Date | Actual Obligation End Date | Original Expenditure End Date | Actual Expenditure End Date | |
| 1406 Operations | | | | | |
| 1410 Admin | | | | | |
| 1430 Fees & Costs | 09/30/11 | | 09/30/13 | 01/25/11 | |
| Amp 001 Moon Towers | 09/30/11 | | 09/30/13 | 02/23/11 | |
| Amp 002 Scattered Sites | 09/30/11 | | 09/30/13 | | |
| Amp 003 Bluebell Tower | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

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

| | | |
|---|--|---|
| Part I: Summary | | |
| PHA Name: Knox County Housing Authority | Grant Type and Number Capital Fund Program Grant No: IL06-P085-50110 il085d01 Replacement Housing Factor Grant No: Date of CFFP: | FFY of Grant: 2010 FFY of Grant Approval: 2010 |

Type of Grant
 Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 09-30-2011 Final Performance and Evaluation Report

| Line | Summary by Development Account | Total Estimated Cost | | Total Actual Cost ¹ | |
|------|--|----------------------|----------------------|--------------------------------|----------|
| | | Original | Revised ² | Obligated | Expended |
| 1 | Total non-CFP Funds | | | | |
| 2 | 1406 Operations (may not exceed 20% of line 21) ³ | 162,122 | 127,000 | 127,000 | 127,000 |
| 3 | 1408 Management Improvements | | | | |
| 4 | 1410 Administration (may not exceed 10% of line 21) | 81,061 | 81,061 | 81,061 | 81,061 |
| 5 | 1411 Audit | | | | |
| 6 | 1415 Liquidated Damages | | | | |
| 7 | 1430 Fees and Costs | 27,000 | 37,700 | 29,450 | 20,950 |
| 8 | 1440 Site Acquisition | | | | |
| 9 | 1450 Site Improvement | 31,000 | 31,000 | 0 | 0 |
| 10 | 1460 Dwelling Structures | 471,429 | 487,875 | 371,776 | 100,171 |
| 11 | 1465.1 Dwelling Equipment—Nonexpendable | 38,000 | 38,000 | 26,550 | 26,550 |
| 12 | 1470 Non-dwelling Structures | | | | |
| 13 | 1475 Non-dwelling Equipment | 0 | 5,250 | 500 | 0 |
| 14 | 1485 Demolition | | | | |
| 15 | 1492 Moving to Work Demonstration | | | | |
| 16 | 1495.1 Relocation Costs | | | | |
| 17 | 1499 Development Activities ⁴ | | | | |

¹ To be completed for the Performance and Evaluation Report.

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

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

⁴ RHF funds shall be included here.

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

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

| Part I: Summary | | | | | |
|---|--|--|--|--|----------|
| PHA Name: Knox County Housing Authority | | Grant Type and Number Capital Fund Program Grant No: IL06-P085-50110 il085d01 Replacement Housing Factor Grant No: Date of CFFP: | | FFY of Grant:2010 FFY of Grant Approval: 2010 | |
| Type of Grant | | | | | |
| <input type="checkbox"/> Original Annual Statement | | <input type="checkbox"/> Reserve for Disasters/Emergencies | | <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 3) | |
| <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 09-30-2011 | | | <input type="checkbox"/> Final Performance and Evaluation Report | | |
| Line | Summary by Development Account | Total Estimated Cost | | Total Actual Cost ¹ | |
| | | Original | Revised ² | Obligated | Expended |
| 18a | 1501 Collateralization or Debt Service paid by the PHA | | | | |
| 18ba | 9000 Collateralization or Debt Service paid Via System of Direct Payment | | | | |
| 19 | 1502 Contingency (may not exceed 8% of line 20) | | | | |
| 20 | Amount of Annual Grant:: (sum of lines 2 - 19) | 810,612 | 807,886 | 636,337 | 355732 |
| 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 | 225,300 | 38,000 | 26,550 | 26,550 |
| Signature of Executive Director | | Date | | Signature of Public Housing Director | |
| | | | | Date | |

¹ To be completed for the Performance and Evaluation Report.

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

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

⁴ RHF funds shall be included here.

| Part II: Supporting Pages | | | | | | | | |
|---|---|----------------------------|--|----------------------|----------------------|-----------------------------------|--------------------------------|----------------|
| PHA Name: Knox County Housing Authority | | | Grant Type and Number Capital Fund Program Grant No: IL06-P085-50110 i1085d01 CFFP (Yes/ No): Replacement Housing Factor Grant No: | | | Federal FFY of Grant: 2010 | | |
| Development Number Name/PHA-Wide Activities | General Description of Major Work Categories | Development Account No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work |
| | | | | Original | Revised ¹ | Funds Obligated ² | Funds Expended ² | |
| Operations | Amps | 1406 | | 162,122 | 127,000 | 127,000 | 127,000 | |
| Administration | Cost Center | 1410 | | 80,061 | 81,061 | 81,061 | 81,061 | |
| AMP 001 | A & E | 1430 | | 10,530 | 20,950 | 29,450 | 20,950 | |
| Moon Towers | remove asbestos & replace valves | 1460 | 4 | 6,500 | 6,724 | 0 | 0 | |
| | replace valves | 1460 | 90 | 72,000 | 0 | | | 5 yr. plan |
| | replace existing shower/tub | 1460 | 6 | 36,000 | 0 | | | " " |
| | replace ceiling tile & paint corridors | 1460 | 19 | 86,600 | 0 | | | " " |
| | replace appliances | 1465 | 20 | 10,000 | 10,000 | 7,329 | 7,329 | |
| | Paint units | 1460 | 30 | 0 | 0 | 0 | 0 | |
| | Tuckpoint, caulk & seal brick | 1460 | 1 | 0 | 317,000 | 317,000 | 69,952 | |
| AMP 002 | A & E Services | 1430 | | 9,720 | 8,500 | 8,500 | 0 | |
| Scattered Sites | Replace laundry boxes & faucets | 1460 | 196 | 151,300 | 0 | 0 | 0 | moved to 50111 |
| | Remove asbestos & replace vct | 1460 | 8 | 34,400 | 56,522 | 46,750 | 30,219 | |
| | Replace appliances | 1465 | 20 | 8,000 | 8,000 | 6,604 | 6,604 | |
| | Maintenance Program | 1475 | | 0 | 4,000 | 500 | 0 | |

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

² To be completed for the Performance and Evaluation Report.

| Part II: Supporting Pages | | | | | | | | |
|---|---|--|----------|----------------------|-----------------------------------|---------------------------------|--------------------------------|----------------|
| PHA Name: Knox County Housing Authority | | Grant Type and Number Capital Fund Program Grant No: IL06-P085-50110 i1085d01 CFFP (Yes/ No): Replacement Housing Factor Grant No: | | | Federal FFY of Grant: 2010 | | | |
| Development Number Name/PHA-Wide Activities | General Description of Major Work Categories | Development Account No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work |
| | | | | Original | Revised ¹ | Funds Obligated ² | Funds Expended ² | |
| AMP 003 | A & E Services | 1430 | | 6,750 | 8,250 | 0 | 0 | |
| Bluebell Tower | Landscaping | 1450 | | 15,000 | 15,000 | 0 | 0 | |
| | Concrete work | 1450 | | 16,000 | 16,000 | 0 | 0 | |
| | Replace ceiling tile & paint corridors | 1460 | 6 | 38,000 | 0 | 0 | | 5 yr. plan |
| | Install window treatment | 1460 | 51 | 20,400 | 20,400 | 8026 | 0 | |
| | Paint units | 1460 | 23 | 26,229 | 26,229 | 0 | 0 | |
| | Appliances | 1465 | 51 | 20,000 | 20,000 | 12,617 | 12,617 | |
| | Replace wall sleeves | 1460 | 51 | 0 | 51,000 | 0 | 0 | |
| | Replace entry/intercom system | 1460 | 1 | 0 | 10,000 | 0 | 0 | |
| | Mtce. Program | 1475 | | 0 | 1,250 | 0 | 0 | |
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¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

| Part III: Implementation Schedule for Capital Fund Financing Program | | | | | |
|---|---|-------------------------------|---|--------------------------------|---|
| PHA Name: Knox County Housing Authority il085d01 | | | | | Federal FFY of Grant: 2010 |
| Development Number Name/PHA-Wide Activities | All Fund Obligated (Quarter Ending Date) | | All Funds Expended (Quarter Ending Date) | | Reasons for Revised Target Dates ¹ |
| | Original Obligation End Date | Actual Obligation End Date | Original Expenditure End Date | Actual Expenditure End Date | |
| Operations | 07/14/2012 | | 07/14/2014 | | |
| Administration | 07/14/2012 | | 07/14/2014 | | |
| AMP 001 | 07/14/2012 | | 07/14/2014 | | |
| AMP 002 | 07/14/2012 | | 07/14/2014 | | |
| AMP 006 | 07/14/2012 | | 07/14/2014 | | |
| | | | | | |
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¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

| | | |
|---|--|---|
| Part I: Summary | | |
| PHA Name: Knox County Housing Authority | Grant Type and Number Capital Fund Program Grant No: IL06-E08550110 il085e01 Replacement Housing Factor Grant No: Date of CFFP: | FFY of Grant: 2010 FFY of Grant Approval: 2010 |

Type of Grant
 Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 09-30-2010 Final Performance and Evaluation Report

| Line | Summary by Development Account | Total Estimated Cost | | Total Actual Cost ¹ | |
|------|--|----------------------|----------------------|--------------------------------|----------|
| | | Original | Revised ² | Obligated | Expended |
| 1 | Total non-CFP Funds | | | | |
| 2 | 1406 Operations (may not exceed 20% of line 21) ³ | | | | |
| 3 | 1408 Management Improvements | | | | |
| 4 | 1410 Administration (may not exceed 10% of line 21) | | | | |
| 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 | 196321 | | 195910 | 195910 |
| 14 | 1485 Demolition | | | | |
| 15 | 1492 Moving to Work Demonstration | | | | |
| 16 | 1495.1 Relocation Costs | | | | |
| 17 | 1499 Development Activities ⁴ | | | | |

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

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

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

| Part I: Summary | | | | | | |
|---|--|--|--|---|--|--|
| PHA Name: Knox County Housing Authority | | Grant Type and Number Capital Fund Program Grant No: IL06E08550110 il085e01 Replacement Housing Factor Grant No: Date of CFFP: | | | FFY of Grant:2010 FFY of Grant Approval: 2010 | |
| Type of Grant | | | | | | |
| <input type="checkbox"/> Original Annual Statement | | <input type="checkbox"/> Reserve for Disasters/Emergencies | | <input type="checkbox"/> Revised Annual Statement (revision no:) | | |
| <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 09-30-2010 | | | <input type="checkbox"/> Final Performance and Evaluation Report | | | |
| Line | Summary by Development Account | Total Estimated Cost | | Total Actual Cost ¹ | | |
| | | Original | Revised ² | Obligated | Expended | |
| 18a | 1501 Collateralization or Debt Service paid by the PHA | | | | | |
| 18ba | 9000 Collateralization or Debt Service paid Via System of Direct Payment | | | | | |
| 19 | 1502 Contingency (may not exceed 8% of line 20) | | | | | |
| 20 | Amount of Annual Grant:: (sum of lines 2 - 19) | 196321 | | 195910 | 195910 | |
| 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 | | Signature of Public Housing Director | |
| | | | | | Date | |

¹ To be completed for the Performance and Evaluation Report.

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

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

⁴ RHF funds shall be included here.

| | | |
|---|--|---|
| Part I: Summary | | |
| PHA Name: Knox County Housing Authority | Grant Type and Number Capital Fund Program Grant No: IL06-P085-50111 il085f01 Replacement Housing Factor Grant No: Date of CFFP: | FFY of Grant: 2011 FFY of Grant Approval: 2011 |

Type of Grant
 Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 09-30-2011 Final Performance and Evaluation Report

| Line | Summary by Development Account | Total Estimated Cost | | Total Actual Cost ¹ | |
|------|--|----------------------|----------------------|--------------------------------|----------|
| | | Original | Revised ² | Obligated | Expended |
| 1 | Total non-CFP Funds | | | | |
| 2 | 1406 Operations (may not exceed 20% of line 21) ³ | 162122 | 66500 | 0 | 0 |
| 3 | 1408 Management Improvements | | | | |
| 4 | 1410 Administration (may not exceed 10% of line 21) | 81061 | 67167 | 0 | 0 |
| 5 | 1411 Audit | | | | |
| 6 | 1415 Liquidated Damages | | | | |
| 7 | 1430 Fees and Costs | 30000 | 35000 | 0 | 0 |
| 8 | 1440 Site Acquisition | | | | |
| 9 | 1450 Site Improvement | 84000 | 87000 | 0 | 0 |
| 10 | 1460 Dwelling Structures | 398429 | 242429 | 0 | 0 |
| 11 | 1465.1 Dwelling Equipment—Nonexpendable | 30000 | 167575 | 0 | 0 |
| 12 | 1470 Non-dwelling Structures | 20000 | 0 | | |
| 13 | 1475 Non-dwelling Equipment | 6000 | 6000 | 0 | 0 |
| 14 | 1485 Demolition | | | | |
| 15 | 1492 Moving to Work Demonstration | | | | |
| 16 | 1495.1 Relocation Costs | | | | |
| 17 | 1499 Development Activities ⁴ | | | | |

¹ To be completed for the Performance and Evaluation Report.

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

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

⁴ RHF funds shall be included here.

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

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

| Part I: Summary | | | | | | |
|---|--|--|--|---|--|--|
| PHA Name: Knox County Housing Authority | | Grant Type and Number Capital Fund Program Grant No: IL06-P085-50111 i1085f01 Replacement Housing Factor Grant No: Date of CFFP: | | | FFY of Grant:2011 FFY of Grant Approval: 2011 | |
| Type of Grant | | | | | | |
| <input type="checkbox"/> Original Annual Statement | | <input type="checkbox"/> Reserve for Disasters/Emergencies | | <input type="checkbox"/> Revised Annual Statement (revision no:) | | |
| <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 09-30-2011 | | | <input type="checkbox"/> Final Performance and Evaluation Report | | | |
| Line | Summary by Development Account | Total Estimated Cost | | Total Actual Cost ¹ | | |
| | | Original | Revised ² | Obligated | Expended | |
| 18a | 1501 Collateralization or Debt Service paid by the PHA | | | | | |
| 18ba | 9000 Collateralization or Debt Service paid Via System of Direct Payment | | | | | |
| 19 | 1502 Contingency (may not exceed 8% of line 20) | | | | 0 | |
| 20 | Amount of Annual Grant:: (sum of lines 2 - 19) | 810612 | 671671 | 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 | 257000 | 177575 | 0 | 0 | |
| Signature of Executive Director | | Date | | Signature of Public Housing Director | | |
| | | | | Date | | |

¹ To be completed for the Performance and Evaluation Report.

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

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

⁴ RHF funds shall be included here.

| Part II: Supporting Pages | | | | | | | | |
|---|---|---|----------|----------------------|-----------------------------------|---------------------------------|--------------------------------|----------------|
| PHA Name: Knox County Housing Authority | | Grant Type and Number Capital Fund Program Grant No: IL06-P085-50111 i1085f01 CFFP (Yes/ No): No Replacement Housing Factor Grant No: | | | Federal FFY of Grant: 2011 | | | |
| Development Number Name/PHA-Wide Activities | General Description of Major Work Categories | Development Account No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work |
| | | | | Original | Revised ¹ | Funds Obligated ² | Funds Expended ² | |
| Operations | Amps | 1406 | 3 | 162122 | 66500 | 0 | 0 | |
| Administration | Cost Center | 1410 | | 80061 | 67167 | 0 | 0 | |
| AMP 001 | A & E. Services | 1430 | | 10000 | 10000 | 0 | 0 | |
| Moon Towers | Replace water line valves | 1460 | | 72000 | 72000 | 0 | 0 | |
| | Paint units | 1460 | 30 | 34200 | 34200 | 0 | 0 | |
| | Replace existing tub/shower | 1460 | 6 | 60000 | 30000 | 0 | 0 | |
| | Asbestos abatement/new flooring | 1460 | 4 | 20000 | 20000 | 0 | 0 | |
| | Plbg. install bi-pass (dom. water) | 1460 | | 9000 | 9000 | 0 | 0 | |
| | Replace appliances | 1465 | 20 | 10000 | 10000 | 0 | 0 | |
| AMP 002 | A & E Services | 1430 | | 10000 | 15000 | 0 | 0 | |
| Scattered Sites | Misc. Concrete Work | 1450 | | 15000 | 25000 | 0 | 0 | |
| | Replace mulch @ playground | 1450 | 5 | 7000 | 0 | | | |
| | Replace chain link fence | 1450 | | 10000 | 10000 | 0 | 0 | |
| | Asbestos abatement/new flooring | 1460 | 12 | 96000 | 56000 | 0 | 0 | |
| | Replace lighting w/energy eff. lighting | 1460 | 194 | 86000 | 0 | | | |
| | Replace Appliances | 1465 | 35 | 17500 | 152575 | 0 | 0 | |
| | Mtce. Program | 1475 | | 6000 | 6000 | 0 | 0 | |

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

² To be completed for the Performance and Evaluation Report.

| Part III: Implementation Schedule for Capital Fund Financing Program | | | | | |
|---|---|-------------------------------|---|--------------------------------|---|
| PHA Name: Knox County Housing Authority il085f01 | | | | | Federal FFY of Grant: 2011 |
| Development Number Name/PHA-Wide Activities | All Fund Obligated (Quarter Ending Date) | | All Funds Expended (Quarter Ending Date) | | Reasons for Revised Target Dates ¹ |
| | Original Obligation End Date | Actual Obligation End Date | Original Expenditure End Date | Actual Expenditure End Date | |
| Operations | 09/30/2013 | | 09/30/2015 | | |
| Administration | 09/30/2013 | | 09/30/2015 | | |
| AMP 001 | 09/30/2013 | | 09/30/2015 | | |
| AMP 002 | 09/30/2013 | | 09/30/2015 | | |
| AMP003 | 09/30/2013 | | 09/30/2015 | | |
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¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Capital Fund Program—Five-Year Action Plan

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

| Part I: Summary il085g01 | | | | | | |
|-----------------------------------|---|---|---|---|---|---|
| PHA Knox County Housing Authority | | Locality (Galesburg/Knox & Illinois) | | | <input type="checkbox"/> Original 5-Year Plan | <input type="checkbox"/> Revision No: 1 |
| A. | Development Number and Name 085 Knox County Housing Authority | Work Statement for Year 1 FFY ____2012____ | Work Statement for Year 2 FFY ____2013____ | Work Statement for Year 3 FFY ____2014____ | Work Statement for Year 4 FFY ____2015____ | Work Statement for Year 5 FFY ____2016____ |
| B. | Physical Improvements Subtotal | Annual Statement | 1474800 | 1942920 | 1932700 | 1941700 |
| C. | Management Improvements | | | | | |
| D. | PHA-Wide Non-dwelling Structures and Equipment | | | | | |
| E. | Administration | | 67167 | 67167 | 67167 | 67167 |
| F. | Other | | | | | |
| G. | Operations | | 134334 | 134334 | 134335 | 134334 |
| H. | Demolition | | | | | |
| I. | Development | | | | | |
| J. | Capital Fund Financing – Debt Service | | | | | |
| K. | Total CFP Funds | | 1676302 | 2144422 | 2134201 | 2143202 |
| L. | Total Non-CFP Funds | | | | | |
| M. | Grand Total | | | | | |

ATTACHMENT il085v01h
VIOLENCE AGAINST WOMEN ACT REQUIREMENTS

In 2007, the Knox County Housing Authority adopted the following to its Public Housing Admission and Continued Occupancy Policies and to its Section 8 Administrative Plan:

That an applicant or participant is or has been a victim of domestic violence, dating violence, or stalking is not an appropriate basis for denial of program assistance or for denial of admission if the applicant/participant otherwise qualifies for assistance or admission. Nothing in this section shall be construed to supersede any provision of any Federal, State, or local law that provides greater protection than does this section for victims of domestic violence, dating violence, or stalking. Applicant households which have or might be denied admission or in-place tenant households which have been or might be served with a notice of lease termination due to a history of disruptive behavior on the part of one or more members may seek protection from those actions by providing documentation that the disruptive behavior was domestic violence, dating violence, stalking, etc. Acceptable documentation shall be a properly completed and endorsed HUD form 50066. After receipt of this form the Knox County Housing Authority shall either consider the household, minus the perpetrator for housing or housing assistance or rewrite the lease of an in-place household with the name of the perpetrator excluded.

The KCHA partners with the Galesburg Police Department, Safe Harbor, and the University of Illinois Extension Office to offer programming, services, activities, and assistance when needed to victims of domestic violence, dating violence, sexual assault and/or stalking, primarily these partners work on programs, activities, and services for prevention and intervention of these crimes.

ATTACHMENT i1085v01i

CARBON MONOXIDE DETECTOR ACT

Under a new Illinois law, as of January 1, 2007 all dwelling units in which a fossil fuel-burning device is employed for space heating, water heating or other purpose or , which is attached to a garage, must have carbon monoxide detectors installed within 15 feet of any sleeping spaces. The Knox County Housing Authority has installed CO detectors in all dwelling units except those currently being evaluated by local building officials for exemption from the requirement as provided by the law. These units are in a multi-building complex in which most dwelling units are far removed from the hot water boiler heating plant.

**MINUTES OF THE SPECIAL MEETING
OF RESIDENT ADVISORY BOARD
OF THE KNOX COUNTY HOUSING AUTHORITY
November 9th, 2011**

i1085v01j

The special meeting of the Resident Advisory Board of the Knox County Housing Authority was held in the community room at Whispering Hollow, located at 1064 W. South St. Roll call was taken and the following residents were present.

PRESENT: Dale Parsons Paula Sanford Victoria Grays
Berthat Becton Leonard Gray Felicia Oliver

Also present were Margie Hulick, Executive Director; Derek Antoine, Assistant Director; Rita Hall, Modernization Coordinator; Cheryl Lefler, Property Manager - Family Sites; and Anna Roberts, Property Manager - Moon Towers; Terry Gray, Maintenance Mechanic 11 for the Family Sites; and Nishq Mody, Resident Services.

The meeting opened with introductions, as each attendee gave name, address, and length of residency. Ms. Hulick explained the meeting of the Resident Advisory Board was held for residents to review proposed changes and make recommendations to the Knox County Housing Authority Annual and Five-Year Plans. Mrs. Hulick explained the KCHA operates on a five year plan, which is reviewed and amended annually.

Ms. Hulick then turned the meeting over to Rita Hall to summarize the proposals for the Capital Grant Fund. Ms. Hall indicated the KCHA has to report each year how the grant money is appropriated and expended, and to establish plans for remaining grant funds. Ms. Hall distributed copies of the Annual and Five-Year Plan proposed expenditures, and highlighted action items for each property. Ms. Hall then covered the main points of the KCHA 5-Year plan. Resident discussion conveyed interest in improving outside common areas (playgrounds, seating, tables, etc.), the addition of parking area and car shelters to Whispering Hollow, unit lighting, and the addition of wireless Internet capabilities at the family sites.

Open discussion from the residents included developing neighborhood watch associations at the family sites. Further open discussion included ideas to develop activities for the teen youth, reduction of waste/trash clutter on the family sites, and property security.

Hearing no further discussion on the proposals, Ms. Hulick declared the meeting adjourned at 1:00 P.M.

Respectfully submitted,

[Redacted Signature]

g) There were no challenged statements or elements to the 2012 (fye 2013) plan.

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

1085401K

| | | | |
|---|--|---|----------|
| Part I: Summary | | FFY of Grant: 2012 | |
| PHA Name: Knox County Housing Authority | | FFY of Grant Approval: 2012 | |
| Grant Type and Number Capital Fund Program Grant No: IL06-P085-50112 Replacement Housing Factor Grant No: Date of CFFP: | | | |
| Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <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 | |
| Summary by Development Account | | Total Actual Cost ¹ | |
| Line | Original | Revised ² | Expended |
| 18a | 1501 Collateralization or Debt Service paid by the PHIA | | |
| 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) | 671671 | |
| 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 | 244000 | |
| Signature of Executive Director <i>Morgan Gueland</i> | | Signature of Public Housing Director | |
| Date 1-10-12 | | Date | |

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

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

il085volk

| | | | | | |
|--|--|---|----------------------|--------------------------------------|----------|
| Part I: Summary | | FFY of Grant: 2009 | | FFY of Grant Approval: 2009 | |
| PHA Name: Knox County Housing Authority | | Capital Fund Program Grant No.: IL06-P085-50109 Replacement Housing Factor Grant No.: Date of CFFP: | | | |
| Type of Grant | | <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 09-30-2010 <input type="checkbox"/> Final Performance and Evaluation Report | | | |
| Summary by Development Account | | Total Estimated Cost | | Total Actual Cost ¹ | |
| Line | | Original | Revised ² | Obligated | Expended |
| 18a | 1501 Collateralization or Debt Service paid by the PHA | | | | |
| 18ba | 9000 Collateralization or Debt Service paid Via System of Direct Payment | | | | |
| 19 | 1502 Contingency (may not exceed 8% of line 20) | | | | |
| 20 | Amount of Annual Grant: (sum of lines 2 - 19) | 810,612 | 810612 | 810612 | 767024 |
| 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 <i>Mary Stedman</i> | | Date 1-10-12 | | Signature of Public Housing Director | |
| | | | | Date | |

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

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

il 085x01K

| | | | |
|---|--|--|--------------------------------|
| Part I: Summary | | FFY of Grant: 2010 FFY of Grant Approval: 2010 | |
| PHA Name: Knox County Housing Authority | Grant Type and Number Capital Fund Program Grant No: IL06-P085-50110 Replacement Housing Factor Grant No: Date of CFFP: | | |
| <input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 09-30-2011 | | <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 3) <input type="checkbox"/> Final Performance and Evaluation Report | |
| Type of Grant | | Total Estimated Cost | |
| <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Summary by Development Account | | Original | Revised ² |
| Line | | | Total Actual Cost ¹ |
| 18a | 1501 Collateralization or Debt Service paid by the PHA | | Expended |
| 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) | 810,612 | 636,337 |
| 21 | Amount of line 20 Related to LBP Activities | 807,886 | 355,732 |
| 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 | 225,300 | 26,550 |
| Signature of Executive Director | | Signature of Public Housing Director | |
| <i>Marye Akle</i> | | | |
| Date | | Date | |
| 1-10-12 | | | |

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

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

1085-01K

| Part I: Summary | | FFY of Grant: 2010 FFY of Grant Approval: 2010 | | | |
|--|--|---|----------------------|--------------------------------|-----------|
| PHA Name: Knox County Housing Authority | Grant Type and Number Capital Fund Program Grant No: IL06E08550110 Replacement Housing Factor Grant No: Date of CFFP: | | | | |
| <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 09-30-2010 <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 ¹ | |
| | | Original | Revised ² | | Obligated |
| 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) | 196321 | | 195910 | 195910 |
| 21 | Amount of line 20 Related to LBP Activities | | | | |
| 22 | Amount of line 20 Related to Section 504 Activities | | | | |
| 23 | Amount of line 20 Related to Security - Soft Costs | | | | |
| 24 | Amount of line 20 Related to Security - Hard Costs | | | | |
| 25 | Amount of line 20 Related to Energy Conservation Measures | | | | |
| Signature of Executive Director | | Signature of Public Housing Director | | Date | |
| <i>Mary White</i> | | | | 1-10-12 | |

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

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

1085 vdlk

| Part I: Summary | | FFY of Grant: 2011 | |
|--|--|--|----------------------|
| PHA Name: Knox County Housing Authority | | FFY of Grant Approval: 2011 | |
| Grant Type and Number Capital Fund Program Grant No: IL06-P085-50111 Replacement Housing Factor Grant No: Date of CFFP: | | | |
| Type of Grant | | Revised Annual Statement (revision no:) | |
| <input type="checkbox"/> Original Annual Statement | | <input type="checkbox"/> Final Performance and Evaluation Report | |
| <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 09-30-2011 | | | |
| Summary by Development Account | | Total Actual Cost ¹ | |
| Line | Description | Original | Revised ² |
| 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) | | 0 |
| 20 | Amount of Annual Grant: (sum of lines 2 - 19) | 810612 | 671671 |
| 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 | 257000 | 177575 |
| Signature of Executive Director | | Signature of Public Housing Director | |
| Date | | Date | |

Mary Shuck

1-10-13

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

Capital Fund American Reinvestment and Recovery Act Grant Procurement Policy Amendment

An Amendment to the Knox County Housing Authority's Current Procurement Policy

In accordance with the U.S. Department of Housing and Urban Development PIH Notice 2009-12, the Knox County Housing Authority, hereinafter referred to as the Housing Authority, herein amends the current procurement policy in order to expedite and facilitate the use of American Recovery and Reinvestment Act (ARRA) Capital Fund Formula Grants. This amended policy can be used only for procurements under the ARRA Capital Fund Stimulus Grants.

A. General Provisions

1) Priorities: The Housing Authority shall give priority to Capital Fund Stimulus Grant projects that can award contracts based on bids within 120 days from February 17, 2009.

2) State and Local: As provided for in HUD PIH Notice 2009-12 (HA) and the ARRA, any requirements relating to the procurement of goods and services arising under state and local laws and regulations shall not apply to Capital Fund Stimulus Grants.

3) Noncompetitive Proposals: According to 24 CFR 85.36(d)(4), if solicitation of a proposal is only from one source or if the Housing Authority finds that after solicitation of a number of sources, that competition is inadequate, the Housing Authority may award the contract noncompetitively where small purchase procedures, sealed bids or competitive proposals are infeasible and one of the circumstances in 85.36(d)(4)(i) applies. One such circumstance is public exigency that will not permit a delay resulting from competitive solicitation (85.36(d)(4)(i)(B)). If the Housing Authority finds that other competitive methods of procurement are infeasible, the Housing Authority may use the public exigency circumstance based on the purpose and requirements of the Recovery Act (ARRA). Section 3 of the Recovery Act provides that these funds shall be managed and expended to achieve the purposes specified including commencing expenditures and activities as quickly as possible consistent with prudent management. Further, the Recovery Act has imposed expeditious obligation and expenditure requirements on the Capital Fund Stimulus Grants. It is necessary for the Housing Authority to expedite and facilitate the use of these grants. The Housing Authority may use the noncompetitive proposals method, but will do so on a contract-by-contract basis and in compliance with CFR Part 85.36 requirements including the requirement for a cost analysis and the conflict of interest requirements. The Housing Authority will ensure that the noncompetitive proposals process followed is per this policy. Further, the Housing Authority will maintain records sufficient to detail the significant history of each contract's procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price (85.36(b)(9)).

The Housing Authority is not required to obtain a HUD pre-award approval for noncompetitive proposals as stated in Section 8.4(C), Chapter 8 of HUD Handbook No. 7460.8 Rev 2.

However, the Housing Authority will make available, upon HUD's request, the Housing Authority Capital Fund Stimulus Grant Procurement Policy and any documents requested relating to procurement activity as stated in 24 CFR 85.36(g).

4) Force Account: To the extent feasible, the Housing Authority will consider employing existing or additional force account laborers on either a permanent or a temporary basis to perform Capital Fund stimulus grant work. Prior HUD approval is not required to use force account labor, but such work will be designated as force account work in the Capital Fund planning, budgeting and reporting documents.

5) Buy American: The Housing Authority will follow Buy American requirements of section 1605 of the Recovery Act and use only iron, steel and manufactured goods produced in the United States in their projects.

6) Unless changed by this amended policy, all other provisions of the current Housing Authority procurement policy apply.

7) Wage Rate Requirements: All laborers and mechanics employed by the Housing Authority's contractors and subcontractors on projects funded under the Capital Fund Stimulus Grant shall be paid wages at rates not less than those prevailing on projects of a character similar in the locality as determined by the Secretary of Labor in accordance with subchapter IV of chapter 31 of title 40, United States Code. When applicable, the Housing Authority will obtain the appropriate wage rates electronically, online, from the HUD Labor Relations website.

B. Purchasing Methods for ARRA Procurement Actions

Based upon determination that the required goods or services will be procured directly by the Housing Authority, one of the following procurement methods will be chosen, based on the nature and anticipated dollar value of the total requirement.

1. Small Purchase Procedures

a. General. Any purchase not exceeding **\$100,000** may be made in accordance with the small purchase procedures authorized in this section. Contract requirements shall not be artificially divided in order to constitute a small purchase, thereby avoiding the more formal requirements associated with the other procurement methods discussed below, except as may be reasonably necessary to comply with providing contracting opportunities to Section 3 businesses, minority and women owned business and other disadvantaged business enterprises

b. Micro Purchases under exigency circumstances are defined as purchases less than **\$15,000** Only one price quote is required if the quote is considered reasonable.

Quotes may be obtained orally (either in person or by phone), by fax, in writing, email or through e-procurement. Award shall be made to the qualified vendor that provides the best value to the Housing Authority. If award is to be made for reasons other than the lowest price, the Housing Authority shall provide rationale documentation in the contract file. Small purchases must be distributed among qualified sources to the extent feasible, and to promote competition.

The Housing Authority shall not break down requirements aggregating more than the small purchase (or Micro Purchase) threshold into several purchases that are less than the applicable threshold to merely (1) allow use of the small purchases procedures or (2) avoid any requirements that apply to purchases that exceed the Micro Purchase threshold. However, the Housing Authority may consider breaking down the proposed contracts into smaller contracts to promote contract participation by women and minority owned business enterprises.

No formal cost or price analysis is required for petty cash or micro purchases. The Contracting Officer's execution of a contract, purchase or other means shall serve as the determination that the price obtained is reasonable, which may be based on the Contracting Officer's prior experience or other factors.

c. Small Purchases above the Micro Purchase threshold of **\$15,000** and under **\$100,000**

The Housing Authority shall obtain a reasonable number of quotes (preferably a minimum of three although two bids shall be deemed as competitive).

For all purchases above the Micro Purchase threshold of \$15,000, the Housing Authority shall prepare an Independent Cost Estimate prior to solicitation. The level of detail shall be commensurate with the cost and complexity of the item to be purchased.

If a reasonable number of quotes are not obtained to establish reasonableness through price competition, the Contracting Officer shall document price reasonableness through other means, such as prior purchases of this nature, catalog prices, the Contracting Officer's personal knowledge at the time of purchase, comparison to the Independent Cost Estimate, or any other reasonable basis.

Award shall be offered, providing lowest acceptable quotation, unless justified in writing based on price and other specific factors. If non-price factors are used, they shall be included in the solicitation documents along with their weighted value.

2. Competitive Proposals

The competitive proposal method, unlike sealed bidding, allows: consideration of technical factors other than price; discussion with offerors concerning offers submitted; negotiation of contract price or estimated cost and other contract terms and conditions; revisions of proposals before the final contractor selection; and the withdrawal of an offer at anytime up until the point of award.

The award is usually made on the basis of the proposal that represents the best overall value to the Housing Authority, considering price and other factors, e.g., technical expertise, past experience, quality of proposed staffing, etc., as set forth in the solicitation and not solely the lowest price.

Goods and services costing over \$100,000 generally shall be procured on the basis of competitive proposals when there is an adequate method for evaluating proposals and the use of sealed bids is not appropriate.

a. Form of Solicitation

Competitive proposals, for other than Architectural/Engineering (A/E) services, shall be solicited through the issuance of a Request for Proposals (RFP). The RFP shall clearly identify the importance and relative value of each of the evaluation factors as well as any sub-factors and price. A mechanism for fairly and thoroughly evaluating the technical and price proposals shall be established before the solicitation is issued. The Housing Authority may designate a specific weight to price in the evaluation criteria or may consider price in conjunction with technical factors. In either case, the method for evaluating price shall be established in the RFP.

b. Evaluation

Proposals shall be evaluated only on the criteria stated in the RFP. The Housing Authority shall establish an Evaluation Plan for each RFP. Generally, an appointed Evaluation Committee shall evaluate all RFPs. An Evaluation Report that summarizes the results of the evaluation shall be prepared prior to the contract award.

c. Negotiations

Negotiations between the Housing Authority and offerors are undertaken with the intent of allowing the offeror to revise its proposal, eliminating misunderstandings, and establishing a fair price for the services to be rendered.

Negotiations that take place after establishment of the competitive range and are called discussions. The primary objective of discussions is to maximize the Housing Authority's ability to obtain best value, based on the requirements and the evaluation factors set forth in the solicitation.

Discussions are tailored to each offeror's proposal and shall be conducted by the contracting officer with each offeror within the competitive range. Negotiations shall be conducted with all offerors who submit a proposal and who are determined to have a reasonable chance of being selected for award, unless it is determined that negotiations are not needed with any of the offerors.

The determination is based on the relative score of the proposals as they are evaluated and rated according to the technical and price factors specified in the RFP. Offerors shall be treated fairly and equally with respect to any opportunity for negotiation and revision (best and final offers) of their proposals.

No offeror shall be given any information about any other offeror's proposal and no offeror shall be assisted in bringing its proposal up to the level of any other proposal.

A deadline shall be established for receipt of proposal revisions based on negotiations.

The contracting officer shall indicate to, or discuss with, each offeror still being considered for award; significant weaknesses, deficiencies, and other aspects of its proposal (such as cost, price, technical approach, past performance, and terms and conditions) that could, in the opinion of the contracting officer, be altered or explained to enhance materially the proposer's potential for award. The scope and extent of discussions and negotiations are a matter of the contracting officer's judgment.

The contracting officer may inform an offeror that its price is considered by the Housing Authority to be too high, or too low, and reveal the results of the analysis supporting that conclusion. It is also permissible to indicate to all offerors the cost or price that the government's price analysis, market research, and other reviews have identified as reasonable.

The Housing Authority's existing Procurement Policy protocol for Competitive Proposal procurement shall be adhered to for procurements of this nature.

- d. Award. After evaluation of the revised proposals, if any, the contract shall be awarded to the responsible firm whose technical approach to the project, qualifications, price and/or any other factors considered, are most advantageous to the Housing Authority, provided that the price is within the maximum total project budgeted amount established for the specific property or activity.

3. Sealed Bids (contracts that exceed small purchase threshold – (\$100,000))

Sealed bidding shall be used for contracts that exceed the small purchase threshold and that are not competitive proposals or non-competitive proposals, as these terms are defined in this document. Under sealed bids, the Housing Authority publicly solicits bids and awards a firm fixed-price contract (lump sum or unit price) to the responsible bidder whose bid, conforming with all the material terms and conditions of the Invitation for Bid (IFB), is the lowest in price. Sealed bidding is the preferred method for procuring construction, supply, and non-complex service contracts that are expected to exceed \$100,000.

Conditions for Using Sealed Bids

The Housing Authority shall use the sealed bid method if the following conditions are present:

- (1) a complete, adequate, and realistic statement of work, specification, or purchase description is available;
- (2) two or more responsible bidders are willing and able to compete effectively for the work;
- (3) the contract can be awarded based on a firm fixed price; and
- (4) the selection of the successful bidder can be made principally on the lowest price.

Solicitation and Receipt of Bids. An Invitation for Bid (IFB) is issued which includes the specifications and all contractual terms and conditions applicable to the procurement, and a statement that award will be made to the lowest responsible and responsive bidder whose bid meets the requirements of the solicitation. The IFB must state the time and place for both receiving the bids and the public bid opening. All bids received will be date and time-stamped and stored unopened in a secure place until the public bid opening. A bidder may withdraw the bid at any time prior to the bid opening.

Bid Opening and Award. Bids shall be opened publicly. All bids received shall be recorded on an abstract (tabulation) of bids, and then made available for public inspection. Selection shall be made by drawing lots or other similar random method if equal low bids are received from responsible bidders. The IFB shall state the method for doing this. If only one responsive bid is received from a responsible bidder, award shall not be made unless the price can be determined to be reasonable, based on a cost or price analysis.

4. Non-Competitive Proposals

- a. Conditions for Use. Procurement by non-competitive proposals (sole-source) may be used only when the award of a contract is not feasible using small purchase procedures, sealed bids, cooperative purchasing, or competitive proposals, and if one of the following applies:
 1. The item is available only from a single source, based on a good faith review of available sources;
 2. An emergency exists that seriously threatens the public health, welfare, or safety, or endangers property, or would otherwise cause serious injury to the Housing Authority or its residents, as may arise by reason of a flood, earthquake, epidemic, riot, equipment failure, or similar event. In such cases, there must be an immediate and serious need for supplies, services, or construction such that the need cannot be met through any of the other procurement methods, and the emergency procurement shall be limited to those supplies, services, or construction necessary simply to meet the emergency;
 3. HUD authorizes the use of noncompetitive proposals such as is the case of ARRA Capital Fund Stimulus Grants; or
 - (a) After solicitation of a number of sources, competition is determined inadequate.
- b. **Justification.** Procurement based on non-competitive proposals shall be supported by a written justification for the selection of this method. The justification shall be approved in writing by the responsible Contracting Officer.

The justification, to be included in the procurement file, should include the following:

 1. Description of the requirement and selection of contract types;
 2. History of prior purchases and their nature (competitive vs. noncompetitive);
 3. Any of the exceptions in 24 CFR 85.36(d)(4)(i)(A) through (D) described in above paragraph a
 4. A rational statement as to the unique circumstances that require award by noncompetitive proposals. This statement may include that the ARRA Capital Fund Grants require expeditious obligation and expenditure;

5. Description of the efforts made to find competitive sources (advertisement in trade journals or local publications, phone calls to local suppliers, issuance of a written solicitation, etc.) and basis for contract price;
6. Signature by the Contracting Officer's supervisor (or someone above the level of the Contracting Officer); and
7. Price Reasonableness. The reasonableness of the price for all procurements based on noncompetitive proposals shall be determined by performing an analysis, as described in this Policy.

C. Documentation

The Housing Authority must maintain records sufficient to detail the significant history of each procurement action. These records shall include, but not necessarily be limited to, the following:

1. Rationale for the method of procurement;
2. Rationale of contract pricing arrangement;
3. Reason for accepting or rejecting the bids or offers;
4. Basis for the contract price;
5. A copy of the contract documents;
6. Basis for contract modifications; and
7. Contract administration related documents.

The level of procurement documentation should be commensurate with the value of the procurement. Records are to be retained for a period of three years after final payment and all matters pertaining to the contract are closed,

D. Capital Fund Program Regulations & Requirements:

- General Description
 - Signed ACC Agreement to be sent to HUD by 3/9/09.
 - Capital Fund Annual Statement and General Order due to HUD 4/10/09. This includes a list of selected projects to be completed using stimulus funds. This date is not negotiable.
 - The Housing Authority must prioritize capital projects that are already underway and require additional funds, or are included in the Five Year Capital Fund Action Plan, and:
 - The Housing Authority must give "priority consideration" to the rehabilitation of vacant rental units, and

- The Housing Authority must use the funds provided in the grant to supplement, not supplant, expenditures from other Federal, State or local sources or funds independently generated, and:
- These funds are available to address deferred maintenance needs, including, but not limited to: 1) replacement of obsolete systems/equipment with energy efficient items, 2) items related to code compliance including lead-based paint abatement and accessibility standards, 3) correction of environmental issues, 4) rehab or modernization activities that have been delayed because of insufficient funds.
- Administrative expenditures are limited to 10% of the total grant, and management improvements cannot exceed 20% of the grant.
- Obligation and Expenditure of Funds
 - Obligate 100% of the funds within 1 year of the date on which the funds become available to the Housing Authority for obligation (3/18/10)
 - Expend 60% of the funds within 2 years of the date on which the funds became available to the Housing Authority for obligation (3/18/11)
 - Expend 100% of the funds within 3 years of the date on which the funds became available to the Housing Authority for obligation (3/18/12)
- Procurement
 - The Housing Authority shall give priority to the Capital Fund Stimulus Grant projects that can award contracts based on bids within 120 days from February 17, 2009
 - The Housing Authority's Procurement Policy must be in compliance with Part 85 requirements
 - If the Housing Authority finds that after solicitation of a number of sources, that competition is inadequate, the Housing Authority may award contracts non-competitively where small purchase procedures, sealed bids or
 - Competitive proposals are feasible in accordance with all Part 85 requirements.
 - The Housing Authority shall follow "Buy American" requirements of section 1605 of the Recovery Act and use only iron, steel and metal goods produced in the United States in their projects
- Reporting Requirements
 - Each Prime and first tier recipient is required to report the following information to HUD 10 days after the end of each calendar quarter, starting on June 10th, 2009. These reports include:
 1. The total amount of recovery funds received from HUD;
 2. The amount of recovery funds received that were expended or obligated to projects or activities. This reporting must also include un-obligated balances to facilitate re-conciliations.
 3. . A detailed list of all projects or activities for which recovery funds were expended or obligated, including:
 1. The name of the project or activity;
 2. A description of the project or activity;

3. An evaluation of the completion status of the project or activity;
4. An estimate of the number of jobs created and the number of jobs retained by the project or activity; and
5. For infrastructure investments made by State and local governments, the purpose, total cost, and rationale of the grantee for funding the infrastructure investment with funds made available under ARRA, and the name and contact information of the person to contact at the Housing Authority if there are concerns with the infrastructure investment.

E. Self-Certification The Elizabeth Housing Authority shall self-certify that this American reinvestment and Recover Act Procurement Policy, and the Housing Authority's procurement system, complies with all applicable Federal regulations and, as such, the Housing Authority is exempt from prior HUD review and approval of individual procurement action(s).

F. Solicitation and Advertising

Method of Procurement

1. **Petty Cash and Micro Purchases** – the Housing Authority may contact only one source if the price is considered reasonable.
2. **Small Purchases** – quotes may be solicited orally, by email, through fax, or by any other reasonable method.
3. **Sealed Bids and Competitive Proposals** – solicitation must be done publicly. The Housing Authority must use one or more of the following methods, provided that the method used provides for meaningful competition:
 - a. Advertising in newspapers or other print mediums of local or general circulation.
 - b. Advertising in various trade journals or publications (for construction)
 - c. E-Procurement – the Housing Authority may conduct its public procurements through the Internet using e-procurement systems, however, all e-procurements must otherwise be in compliance with 24 CFR 85.36, State and local requirements, and this policy.

Time Frame

For purchases of more than \$100,000, the public notice should run not less than once each week for two consecutive weeks.

Form

Notices/advertisements should state, at a minimum, the place, date, and time that the bids or proposals are due, the solicitation number, a contact who can provide a copy of, and information about the solicitation, and a brief description of the needed service(s) or items(s).

Time Period for Submission of Bids

- . Generally 30 days shall be provided for preparation and submission of sealed bids and 15 days for competitive proposals. The Executive Director or Contracting Officer may allow for a shorter period under public exigency circumstances as provided in the purpose and requirements of the Recovery Act.

G. Cost and Price Analysis

The Housing Authority shall require assurance that a price is reasonable and in accordance with the following before entering into a contract. However, according to HUD Procurement Handbook 7460.8 REV 2, *“the number of times that a Housing Authority will need to conduct a cost analysis will be limited given that most purchases will be of a commercial nature and based on adequate competition.”*

Petty Cash and Micro Purchases

Neither a formal cost nor price analysis is required. The execution of a contract by the Contracting Officer (through a Purchase Order or other means) shall serve as the Contracting Officer’s determination that the price obtained is reasonable.

Small Purchases

A comparison with other offers shall generally be sufficient determination of the reasonableness of price and no further analysis is required. If a reasonable number of quotes are not obtained to establish reasonableness through price competition, the Contracting Officer shall document price reasonableness through other means, such as prior purchases of this nature, catalog prices, the Contracting Officer’s personal knowledge at the time of purchase, comparison to the Independent Cost Estimate, or any other reasonable basis.

Sealed Bids

Price reasonableness is generally established with the presence of adequate competition. The Housing Authority must conduct a cost analysis, consistent with federal guidelines, to ensure that the price paid is reasonable if sufficient bids are not received, and when the bid received is substantially more than the Independent Cost Estimate (ICE), and when the Housing Authority cannot reasonably determine price reasonableness.

Competitive Proposals

The presence of adequate competition is generally sufficient to establish price reasonableness. The Housing Authority must compare the price with the Independent Cost Estimate if sufficient bids are not received. The Housing Authority must conduct a cost analysis, consistent with Federal guidelines as required in CFR 85.36, to ensure that the price paid is reasonable when prices cannot be easily compared among offerors, if there is inadequate competition, or when the price is substantially greater than the Independent Cost Estimate.

Contract Modifications

A cost analysis, consistent with federal guidelines, shall be conducted for all contract modifications for projects that were procured through Sealed Bids, Competitive Proposals, or Non-Competitive Proposals, or for projects originally procured through Small Purchase procedures and the amount of the contract modification will result in a total contract price in excess of \$100,000.

Effective Dates of this Procurement Policy Amendment

All provisions included in this Amendment shall expire upon the completion of the procurement and contracting activities associated with the ARRA funding.