

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

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# KNOX COUNTY HOUSING AUTHORITY

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## PHA Plan

5 Year Plan for Fiscal Years 2004 - 2008  
Annual Plan for Fiscal Year 2004

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) HAS BEEN COMPLETED IN  
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

**PHA Plan  
Agency Identification**

**PHA Name:** Knox County Housing Authority

**PHA Number:** IL085

**PHA Fiscal Year Beginning: (mm/yyyy)** 04/01/2004

**Public Access to Information**

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

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices

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

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)

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

- Main business office of the PHA
- PHA development management offices
- Other (list below)

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2000 - 2004**  
[24 CFR Part 903.5]

**A. Mission**

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- X The PHA's mission is: (state mission here)

Recognizing that the need for shelter falls only slightly below that of nutrition in the hierarchy of human needs, the Knox County Housing Authority's mission is to be the leader in making excellent, affordable housing available for low and moderate income persons in Knox County. This mission is expanded to include partnering with other agencies and families served to plan and implement programs and services that will help those families develop and thrive. Effective management and the wise stewardship of public funds being primary considerations throughout.

**B. Goals**

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

**HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.**

- X PHA Goal: Expand the supply of assisted housing
- Objectives:
- X Apply for additional rental vouchers:
- Reduce public housing vacancies:
- X Leverage private or other public funds to create additional housing opportunities:
- X Acquire or build units or developments
- Other (list below)

- PHA Goal: Improve the quality of assisted housing  
Objectives:
  - X Improve public housing management: (PHAS score) 94
  - X Improve voucher management: (SEMAP score) 96
  - X Increase customer satisfaction:
    - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
    - X Renovate or modernize public housing units:
      - Demolish or dispose of obsolete public housing:
      - Provide replacement public housing:
      - Provide replacement vouchers:
      - Other: (list below)

- PHA Goal: Increase assisted housing choices  
Objectives:
  - X Provide voucher mobility counseling:
  - X Conduct outreach efforts to potential voucher landlords
  - Increase voucher payment standards
  - Implement voucher homeownership program: (Already in place)
  - Implement public housing or other homeownership programs:
  - Implement public housing site-based waiting lists:
  - Convert public housing to vouchers:
  - Other: (list below)

**HUD Strategic Goal: Improve community quality of life and economic vitality**

- PHA Goal: Provide an improved living environment  
Objectives:
  - X Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
  - X Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
    - Implement public housing security improvements:
    - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
    - Other: (list below)

**HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals**

X PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

- X Increase the number and percentage of employed persons in assisted families:
- X Provide or attract supportive services to improve assistance recipients' employability:
- X Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

**HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans**

X PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

- Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
- Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
- X Other: (list below)

**Other PHA Goals and Objectives: (list below)**

**Maintain current affirmative procedures that assure fair housing**

**Annual PHA Plan  
PHA Fiscal Year 2004**

[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

- High Performing PHA**
- Small Agency (<250 Public Housing Units)**
- Administering Section 8 Only**

**Troubled Agency Plan**

**ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

The Knox County Housing Authority has performed well over the past several years as attested to by its high PHAS / SEMAP scores, its solid financial footing, and the high regard in which the community holds it. There are factors developing, however which may create additional challenges and make maintaining past performance levels more challenging. It appears that funding may be lower due to financial demands placed on all levels of government. The local economy has suffered the loss of major employers, and demand for all types of assistance to working families have increased. At the same time however, all of the complexes in the county, including the Knox County Housing Authority, that provide subsidized housing for the senior/handicapped population are experiencing high vacancy rates. Essentially, we believe that maintaining our current, favorable ratings and standings during the coming year we will constitute a significant accomplishment.

# **I. PROGRESS REPORT**

## **KNOX COUNTY HOUSING AUTHORITY FIVE-YEAR PLAN PROGRESS REPORT**

**November, 2003**

### **Mission Statement:**

Recognizing that the need for shelter falls only slightly below that of nutrition in the human hierarchy of needs, the Knox County Housing Authority's mission is to be the leader in making excellent, affordable housing available to persons with lower income in Knox County. This mission is expanded to include partnering with other agencies and the families served to plan and implement programs and services that will help those families develop and thrive. Effective management and the wise stewardship of public funds are primary considerations throughout.

The above mission statement remains descriptive of the direction and emphasis of the housing authority. Each year since it was written, over 200 new families have leased dwellings from the KCHA public housing inventory or have begun receiving rental assistance through its Housing Choice Voucher Program. For these families decent, safe and sanitary housing has become an affordable reality.

The KCHA resident initiatives staff, along with the network of other agencies it is a part of, continues to provide a wide range of services to assist residents in their efforts to develop skills and attitudes needed to succeed. Up until this past year funding for these activities was, to a great extent, provided through Public Housing Drug Elimination Program (PHDEP) grants. HUD has discontinued that funding program and the last of the money obtained through it was expended early during the year. The Knox County Housing Authority made a commitment to continue to provide the services at their established levels, out of operating and funds and / or reserves. None of the resident initiatives or drug elimination programs were curtailed last year and the budget for next year shows full funding for those activities.

Each year all of the programs offered by the housing authority are evaluated to determine that they are still viable and that they have kept pace with changing needs. The following is a list of agencies that have been included in that network in the past year and the programs they are associated with:

City of Galesburg Park and Recreation Department providing summer day camp, after school program on and off site

Galesburg Police and Fire Departments providing crime, drug, fire prevention activities on site

Carl Sandburg Community College providing GED preparatory and computer literacy classes on site and "Transitions to Employment" classes off site

First Church of God for the use of their building for summer day camp activities

Illinois Cooperative Extension (University of Illinois) 4-H programs on site

Safe Harbor, domestic violence intervention and prevention agency services on and off site

Girl Scouts of America, programs on site

Knox County Area Project, tutoring on-site, swimming lessons off site

**The KCHA five-year plan sets a series of goals. Achievement of these goals, or progress toward their achievement is as follows:**

D) Expand the supply of affordable housing in the area.

Success Rate Payment Standards for the Knox County Housing Authority were approved for our Housing Choice Voucher Program midway during our 2002-2003 fiscal year. These new payment standards led to very significantly improved housing opportunities for Housing Choice Voucher program participating families. The strong, successful lease-up rate experienced in the second half of the 2002-3 fiscal year continued all through this past year. It was necessary to close our waiting list late in the 2002- 2003 fiscal year because all vouchers were in use. That list remains closed at this writing but we have come very near to the end of the sub-list of families who have demonstrated eligibility for one of our three, need based major preferences. We anticipate opening our list again in the near future.

II) Improve the quality of assisted housing

The change from using the 40<sup>th</sup> percentile rents on which to base our payment standard to 110 percent of the 50<sup>th</sup> percentile increased not only the quantity, but the quality of the housing available to participants in our Housing Choice Voucher program. After being authorized to use the higher payment standards we made contacts with the management of some of the more desirable rental housing complexes in the area. They agreed to consider our voucher holders for tenancy. We now have HCV program participant families in complexes that offer nearly new, upscale apartments with garages, air conditioning, carpeting, and other amenities no generally enjoyed by HCV participants. Some of these dwellings are located in the newer, more “upscale” areas of the community and are close to shopping, employment opportunities and other services.

III) Increase assisted housing choices

As discussed in last years progress report, we determined that there was an ample supply of rental housing in the jurisdiction but that rents for much of it were beyond the reach of our voucher holders. Also as reported last year, we applied for and received authorization to set our payment standards at the 50<sup>th</sup> percentile. Since then we confirmed that we could still make a local determination to use 110% of the applicable standard.



The result has been that voucher holders have expanded, and more diverse housing options. They are also able to select housing in virtually any section of the community.

IV) Provide an improved living environment

The KCHA capitol improvement grant program proceeds on schedule. Improvements under way throughout the year including the installation of new, 90% efficient furnaces, *with central air conditioning*, in all of our 190 family housing units. Work is currently under way to update the exteriors of these units by adding front porches and providing a concealment for household refuse containers. KCHA received ten points out of the possible ten on the resident satisfaction component of the Public Housing Resident Satisfaction Survey. KCHA's most recent total PHAS score was 97, with a Resident Satisfaction score of 9 out a possible 10 points, putting the authority in the "high performer" category for the third year in a row.

V) Promote self-sufficiency and asset development of families and individuals

See comments under Mission Statement above

VI) Ensure equal opportunity and affirmatively further fair housing

All measures prescribed by HUD regulations and by various laws are being taken to assure equal opportunity. Populations in developments reflect the diversity in the community. To date, no complaints of unfair housing practices have been lodged against the PHA.

PHA Goal: Increase the overall level of lease compliance on the part of residents.

This is an ongoing effort. Higher occupancy levels have resulted in more compliance issues. Some provisions of our administrative plan, lease, and rules of occupancy are proposed in this plan to update and clarify them and strengthen our legal position to lesson the possibility that non-compliant tenants might prevail in cases where it is necessary to seek possession of a dwelling unit in a court of law.

**iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

**Table of Contents**

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**Annual Plan**

- i. Executive Summary
- ii. Table of Contents
  - 1. Housing Needs
  - 2. Financial Resources
  - 3. Policies on Eligibility, Selection and Admissions
  - 4. Rent Determination Policies
  - 5. Operations and Management Policies

**Table Library**

6. Grievance Procedures
7. Capital Improvement Needs
8. Demolition and Disposition
9. Designation of Housing
10. Conversions of Public Housing
11. Homeownership
12. Community Service Programs
13. Crime and Safety
14. Pets (Inactive for January 1 PHAs)
15. Civil Rights Certifications (included with PHA Plan Certifications)
16. Audit
17. Asset Management
18. Other Information

**Attachments**

Indicate which attachments are provided by selecting all that apply. Provide the attachment’s name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

**Required Attachments:**

- n/a Admissions Policy for Deconcentration
- X FY 2005 Capital Fund Program Annual Statement
- n/a Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

**Optional Attachments:**

- X PHA Management Organizational Chart
- X FY 2005 Capital Fund Program 5 Year Action Plan
- n/a Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

**Supporting Documents Available for Review**

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
N/A	Fair Housing Documentation: Records reflecting that the PHA has examined its programs	5 Year and Annual Plans

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents X check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development X check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies X check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures X check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures	Annual Plan: Grievance

**Table Library**

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	X check here if included in Section 8 Administrative Plan	Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program X check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
N/A	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

## **1. Statement of Housing Needs**

[24 CFR Part 903.7 9 (a)]

**A. Housing Needs of Families in the Jurisdiction/s Served by the PHA**

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the “Overall” Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being “no impact” and 5 being “severe impact.” Use N/A to indicate that no information is available upon which the PHA can make this assessment.

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ability	Size	Locatio n
Income <= 30% of AMI	2078	5	3	5	2	4	5
Income >30% but <=50% of AMI	2494	4	2	3	2	4	3
Income >50% but <80% of AMI	4159	2	2	2	2	3	2
Elderly	268	4	1	1	1	1	1
Families with Disabilities	N/A						
Race/Ethnicity W	251						
Race/Ethnicity B	208						
Race/Ethnicity H	0						
Race/Ethnicity O							

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

Consolidated Plan of the Jurisdiction/s

- Indicate year:
- X U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
- Indicate year:
- Other housing market study
- Indicate year:
- Other sources: (list and indicate year of information)

## B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA’s waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	94	90	216
Extremely low income <=30% AMI	85	90	
Very low income (>30% but <=50% AMI)	8	8.5	
Low income (>50% but <80% AMI)	1	1	
Families with children	85	90	
Elderly families	2	2	
Families with Disabilities	22	2.3	
Race/ethnicity W	28	30	
Race/ethnicity B	65	69	

Housing Needs of Families on the Waiting List			
Race/ethnicity H	1	1	
Race/ethnicity O	0	0	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	13	54	
2 BR	5	38	
3 BR	4	17	
4 BR	2	8	
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 9			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes, for 0 & 1-BR units in senior/handicapped bldgs			

### C. Strategy for Addressing 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**, and the Agency's reasons for choosing this strategy.

#### (1) Strategies

**Need: Shortage of affordable housing for family households.**

**Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:**

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources

- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

**Strategy 2: Increase the number of affordable housing units by:**

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)

**Need: Specific Family Types: Families at or below 30% of median**

**Strategy 1: Target available assistance to families at or below 30 % of AMI**

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: (list below)

**Need: Specific Family Types: Families at or below 50% of median**

**Strategy 1: Target available assistance to families at or below 50% of AMI**

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work
- Other: (list below)



**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

Not necessary, current resources in excess of need/demand.

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

**Current resources in excess of need/demand**

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- X Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)

**Need: Specific Family Types: Races or ethnicities with disproportionate housing needs**

**Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:**

Select if applicable

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- Other: (list below)

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Other: (list below)

**Other Housing Needs & Strategies: (list needs and strategies below)**

**(2) Reasons for Selecting Strategies**

Of the factors listed below, select all that influenced the PHA’s selection of the strategies it will pursue:

- X Funding constraints
- X Staffing constraints
- Limited availability of sites for assisted housing
- X Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- X Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

**2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2004 grants)</b>		
a) Public Housing Operating Fund	\$694,909.00	
b) Public Housing Capital Fund	\$815,127.00	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$1,091,729.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>3. Public Housing Dwelling Rental Income</b>	\$558,000.00	Operations & Maintenance
<b>4. Other income (list below)</b>		
Interest	\$20,000.00	“
<b>4. Non-federal sources (list below)</b>		
<b>Non-dwelling rental, damage charges</b>	\$62,000.00	“
<b>Total resources</b>	\$3,241,765.00	

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.7 9 (c)]

#### **A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

##### **(1) Eligibility**

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

When families are within a certain number of being offered a unit: (state number)

X When families are within a certain time of being offered a unit: Approximately 60 days

Other: (describe)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

X Criminal or Drug-related activity

X Rental history

X Housekeeping

X Other: Prior public housing and/or "Section 8" program compliance, if applicable

c. X Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. X Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. X Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

## **(2)Waiting List Organization**

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

X Community-wide list

Sub-jurisdictional lists

Site-based waiting lists

Other (describe)

b. Where may interested persons apply for admission to public housing?

X PHA main administrative office

PHA development site management office

Other (list below)

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

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

2.  Yes  No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?

If yes, how many lists?

3.  Yes  No: May families be on more than one list simultaneously  
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
- PHA main administrative office
  - All PHA development management offices
  - Management offices at developments with site-based waiting lists
  - At the development to which they would like to apply
  - Other (list below)

**(3) Assignment**

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)
- X One
  - Two
  - Three or More
- b. X Yes  No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

**(4) Admissions Preferences**

- a. Income targeting:  
X Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?  
(The incomes of our applicants tend to be low so it works out that way.)
- b. Transfer policies:  
In what circumstances will transfers take precedence over new admissions? (list below)
- X Emergencies
  - Overhoused
  - X Underhoused
  - X Medical justification
  - X Administrative reasons determined by the PHA (e.g., to permit modernization work)
  - Resident choice: (state circumstances below)
  - Other: (list below)

c. Preferences

1.  Yes X No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

Date and Time

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

#### **(5) Occupancy**

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- The PHA-resident lease
- The PHA's Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source (list) House Rules lease addendum

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- At an annual reexamination and lease renewal
- Any time family composition changes
- At family request for revision
- Other (list)

#### **(6) Deconcentration and Income Mixing**

a.  Yes  No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b.  Yes X No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

Adoption of site based waiting lists

If selected, list targeted developments below:

Employing waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments

If selected, list targeted developments below:

Employing new admission preferences at targeted developments

If selected, list targeted developments below:

Other (list policies and developments targeted below)

d.  Yes X No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

Additional affirmative marketing

Actions to improve the marketability of certain developments

Adoption or adjustment of ceiling rents for certain developments

Adoption of rent incentives to encourage deconcentration of poverty and income-mixing

Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

Not applicable: results of analysis did not indicate a need for such efforts

List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

Not applicable: results of analysis did not indicate a need for such efforts

List (any applicable) developments below:



## B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### (1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
  - Criminal and drug-related activity, more extensively than required by law or regulation
  - More general screening than criminal and drug-related activity
- Record of program compliance during previous participation on federally subsidized housing programs.
- Other (list below)
- b.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
  - Other (describe below)  
The names of former landlords, if known, and information provided by them regarding lease compliance.

### (2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- None
  - Federal public housing
  - Federal moderate rehabilitation
  - Federal project-based certificate program
  - Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

- PHA main administrative office  
 Other (list below)

### **(3) Search Time**

a.  Yes  No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below: If vouchers holder can demonstrate that they are conducting a thorough search an additional 60 days will be granted.

### **(4) Admissions Preferences**

a. Income targeting

Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?  
The incomes of applicants tend to be very low so it generally works out that way

b. Preferences

1.  Yes  No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)  
 Victims of domestic violence  
 Substandard housing  
 Homelessness  
 High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- X Veterans and veterans' families
- X Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Date and Time

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- X Veterans and veterans' families
- X Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- X Date and time of application
- Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)

- This preference has previously been reviewed and approved by HUD  
 The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- The PHA applies preferences within income tiers  
 Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

**(5) Special Purpose Section 8 Assistance Programs N/A**

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- The Section 8 Administrative Plan  
 Briefing sessions and written materials  
 Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- Through published notices  
 Other (list below)

**4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

**A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

**(1) Income Based Rent Policies**

Describe the PHA’s income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- X The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- X \$0  
\$1-\$25  
 \$26-\$50

2.  Yes  No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

c. Rents set at less than 30% than adjusted income

1. X Yes  No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

- X For the earned income of a previously unemployed household member  
X For increases in earned income  
 Fixed amount (other than general rent-setting policy)  
If yes, state amount/s and circumstances below:  
 Fixed percentage (other than general rent-setting policy)  
If yes, state percentage/s and circumstances below:

- X For household heads
- X For other family members
- X For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

- Yes for all developments
- Yes but only for some developments
- X No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- For all developments
- For all general occupancy developments (not elderly or disabled or elderly only)
- For specified general occupancy developments
- For certain parts of developments; e.g., the high-rise portion
- For certain size units; e.g., larger bedroom sizes
- Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- Market comparability study
- Fair market rents (FMR)
- 95<sup>th</sup> percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The “rental value” of the unit
- Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\_\_\_\_\_
- Other (list below)

Increases in income must be reported as they occur but rent will only be adjusted at annual review or per provisions of QHWRA.

g.  Yes  No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

## **(2) Flat Rents**

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)

## **B. Section 8 Tenant-Based Assistance**

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### **(1) Payment Standards**

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR

X Above 110% of FMR (if HUD approved; describe circumstances below)  
The Knox County Housing Authority has been approved by HUD for success rate payment standards set at the 50<sup>th</sup> percentile of areas rents and exercises its option to set its payment standards at 110% of those amounts.

b. If the payment standard is lower than FMR, why has the PHA selected this standard?  
(select all that apply) N/A

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- The PHA has chosen to serve additional families by lowering the payment standard
- Reflects market or submarket
- Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level?  
(select all that apply)

- X FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- Reflects market or submarket
- X To increase housing options for families
- X Other (list below)

To assure that assisted families have maximum opportunity to lease housing anywhere in the jurisdiction.

d. How often are payment standards reevaluated for adequacy? (select one)

- X Annually
- Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- X Success rates of assisted families
- X Rent burdens of assisted families
- Other (list below)

## **(2) Minimum Rent**

a. What amount best reflects the PHA's minimum rent? (select one)

- X \$0
- \$1-\$25
- \$26-\$50



- b.  Yes  No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

### **A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached.
- A brief description of the management structure and organization of the PHA follows:

### **B. HUD Programs Under PHA Management**

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	410	40%
Section 8 Vouchers	280	30%
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

### **C. Management and Maintenance Policies**

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

- (1) Public Housing Maintenance and Management: (list below)
- Public Housing Admissions & Continued Occupancy Plan
  - Lease / House Rules
  - Employment / Hiring Policy
  - Banning Policy
  - Procurement Policy
  - Capitalization Policy
  - Disposition of Excess Property Policy
  - Funds Transfer Policy
  - Investment Policy
  - Tenant Use of Community Space Policy

- (2) Section 8 Management: (list below)
- Section Eight Administrative Plan

### **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

#### **A. Public Housing**

1.  Yes  No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)
- PHA main administrative office
  - PHA development management offices
  - Other (list below)

#### **B. Section 8 Tenant-Based Assistance**

1. Yes  No: X Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)
- X PHA main administrative office
- Other (list below)

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

### **A. Capital Fund Activities**

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

#### **(1) Capital Fund Program Annual Statement**

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

- X The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

#### **(2) Optional 5-Year Action Plan**

**Table Library**

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a.  Yes  No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name

-or-

The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

**Annual Statement**

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

Capital Fund Grant Number 50104 FFY of Grant Approval: 10-01-2004

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	0
3	1408 Management Improvements	55,600
4	1410 Administration	83,527
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	48,000
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	628,000
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	

20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	815,127
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

**Annual Statement**  
**Capital Fund Program (CFP) Part II: Supporting Table**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
Mgmt. Improv.	Staff Training	1408	3,000
	Resident Initiatives Coordinator	“	47,000
	Physical Needs Assessment	“	5,600
Admin	Mod Coordinator, Ex. Dir., Clerical	1410	80,500
	Sundry	“	3,027
Fees & Costs	A & E Services	1430	48,000
85-1 Moon Towers	Replace fire alarm system	1460	87,000
	Replace bi-fold doors in units	“	112,500
	Install window treatment	“	85,000
	Replace community room closet doors	“	7,500
	Install individual heat controls in units	1465	131,000
	Rebalance air handler & replace controls	“	11,500
	Replace boiler controls	“	40,000
85-2 Scattered Sites	Replace kitchen and bathroom faucets	1460	71,500
85-6 Bluebell Tower	Replace fire alarm system	1460	82,000

**Annual Statement  
Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
Mgmt. Improvements	09/30/06	09/30/07
Admin	09/30/06	09/30/07
HA Wide	09/30/06	09/30/07
85-1 Moon Towers	09/30/06	09/30/07
85-2 Scattered Sites	09/30/06	09/30/07
85-6 Bluebell Tower	09/30/06	09/30/07

## Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal years. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
IL085	PHA Wide	435	7%	
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Resident Initiatives Coordinator			42,000	2005
Resident Programs			27,000	
Administration			74,000	
Sundry			2,638	
A&E Services			48,000	
Office Furniture			6500	
Resident Initiatives Coordinator			42,000	2006
Resident Programs			27,000	
Administration			80,500	
Sundry			2,638	
A&E Services			48,000	
Resident Initiatives Coordinator			42,000	2007
Resident Programs			27,000	
Administration			80,500	
Sundry			2,638	
A&E Services			48,000	

<b>Staff Training</b>	<b>12,000</b>	<b>2008</b>
<b>Resident Initiatives Coordinator</b>	<b>42,000</b>	
<b>Administration</b>	<b>80,500</b>	
<b>Sundry</b>	<b>2,638</b>	
<b>Preventive Maintenance Program</b>	<b>15,500</b>	
<b>A&amp;E Services</b>	<b>48,000</b>	
	<b>15,000</b>	
<b>Total estimated cost over next 5 years</b>	<b>1,027,360</b>	



<b>Optional 5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
IL085-1	Moon Towers	21	11%
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Replace trash compactors & dumpsters		67,500	2005
Install hardwired smoke detectors		64,000	
Install roll-in showers in handicapped units		27,500	
Replace tile and plumbing fixtures in showers		216,000	2006
Replace lavatory, medicine cabinet and light		95,000	
Convert 10 efficiency apartments to 5 larger units		340,000	
Redesign front lobby in annex office (improve energy efficiency)		15,000	2007
Replace carpet in corridors		83,000	
Replace hot water heaters		32,552	
Install Carpet in Apartments		228,000	2008
Paint Corridors and Common Areas		20,000	
Replace mailboxes		12,000	
Replace office lighting		3,000	
Renovate community space		15,000	
Replace refrigerators		71,250	
Construct stub wall between bedroom/LR area (efficiency units)		45,000	
Replace garage roof		25,000	
Replace windows in community room		18,000	
Clean, repair, seal, and stripe parking lots		21,000	
Site work		36,000	
Landscaping		25,000	
Install Security Cameras in Common Areas		30,000	
<b>Total estimated cost over next 5 years</b>		<b>1,539,802</b>	

<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
IL085-2	Scattered Sites	6	3%	
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Install insulation into walls of units			255,000	2005
Install sewer clean-outs in 2-bedroom units			36,000	
Replace refrigerators			76,000	
Replace floor tile			169,000	
Erosion Control, drainage and landscaping			100,000	2006
Replace ranges			41,552	
Install storage buildings			165,000	2007
Site work			67,000	
Upgrade electrical service-10 four bedroom units			15,000	2008

<b>Install fencing</b>	<b>10,500</b>	
<b>Remove and resurface fire lanes and parking lots</b>	<b>360,000</b>	
<b>Security Lighting</b>	<b>12,000</b>	
<b>Total estimated cost over next 5 years</b>	<b>1,307,052</b>	

<b>Optional 5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
IL085-6	Bluebell Tower	4	8%
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Update safety features for elevator		16,000	2005
Install hard wired smoke detectors		20,470	
Replace trash compactor and dumpsters		32,000	
Clean and paint stairwells		13,000	
Install clean-out at sewer system		16,352	
Replace roof		220,000	2006
Replace windows		225,000	2007
Site Work		15,000	2008
Replace hot water heaters		6,500	
Replace refrigerators		34,400	
Replace ranges		15,300	
Install roll-in showers, 3 units		15,000	
Replace community room appliances		4,800	
Replace booster pump-domestic hot water		12,500	
Install additional heating fins in each corner unit		12,000	
<b>Total estimated cost over next 5 years</b>		<b>648,052</b>	

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

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- Yes  No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)  
b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

- Revitalization Plan under development  
 Revitalization Plan submitted, pending approval  
 Revitalization Plan approved  
 Activities pursuant to an approved Revitalization Plan underway

- Yes  No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?  
If yes, list development name/s below:

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

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

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1.  Yes  No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

## 2. Activity Description

Yes  No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

<b>Demolition/Disposition Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>	
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>	
5. Number of units affected:	
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development	
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:	

**9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities**

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1.  Yes  No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

<b>Designation of Public Housing Activity Description</b>
1a. Development name:
1b. Development (project) number:
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>

4. Date this designation approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:
7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

## **10. Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

### **A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act**

1.  Yes X No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

#### 2. Activity Description

Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

<b>Conversion of Public Housing Activity Description</b>
1a. Development name:
1b. Development (project) number:



<p>2. What is the status of the required assessment?</p> <p><input type="checkbox"/> Assessment underway</p> <p><input type="checkbox"/> Assessment results submitted to HUD</p> <p><input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question)</p> <p><input type="checkbox"/> Other (explain below)</p>
<p>3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)</p>
<p>4. Status of Conversion Plan (select the statement that best describes the current status)</p> <p><input type="checkbox"/> Conversion Plan in development</p> <p><input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY)</p> <p><input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY)</p> <p><input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway</p>
<p>5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)</p> <p><input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: _____)</p> <p><input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____)</p> <p><input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____)</p> <p><input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent</p> <p><input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units</p> <p><input type="checkbox"/> Other: (describe below)</p>

**B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937**

**C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937**

**11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1.  Yes  No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

**Public Housing Homeownership Activity Description**  
**(Complete one for each development affected)**

1a. Development name:

1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: <u>(DD/MM/YYYY)</u>
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

## B. Section 8 Tenant Based Assistance

1. X Yes  No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If "No", skip to component 12; if "yes", describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

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

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

X 25 or fewer participants

26 - 50 participants

51 to 100 participants

more than 100 participants

b. PHA-established eligibility criteria

Yes X No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

## **12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (1)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

### **A. PHA Coordination with the Welfare (TANF) Agency**

1. Cooperative agreements:

X Yes  No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

X Client referrals

- X Information sharing regarding mutual clients (for rent determinations and otherwise)
- X Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

**B. Services and programs offered to residents and participants**

**(1) General**

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- X Public housing rent determination policies
- X Public housing admissions policies
- X Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families
- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- Preference/eligibility for public housing homeownership option participation
- X Preference/eligibility for section 8 homeownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs

- X Yes  No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use. )

<b>Services and Programs</b>				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
GED test preparation classes	5-8	First come	family housing site	KCHA resident
Structured After-School program	75 youth	All KCHA youth	3 family housing sites	KCHA resident
Summer Day Camp	75 youth	All KCHA youth	3 family housing sites	KCHA resident
Parent "Time Out" lunches	25-30	All families invt	Family housing site	KCHA resident

**(2) Family Self Sufficiency program/s**

N/A

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

--	--	--

- b.  Yes  No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?  
If no, list steps the PHA will take below:

### C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
  - Informing residents of new policy on admission and reexamination
  - Actively notifying residents of new policy at times in addition to admission and reexamination.
  - Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
  - Establishing a protocol for exchange of information with all appropriate TANF agencies
  - Other: (list below)

<b>D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937</b>
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### **13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

**A. Need for measures to ensure the safety of public housing residents**

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower-level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below)  
Presence of "guests" and unreported live-ins with ties to drug activity

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

3. Which developments are most affected? (list below)

IL085-2

**B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year**

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)



- X Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
  - X Crime Prevention Through Environmental Design
  - X Activities targeted to at-risk youth, adults, or seniors
  - X Volunteer Resident Patrol/Block Watchers Program
  - X Other (describe below)
- “Crimestoppers”, Neighborhood Watch

2. Which developments are most affected? (list below)

IL085-2

**C. Coordination between PHA and the police**

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- X Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- X Police provide crime data to housing authority staff for analysis and action
- X Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- X Police regularly testify in and otherwise support eviction cases
- X Police regularly meet with the PHA management and residents
- X Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

2. Which developments are most affected? (list below)

IL085-2

**D. Additional information as required by PHDEP/PHDEP Plan**

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

## **14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

### THE KNOX COUNTY HOUSING AUTHORITY

#### PET POLICY

The Knox County Housing Authority has adopted the following regulations regarding common household pets in FAMILY HOUSING which is owned and operated by the Authority. Common household pets shall, for the purpose of this policy, include dogs, cats, rabbits, hamsters, gerbils and turtles. Approval is not required for birds in a cage or fish in an aquarium. ALL OTHER ANIMALS ARE PROHIBITED. Assistive Animals are exempt from weight limitations and pet deposits. The need for Assistive animals must be documented by a physician.

This policy will be enforced by the Knox County Housing Authority. It explains your rights and responsibilities as a pet owner who is under lease with the Housing Authority.

1. Your lease with the Housing Authority provides for the allowance of pets in Housing provided that the Authority has been notified, proper screening procedures have been completed, and written approval has been issued.
2. Only one pet may be kept in any one apartment. Heads of household shall be responsible for their pet. NO GUESTS MAY BRING PETS ON THE PREMISES except in cases where it is necessary for the guest to have an assistive animal, such as a Seeing Eye dog.
3. Pets must be kept on a leash at all times when not in the owner's apartment... While outside the building, the pet must be kept on a leash. THE ANIMAL MUST BE ACCOMPANIED BY A PERSON WHO IS ABLE TO CONTROL IT.
4. Every dog and cat must wear a City or County Animal License, a valid rabies tag and a tag bearing the owner's name, address, and telephone number. ALL CITY ANIMAL LICENSES EXPIRE ON AN ANNUAL BASIS AND MUST BE RENEWED ON A REGULAR BASIS.

5. Written documentation must be provided to the Housing Authority that female dogs and cats have been spayed and male dogs and cats have been neutered unless a letter is received from a licensed veterinarian giving medical reasons why such a procedure would be detrimental to the pet's health.
6. Every pet must be registered annually at the Knox County Housing Authority management office at the time of annual re-examination of the resident. **THIS MUST BE DONE EACH AND EVERY YEAR TO REMAIN IN COMPLIANCE.** Registering your dog or cat requires proof of current license, proof of current inoculations and identification tags.
7. The pet owner will be responsible for picking up waste (feces) left by the pet and disposing of it in a proper receptacle.
8. Cat owners are required to remove waste from the litter box on a daily basis and provide fresh litter once each week. These discarded products must be double bagged in plastic bags, sealed and placed in a proper receptacle for pick up.
9. **NO PET MAY MAKE EXCESSIVE NOISE WHICH DISRUPTS THE PEACE AND QUIET ENJOYMENT OF OTHER RESIDENTS ON THE PROPERTY.**
10. Weight of the pet shall not exceed 25 pounds and shall be of a variety that would not be expected to exceed that weight when fully grown.
11. The pet owner/tenant shall be liable for any damages to the Housing Authority property caused by the animal. The Housing Authority will assume no responsibility for any actions of tenant pets resulting in third party damages and/or claims.
12. A pet deposit of \$75.00 shall be required at the time the animal is brought to live in the unit, or at move in, whichever is applicable. This deposit is in addition to the tenant's standard security deposit.
13. With the exception of assistive animals, pets are not, under any circumstances allowed to be present in public areas such as the laundry rooms, community rooms, office, etc.
14. ALL Pet owners must have on file with the Housing Authority the name of a responsible individual who is willing to care for their animal in the event that the owner must be absent from their unit due to ill health or other unexpected absence.
15. This Pet Policy, when fully executed shall become an addendum to your lease therefore violations of this policy shall be considered violations of the lease and subject to the same enforcement procedures as set forth in the lease.

-----  
The Knox County Housing Authority retains the right to require the removal of any pet from the property if the pet's conduct or condition is duly determined to constitute a nuisance or a threat to the health or safety of other occupants of the project or of other persons in the community where the project is located.

I/We have read the above policy and agree to abide by the rules and regulations. I/We hereby make a damage deposit in the amount of \$75.00 to be held by the Housing Authority and returned to me/us when our tenancy terminates or we no longer have the pet present in our unit, and provided that all terms and conditions herein have been performed and no damages caused by the animal exist.

Species of pet (dog, cat, etc.) \_\_\_\_\_ Name of Pet \_\_\_\_\_ Breed \_\_\_\_\_ Adult weight \_\_\_\_\_

Other Responsible Person for Emergency Care:

Name:

Address:

Telephone Number:

\_\_\_\_\_  
\_\_\_\_\_ Tenant Signature                      date

Tenant Signature                      date

**15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

**16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

1.  Yes  No: Is the PHA required to have an audit conducted under section 1937 (42 U.S.C. 1437c(h))?  
(If no, skip to component 17.)
2.  Yes  No: Was the most recent fiscal audit submitted to HUD?
3.  Yes  No: Were there any findings as the result of that audit?
4.  Yes  No: If there were any findings, do any remain unresolved?  
If yes, how many unresolved findings remain? \_\_\_\_\_
5.  Yes  No: Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due (state below)?

5(h)(2) of the U.S. Housing Act of

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1.  Yes  No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
- Not applicable
- Private management
- Development-based accounting
- Comprehensive stock assessment
- Other: (list below)
3.  Yes  No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board Recommendations**

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

Attached at Attachment (File name)

Provided below:

3. In what manner did the PHA address those comments? (select all that apply)

Considered comments, but determined that no changes to the PHA Plan were necessary.

The PHA changed portions of the PHA Plan in response to comments

List changes below:

Other: (list below)

### **B. Description of Election process for Residents on the PHA Board**

1.  Yes  No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2.  Yes  No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

### 3. Description of Resident Election Process

#### a. Nomination of candidates for place on the ballot: (select all that apply)

- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe)

#### b. Eligible candidates: (select one)

- Any recipient of PHA assistance
- Any head of household receiving PHA assistance
- Any adult recipient of PHA assistance
- Any adult member of a resident or assisted family organization
- Other (list)

#### c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (list)

### **C. Statement of Consistency with the Consolidated Plan**

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: (State of Illinois)

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

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

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

**D. Other Information Required by HUD**

Use this section to provide any additional information requested by HUD.

**Attachments**

Use this section to provide any additional attachments referenced in the Plans.



## Revisions to Public Housing Administrative Plan:

1) The Tenant Selection Preference System shall be revised as follows:

### **10.0 Tenant Selection and Assignment Plan**

#### 10.1 Preferences, SELECTION FROM THE WAITING LIST

The KCHA will select families from the waiting list based on the date and time of their application with the following exceptions:

A Applicant households with at least one family member who has a physical residence in or is employed in Knox County at the time of their application will be admitted ahead of other applicants.

To establish residence/employment status the applicant household must demonstrate that they have a physical residence in Knox County. Physical residence shall be defined a domicile with a mailing address, other than a post office box, for which the applicant can produce one or more of the following: a lease or a purchase agreement, utility bills showing the claimed residence address, two pieces of first class mail addressed to a member of the applicant household at the claimed address. Households domiciled as guests in another household or in accommodations intended for transients such as hotels, motels, emergency housing facilities, or campgrounds will not be considered to be residents of the county.

To establish that an applicant household member is employed in Knox County that member must produce paycheck stubs or other official correspondence from his or her employer documenting their employment.

B Applicant households in which one or more persons are veterans of any branch of the United States military or merchant marine with at least two years of service will be admitted ahead of all other applicants except those who reside in or are employed in Knox County at the time they apply.

*Applicant households with members who, individually or collectively, meet both preference criteria "A" and "B" will be admitted before any other households.*

Notwithstanding the above, applicants who are elderly or disabled will be offered housing before other single persons. Where necessary to assure that the housing authority meets the federal requirement for 60% of its new admissions to have incomes below 30% of the area median, certain applicants on the may be moved ahead of others on the waiting list.

**Buildings Designed for the Elderly and Disabled:** Preference will be given to elderly and disabled families. If there are no elderly or disabled families on the

list, preference will then be given to near-elderly families. If there are no near-elderly families on the waiting list, units will be offered to families who qualify for the appropriate bedroom size using these priorities. All such families will be selected from the waiting list using the preferences as outlined above.

**Buildings Designated as Elderly Only Housing:** In filling vacancies in developments designated primarily for elderly, first priority will be given to elderly families. If there are no elderly families on the list, next priority will be given to the near-elderly. If there are no near-elderly, units will be offered to families who qualify for the appropriate bedroom size. Using these priorities, families will be selected from the waiting list using the preferences as outlined above.

**Buildings Designated for Disabled Only Housing:** In filling vacancies in developments primarily designated for persons with disabilities, first priority will be given to disabled families. If there are no disabled families on the list, next priority will be given to families who qualify for the appropriate bedroom size. Using these priorities, families will be selected from the waiting list using the preferences as outlined above.

**Accessible Units:** Accessible units will be first offered to families who have a documented need for the accessible features of those dwelling units. Applicants for these units will be selected utilizing the same preference system as outlined above. If there are no applicants who would benefit from the accessible features, the units will be offered to other applicants in the order that their names come to the top of the waiting list. Such applicants, however, must sign a release form stating they will accept a transfer (at their own expense) if, at a future time, a family requiring an accessible feature applies. Any family required to transfer will be given a 30-day notice.

## Revisions to the “Section 8” Housing Choice Voucher Program Administrative Plan

The “Section 8” Housing Choice Voucher Program Administrative Plan shall be revised as follows:

### **10.0 Tenant Selection and Assignment Plan**

#### **10.1 Preferences, SELECTION FROM THE WAITING LIST**

The KCHA will select families from the waiting list based on the date and time of their application with the following exceptions:

A Applicant households with at least one family member who has a physical residence in or is employed in Knox County at the time of their application will be admitted ahead of other applicants.

To establish residence/employment status the applicant household must demonstrate that they have a physical residence in Knox County. Physical residence shall be defined a domicile with a mailing address, other than a post office box, for which the applicant can produce one or more of the following: a lease or a purchase agreement, utility bills showing the claimed residence address, two pieces of first class mail addressed to a member of the applicant household at the claimed address. Households domiciled as guests in another household or in accommodations intended for transients such as hotels, motels, emergency housing facilities, or campgrounds will not be considered to be residents of the county.

To establish that an applicant household member is employed in Knox County that member must produce paycheck stubs or other official correspondence from his or her employer documenting their employment.

B Applicant households in which one or more persons are veterans of any branch of the United States military or merchant marine with at least two years of service will be admitted ahead of all other applicants except those who reside in or are employed in Knox County at the time they apply.

*Applicant households with members who, individually or collectively, meet both preference criteria “A” and “B” will be admitted before any other households.*

Notwithstanding the above, applicants who are elderly or disabled will be offered housing before other single persons. Where necessary to assure that the housing authority meets the federal requirement for 60% of its new admissions to have

incomes below 30% of the area median, certain applicants on the may be moved ahead of others on the waiting list.

## **Revisions to the Knox County Housing Authority Tenant Pet Policy**

Knox County Housing Authority tenant pet policy shall be revised as follows:

The maximum adult weight of pets kept by tenants in Knox County Housing Authority family and elderly housing complexes shall be changed from 15 to 25 pounds.

## **VI. MEMBERSHIP OF PHA GOVERNING BOARD**

### **MEMBERSHIP OF THE GOVERNING BOARD**

**NOVEMBER, 2003**

Listed below are the members of the Knox County Housing Authority Board of Commissioners and their term expiration dates.

Mr. Constant Johnson  
747 Bateman Street  
Galesburg, IL 61401

Term Expiration: May 28, 2006

Mr. Lomac Payton  
545 West South Street  
Galesburg, IL 61401

Term Expiration: May 28, 2008

Mr. Roger Peterson  
1558 Bridge Avenue  
Galesburg, IL 61401

Term expiration: May 28, 2007

Mr. Paul Way  
107 S. McClure  
Abingdon, IL 61410

Term Expiration: May 28, 2005  
Filling the unexpired term of Ray Landon

Ms. Denise Basley  
476 Michigan Avenue  
Galesburg, IL 61401

Term Expiration: April 30, 2004  
Resident Commissioner fulfilling the  
unexpired term of Harry Eaton)

All commissioners named to the Knox County Board of Commissioners are appointed by the Knox County Board

RESIDENT ADVISORY BOARD  
Meeting (12/17/03)

The Resident Advisory Board of the Knox County Housing Authority consists of at least one representative from each of the five public housing sites operated by the Authority. Meetings are held quarterly or more often in necessary to discuss current issues. The Executive Director and/or the Assistant Director of the Authority also attend the meetings. The persons serving on this Board and their area of representation are as follows:

**PRESENT:**

Dales Parsons, resident from the Moon Towers Elderly High-rise

Sherry Bain, Resident from the Moon Towers Elderly High-rise

Earl Day, Resident from the Blue Bell Elderly High-rise

Michael Burns, Resident from the Iowa Avenue Family Site

**ABSENT:**

Esther Lawson, Resident from the Blue Bell Elderly High-rise

Carletha Davis, Resident from the Berrien/South Street Family Site

Denise Basley, Resident of the Iowa Avenue Family Site

Carol Daniels, Resident from the Section 8 Program

Kimberly Ward, Resident from the McKnight Street Family Site

Also present were Margie Hulick, Assistant Director, and Rita Hall, Modernization Coordinator.

Margie Hulick presented the following information at the meeting:

Both the current Annual Plan and the 5 Year Plan were available for viewing. The details of the Agency Plan Highlights, provided by Mr. Tomlin, were outlined. Emphasis was put on the agency's mission statement and the fact that the goals were consistent with last year.

The two proposed changes for the upcoming year were described. The first being the method of prioritizing people applying for Section 8 or to live in public housing will change to a first come, first served basis. There will be two exceptions: 1) residents of Knox County, and 2) veterans with at least two years of service. The second change

involves the Pet Policy. The weight limit will be increased from the current 15 pounds to 25 pounds.

Margie requested suggestions on how to increase involvement in the Resident Advisory Board meetings. This opened up discussion: both Mr. Day and Mr. Parsons feel that the KCHA offers more to the family sites than to the senior housing; they agreed that their needs are not as great but they still feel neglected. Mr. Parsons asked to receive a newsletter that shares more information about all the sites, the employees and general information. Mrs. Hall made the suggestion that newsletter that Jenny Stegall could publish a good newsletter.

Ms. Bain spoke of some concern that the HA was taking anyone into MT. Mr. Parsons requested a copy of the table 7 of the annual plan and the 5 year plan. Mr. Day reported replacing about 10 of the hard-wired smoke detectors with battery detectors.



## **CRITERIA FOR DETERMINING THAT A PROPOSED CHANGE TO THE AGENCY PLAN IS SUBSTANTIAL**

The U.S. Department of Housing and Urban Development regulations covering public housing authority agency plans and five-year plans stipulate that any time a PHA deviates “substantially” from the provisions of its agency plan, including the various administrative policies contained in it, that PHA must provide various methods of input from its residents and the public. These means of input include opportunities for examination and comment for the resident advisory board, the public, and the governing body of the PHA. The following criteria for determining whether a change in the Knox County Housing Authority administrative plan is “substantial”:

### Financial

If the proposed change will impact the budget, from which the proposed revised expenditure will come i.e. capital fund, Low-rent, section 8s, etc. by 10 percent of its total amount or \$100,000.00

### Regulatory

If the change will materially alter the sequence in which or standards by which applicants for any of the authority’s programs are determined to be eligible for admission or continued occupancy

### Capacity

If the proposed change will effectively reduce the number of individuals or families that may be served by the authority.

# PHA Plan Table Library

## Component 7 Capital Fund Program Annual Statement Parts I, II, and II

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

Capital Fund Grant Number 50103 FFY of Grant Approval: (10/01/04)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	0
3	1408 Management Improvements	55,600
4	1410 Administration	83,527
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	48,000
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	628,000
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>815,127</b>
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

**Annual Statement**  
**Capital Fund Program (CFP) Part II: Supporting Table**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
Mgmt. Improv.	Staff Training	1408	3,000
	Resident Initiatives Coordinator	“	47,000
	Physical Needs Assessment	“	5,600
Admin	Mod Coordinator, Ex. Dir., Clerical	1410	80,500
	Sundry	“	3,027
Fees & Costs	A & E Services	1430	48,000
85-1 Moon Towers	Replace fire alarm system	1460	87,000
	Replace bi-fold doors in units	“	112,500
	Install window treatment	“	85,000
	Replace community room closet doors	“	7,500
	Install individual heat controls in units	1465	131,000
	Rebalance air handler & replace controls	“	11,500
	Replace boiler controls	“	40,000
85-2 Scattered Sites	Replace kitchen and bathroom faucets	1460	71,500
85-6 Bluebell Tower	Replace fire alarm system	1460	82,000

**Annual Statement**  
**Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
Mgmt. Improvements	09/30/06	09/30/07
Admin	09/30/06	09/30/07
HA Wide	09/30/06	09/30/07
85-1 Moon Towers	09/30/06	09/30/07
85-2 Scattered Sites	09/30/06	09/30/07
85-6 Bluebell Tower	09/30/06	09/30/07



Annual Statement /Performance and Evaluation Report

U. S. Department of Housing  
and Urban Development

OMB Approval No. 2577-0157 (7/98)

Comprehensive Grant Program (CGP)

Part I: Summary

Office of Public and Indian Housing

HA Name <b>Knox County Housing Authority</b>	Comprehensive Grant Number <b>IL06-P085-50101</b>	FFY of Grant Approval <b>2001</b>
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- Original Annual Statement  
  Reserve for Disaster/Emergencies  
  Revised Annual Statement/Revision Number \_\_2\_\_  
  Performance and Evaluation Report for Program Year Ending 06/30/03  
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations (may not exceed 10% of 19)	\$0.00	\$0.00	\$0.00	\$0.00
3	1408 Management Improvements	\$83,000.00	\$87,154.00	\$87,154.00	\$76,697.00
4	1410 Administration	\$82,456.00	\$89,247.00	\$89,122.00	\$76,643.00
5	1411 Audit	\$0.00	\$0.00	\$0.00	\$0.00
6	1415 Liquidated Damages	\$0.00	\$0.00	\$0.00	\$0.00
7	1430 Fees and Costs	\$38,000.00	\$44,000.00	\$44,000.00	\$38,595.00
8	1440 Site Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
9	1450 Site Improvement	\$85,000.00	\$51,322.00	\$51,322.00	\$62.00
10	1460 Dwelling Structures	\$428,384.00	\$748,609.00	\$748,609.00	\$482,444.00
11	1465.1 Dwelling Equipment-Nonexpendable	\$136,660.00	\$8,894.00	\$8,894.00	\$0.00
12	1470 Nondwelling Structures	\$156,200.00	\$1,200.00	\$1,325.00	\$1,325.00
13	1475 Nondwelling Equipment	\$23,000.00	\$2,274.00	\$2,274.00	\$2,274.00
14	1485 Demolition	\$0.00	\$0.00	\$0.00	\$0.00
15	1495.1 Relocation Cost	\$0.00	\$0.00	\$0.00	\$0.00
16	1490 Replacement Reserve	\$0.00	\$0.00	\$0.00	\$0.00
17	1498 Mod Used for Development	\$0.00	\$0.00	\$0.00	\$0.00
18	1502 Contingency (may not exceed 8% of 19)	\$0.00	\$0.00	\$0.00	\$0.00
19	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>\$1,032,700.00</b>	<b>\$1,032,700.00</b>	<b>\$1,032,700.00</b>	<b>\$678,040.00</b>
20	Amount of line 19 Related to LBP Activities	\$0.00		\$0.00	\$0.00
21	Amount of line 19 Related to Section 504 Compliance	\$0.00		\$0.00	\$0.00
22	Amount of line 19 Related to Security	\$0.00		\$0.00	\$0.00
23	Amount of line 19 Related to Energy Conservation	\$0.00		\$0.00	\$0.00

Signature of Executive Director and Date <b>X</b>	Signature of Public Housing Director or Office of Native American Programs Administrator & Date: <b>X</b>
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1 To be completed for the Performance & Evaluation Report or a Revised Annual Statement  
2 To be completed for the Performance & Evaluation Report

Comprehensive Grant Program (CGP)

Part II: Supporting Pages

Development Number/ Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
<b>HA-Wide</b>	Mgmt. Improvmts Resident Initiatives Coordinator Resident Programs	1408	Total 1408	\$38,000.00	\$61,187.00	\$61,187.00	\$50,730.00	
		1408		\$45,000.00	\$25,967.00	\$25,967.00	\$25,967.00	
				<b>\$83,000.00</b>	<b>\$87,154.00</b>	<b>\$87,154.00</b>	<b>\$76,697.00</b>	
Admin	Mod. Coord, Ex. Dir. & Clerical Sundry	1410	Total 1410	\$80,900.00	\$87,544.00	\$87,419.00	\$75,290.00	
		1410		\$1,556.00	\$1,703.00	\$1,703.00	\$1,353.00	
				<b>\$82,456.00</b>	<b>\$89,247.00</b>	<b>\$89,122.00</b>	<b>\$76,643.00</b>	
Fees and Costs	A & E Services Consultant	1430	Total 1430	\$36,500.00	\$44,000.00	\$44,000.00	\$38,595.00	deleted
		1430		\$1,500.00	\$0.00	\$0.00	\$0.00	
				<b>\$38,000.00</b>	<b>\$44,000.00</b>	<b>\$44,000.00</b>	<b>\$38,595.00</b>	
	Computer Upgrade	1475		\$5,000.00	\$2,274.00	\$2,274.00	\$2,274.00	moved to 5-yr. plan
	Floor Care Equipment	1475		\$15,000.00	\$0.00	\$0.00	\$0.00	
	Snow Removal Equipment	1475		\$3,000.00	\$0.00	\$0.00	\$0.00	
				<b>\$23,000.00</b>	<b>\$2,274.00</b>	<b>\$2,274.00</b>	<b>\$2,274.00</b>	

Signature of Executive Director and Date

Signature of Public Housing Director or Office of Native American Programs Administrator and Date

X

X

(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

Comprehensive Grant Program (CGP)

Part II: Supporting Pages

Development Number/ Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
<b>85-1</b> <b>Moon Towers</b>	Install hard wired smoke detectors	1460		\$28,500.00	\$0	\$0	\$0	moved to 5-yr. plan
	entry repairs	1460		\$5,000.00	\$0	\$0	\$0	moved to 5-yr. plan
	replace light above medicine cabinets	1460		\$19,000.00	\$0	\$0	\$0	moved to 5-yr. plan
				<b>\$52,500.00</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
	replace compactor equipment	1465		\$5,000.00	\$0	\$0	\$0	moved to 5-yr. plan
				<b>\$5,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
	Replace Garage Door	1470		\$1,200.00	\$1,200	\$1,325	\$1,325	
	replace fire alarm system	1470		\$42,000.00	\$0	\$0	\$0	moved to 5-yr. plan
	replace office lighting	1470		\$6,000.00	\$0.00	\$0.00	\$0.00	
				<b>\$49,200.00</b>	<b>\$1,200.00</b>	<b>\$1,325.00</b>	<b>\$1,325.00</b>	
<b>Total,</b>	<b>Total Project</b>			<b>\$106,700.00</b>	<b>\$1,200.00</b>	<b>\$1,325.00</b>	<b>\$1,325.00</b>	

Signature of Executive Director and Date

Signature of Public Housing Director or Office of Native American Programs Administrator and Date

X

X

(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



Comprehensive Grant Program (CGP)

Part II: Supporting Pages

Office of Public and Indian Housing

Development Number/ Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
<b>85-2 Scattered Sites</b>	Site work	1450		\$85,000.00	\$51,322.00	\$51,322.00	\$62.00	
				<b>\$85,000.00</b>	<b>\$51,322.00</b>	<b>\$51,322.00</b>	<b>\$62.00</b>	
	Masonry Repairs	1460		\$330,464.00	\$0.00	\$0.00	\$0.00	moved to CFP2002
	Replace thermostates	1460	190	\$24,000.00	\$24,000.00	\$24,000.00	\$24,000.00	
	Install Central A/C each unit	1460	190		\$724,609.00	\$724,609.00	\$459,344.00	
				<b>\$354,464.00</b>	<b>\$748,609.00</b>	<b>\$748,609.00</b>	<b>\$483,344.00</b>	
	Replace refrigerators	1465		\$87,300.00	\$8,894.00	\$8,894.00	\$0.00	moved to 5 Yr. plan
	Replace range hoods	1465		\$27,160.00	\$0.00	\$0.00	\$0.00	
				<b>\$114,460.00</b>	<b>\$8,894.00</b>	<b>\$8,894.00</b>	<b>\$0.00</b>	
	television antenna system	1470		\$65,000.00	\$0.00	\$0.00	\$0.00	moved to 5 yr. plan
			<b>\$65,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		
<b>Total,</b>	<b>Project Total:</b>			<b>\$618,924.00</b>	<b>\$873,825.00</b>	<b>\$808,825.00</b>	<b>\$483,406.00</b>	

Signature of Executive Director and Date

Signature of Public Housing Director or Office of Native American Programs Administrator and Date

X

X

(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

Comprehensive Grant Program (CGP)

Part II: Supporting Pages

Development Number/ Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)	
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)		
IL 85-6 Bluebell  Tower	Install Hardwired smoke detectors replace ranges	1460		\$7,650.00	\$0.00	\$0.00	\$0.00	moved to 5 yr plan	
		1460		\$13,770.00	\$0.00	\$0.00	\$0.00	moved to 5 yr plan	
				<b>\$21,420.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		
	replace trash compactors upgrade elevators	1465		\$3,000.00	\$0.00	\$0.00	\$0.00	moved to 5 yr plan	
		1465		\$14,200.00	\$0.00	\$0.00	\$0.00	moved to 5 yr plan	
				<b>\$17,200.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		
	replace fire alarm system	1470		\$42,000.00	\$0.00	\$0.00	\$0.00	moved to 5 yr plan	
				<b>\$42,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		
	<b>Total,</b>			<b>Project Total:</b>	<b>\$80,620.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

Signature of Executive Director and Date

Signature of Public Housing Director or Office of Native American Programs Administrator and Date

**X**

**X**

(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

Comprehensive Grant Program (CGP)

Part III: Implementation Schedule

Development Number/ Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
Mgmt. Improvements							
Res. Initiatives Coordinator	06/30/03			09/30/04			
Res. Programs	06/30/03			09/30/04			
Administration	06/30/03			09/30/04			
HA Wide	06/30/03			09/30/04			
85-2 Scattered Sites	06/30/03			09/30/04			

Signature of Executive Director and Date  
**X**

Signature of Public Housing Director or Office of Native American Programs Administrator and Date  
**X**

(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

Annual Statement /Performance and Evaluation Report

U. S. Department of Housing  
and Urban Development

OMB Approval No. 2577-0157 (7/98)

Comprehensive Grant Program (CGP)

Part I: Summary

Office of Public and Indian Housing

HA Name <b>Knox County Housing Authority</b>	Comprehensive Grant Number <b>IL06-P085-50102</b>	FFY of Grant Approval <b>2002</b>
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Original Annual Statement  
  Reserve for Disaster/Emergencies  
  Revised Annual Statement/Revision Number \_\_1\_\_  
  Performance and Evaluation Report for Program Year Ending **06/30/03**  
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations (may not exceed 10% of 19)	\$0.00		\$0.00	\$0.00
3	1408 Management Improvements	\$95,000.00		\$0.00	\$0.00
4	1410 Administration	\$84,200.00		\$0.00	\$0.00
5	1411 Audit	\$0.00		\$0.00	\$0.00
6	1415 Liquidated Damages	\$0.00		\$0.00	\$0.00
7	1430 Fees and Costs	\$46,500.00		\$46,500.00	\$0.00
8	1440 Site Acquisition	\$0.00		\$0.00	\$0.00
9	1450 Site Improvement	\$0.00		\$0.00	\$0.00
10	1460 Dwelling Structures	\$744,990.00		\$0.00	\$0.00
11	1465.1 Dwelling Equipment-Nonexpendable	\$0.00		\$0.00	\$0.00
12	1470 Nondwelling Structures	\$0.00		\$0.00	\$0.00
13	1475 Nondwelling Equipment	\$20,000.00		\$0.00	\$0.00
14	1485 Demolition	\$0.00		\$0.00	\$0.00
15	1495.1 Relocation Cost	\$0.00		\$0.00	\$0.00
16	1490 Replacement Reserve	\$0.00		\$0.00	\$0.00
17	1498 Mod Used for Development	\$0.00		\$0.00	\$0.00
18	1502 Contingency (may not exceed 8% of 19)	\$0.00		\$0.00	\$0.00
19	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>\$990,690.00</b>		<b>\$46,500.00</b>	<b>\$0.00</b>
20	Amount of line 19 Related to LBP Activities	\$0.00		\$0.00	\$0.00
21	Amount of line 19 Related to Section 504 Compliance	\$0.00		\$0.00	\$0.00
22	Amount of line 19 Related to Security	\$0.00		\$0.00	\$0.00
23	Amount of line 19 Related to Energy Conservation	\$0.00		\$0.00	\$0.00

Signature of Executive Director and Date <b>X</b>	Signature of Public Housing Director or Office of Native American Programs Administrator & Date: <b>X</b>
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Development Number/ Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)	
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)		
<b>HA-Wide</b>  Mgmt. Improvmts	Resident Initiatives Coordinator	1408		\$42,000.00		\$0.00	\$0.00		
	Resident Programs	1408		\$45,000.00		\$0.00	\$0.00		
	Staff Training	1408		\$8,000.00		\$0.00	\$0.00		
	Safety Audit	1408		\$5,500.00		\$0.00	\$0.00		
				Total 1408	<b>\$100,500.00</b>		\$0.00	\$0.00	
Admin	Mod. Coord, Ex. Dir. & Clerical Sundry	1410		\$80,500.00		\$0.00	\$0.00		
		1410		\$2,000.00		\$0.00	\$0.00		
				Total 1410	<b>\$82,500.00</b>		\$0.00	\$0.00	
Fees and Costs	A & E Services Consultant	1430		\$44,000.00		\$46,500.00	\$0.00		
		1430		\$2,500.00		\$0.00	\$0.00		
				Total 1430	<b>\$46,500.00</b>		\$46,500.00	\$0.00	
	Lawn Equipment Sewer Camera	1475		\$12,000.00		\$0.00	\$0.00		
		1475		\$8,000.00		\$0.00	\$0.00		
				<b>\$20,000.00</b>		\$0.00	\$0.00		

Signature of Executive Director and Date

Signature of Public Housing Director or Office of Native American Programs Administrator and Date

X

X

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Comprehensive Grant Program (CGP)

Part II: Supporting Pages

Development Number/ Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
<b>85-1 Moon Towers</b>	Recorate Interior Corridors	1460	4	\$36,350.00		\$0.00	\$0.00	
	Install ceiling fans in each unit	1460	190	\$58,000.00		\$0.00	\$0.00	
	Install Roll-In Showers in Hcp. Units	1460	5	\$27,500.00		\$0.00	\$0.00	
				<b>\$121,850.00</b>				
	Upgrade Heating System	1470		\$46,100.00		\$0.00	\$0.00	
	Replace Fire Alarm System	1470		\$82,000.00		\$0.00	\$0.00	
			<b>\$128,100.00</b>		\$0.00	\$0.00		
<b>85-2 Scattered Sites</b>	Masonry Work @ ea. Bldg.	1460		\$358,990.00		\$0.00	\$0.00	
	Install Central Air @ ea. Unit	1460		\$388,000.00		\$0.00	\$0.00	
				<b>\$746,990.00</b>		\$0.00	\$0.00	
<b>85-6 Bluebell Tower</b>	No work items							
<b>Total,</b>	<b>Total Project</b>			<b>\$996,940.00</b>	<b>#REF!</b>	<b>#REF!</b>	<b>#REF!</b>	

Signature of Executive Director and Date

Signature of Public Housing Director or Office of Native American Programs Administrator and Date

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Comprehensive Grant Program (CGP)

Part III: Implementation Schedule

Development Number/ Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
Mgmt. Improvements	09/30/04			09/30/04			
Res. Initiatives Coordinator	09/30/04			09/30/04			
Res. Programs	09/30/04			09/30/04			
Administration	09/30/04			09/30/04			
HA Wide	09/30/04			09/30/04			
85-2 Scattered Sites	09/30/04			09/30/04			

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Annual Statement /Performance and Evaluation Report

U. S. Department of Housing  
and Urban Development

OMB Approval No. 2577-0157 (7/98)

Comprehensive Grant Program (CGP)

Part I: Summary

Office of Public and Indian Housing

HA Name <b>Knox County Housing Authority</b>	Comprehensive Grant Number <b>IL06-P085-50103</b>	FFY of Grant Approval <b>2003</b>
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Original Annual Statement  
  Reserve for Disaster/Emergencies  
  Revised Annual Statement/Revision Number \_\_1\_\_  
  Performance and Evaluation Report for Program Year Ending 20 **06/30/03**  
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations (may not exceed 10% of 19)	\$0.00	\$0.00	\$0.00	\$0.00
3	1408 Management Improvements	\$104,600.00	\$46,537.00	\$0.00	\$0.00
4	1410 Administration	\$83,090.00	\$83,090.00	\$0.00	\$0.00
5	1411 Audit	\$0.00	\$0.00	\$0.00	\$0.00
6	1415 Liquidated Damages	\$0.00	\$0.00	\$0.00	\$0.00
7	1430 Fees and Costs	\$54,000.00	\$54,000.00	\$0.00	\$0.00
8	1440 Site Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
9	1450 Site Improvement		\$0.00	\$0.00	\$0.00
10	1460 Dwelling Structures	\$517,500.00	\$517,500.00	\$0.00	\$0.00
11	1465.1 Dwelling Equipment-Nonexpendable	\$221,500.00	\$114,000.00	\$0.00	\$0.00
12	1470 Nondwelling Structures	\$0.00	\$0.00	\$0.00	\$0.00
13	1475 Nondwelling Equipment	\$10,000.00	\$0.00	\$0.00	\$0.00
14	1485 Demolition	\$0.00	\$0.00	\$0.00	\$0.00
15	1495.1 Relocation Cost	\$0.00	\$0.00	\$0.00	\$0.00
16	1490 Replacement Reserve	\$0.00	\$0.00	\$0.00	\$0.00
17	1498 Mod Used for Development	\$0.00	\$0.00	\$0.00	\$0.00
18	1502 Contingency (may not exceed 8% of 19)	\$0.00	\$0.00	\$0.00	\$0.00
19	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>\$990,690.00</b>	<b>\$815,127.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
20	Amount of line 19 Related to LBP Activities	\$0.00		\$0.00	\$0.00
21	Amount of line 19 Related to Section 504 Compliance	\$0.00		\$0.00	\$0.00
22	Amount of line 19 Related to Security	\$0.00		\$0.00	\$0.00
23	Amount of line 19 Related to Energy Conservation	\$0.00		\$0.00	\$0.00

Signature of Executive Director and Date <b>X</b>	Signature of Public Housing Director or Office of Native American Programs Administrator & Date: <b>X</b>
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1 To be completed for the Performance & Evaluation Report or a Revised Annual Statement  
2 To be completed for the Performance & Evaluation Report



Comprehensive Grant Program (CGP)

Part II: Supporting Pages

Development Number/ Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
HA-Wide Mgmt. Improvmts	Staff Training	1408		\$12,000.00	\$0.00	\$0.00	\$0.00	
	Resident Initiatives Coordinator	1408		\$47,000.00	\$46,537.00	\$0.00	\$0.00	
	Resident Programs	1408		\$40,000.00	\$0.00	\$0.00	\$0.00	
	Physical Needs Assessment	1408		\$5,600.00	\$0.00	\$0.00	\$0.00	
	<b>Total 1408</b>			<b>\$104,600.00</b>	<b>\$46,537.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
Admin	Mod. Coord, Ex. Dir. & Clerical	1410		\$80,500.00	\$80,500.00	\$0.00	\$0.00	
	Sundry	1410		\$2,590.00	\$2,590.00	\$0.00	\$0.00	
	<b>Total 1410</b>			<b>\$83,090.00</b>	<b>\$83,090.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
Fees and Costs	A & E Services	1430		\$48,000.00	\$48,000.00	\$0.00	\$0.00	
	Consultant	1430		\$6,000.00	\$6,000.00	\$0.00	\$0.00	
	<b>Total 1430</b>			<b>\$54,000.00</b>	<b>\$54,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
	Computer Upgrade	1475		\$5,000.00	\$0.00	\$0.00	\$0.00	
	Mtce. Program	1475		\$5,000.00	\$0.00	\$0.00	\$0.00	
<b>Total 1475</b>			<b>\$10,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		

Signature of Executive Director and Date

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 (2) To be completed for the Performance and Evaluation Report

Development Number/ Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
<b>85-1</b>								
	Replace fire alarm system	1460		\$87,000.00	\$87,000.00	\$0.00	\$0.00	
	Clean, repair and paint stairwells	1460		\$32,000.00	\$32,000.00	\$0.00	\$0.00	
	Replace bi-fold closet doors in each unit	1460		\$142,500.00	\$142,500.00	\$0.00	\$0.00	
	Install window treatment	1460		\$95,000.00	\$95,000.00	\$0.00	\$0.00	
	Replace comm. Room closet doors	1460		\$7,500.00	\$7,500.00	\$0.00	\$0.00	
				<b>\$364,000.00</b>	<b>\$364,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
	Install individual heat controls in units	1465		\$114,000.00	\$114,000.00	\$0.00	\$0.00	
	Rebalance air handler and replace control	1465		\$11,500.00	\$0.00	\$0.00	\$0.00	
	Replace boiler controls	1465		\$20,000.00	\$0.00	\$0.00	\$0.00	
				<b>\$145,500.00</b>	<b>\$114,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
	<b>Total 85-1</b>			<b>\$509,500.00</b>	<b>\$478,000.00</b>	<b>#REF!</b>	<b>#REF!</b>	

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X

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Comprehensive Grant Program (CGP)

Part II: Supporting Pages

Development Number/ Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
<b>85-2</b>  <b>Scattered Sites</b>	replace kitchen and bathroom faucets	1460		\$71,500.00	\$71,500.00	\$0.00	\$0.00	
				<b>\$71,500.00</b>	<b>\$71,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
	replace refrigerators	1465	190	\$76,000.00	\$0.00	\$0.00	\$0.00	
				<b>\$76,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Total 85-2</b>				<b>\$147,500.00</b>	<b>\$71,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

Signature of Executive Director and Date

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Comprehensive Grant Program (CGP)

Part II: Supporting Pages

Development Number/ Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
IL 85-6 Bluebell Tower	Replace fire alarm system	1460 1460		\$82,000.00	82,000.00	0.00	0.00	
				\$0.00	0.00	0.00	0.00	
				<b>\$82,000.00</b>	<b>\$82,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Total 85-6</b>				<b>\$82,000.00</b>	<b>\$82,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

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Comprehensive Grant Program (CGP)

Part III: Implementation Schedule

Development Number/ Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
Mgmt. Improvements	09/30/04			09/30/05			
Res. Initiatives Coordinator	09/30/04			09/30/05			
Res. Programs	09/30/04			09/30/05			
Administration	09/30/04			09/30/05			
HA Wide	09/30/04			09/30/05			
85-1 Moon Towers	09/30/04			09/30/05			
85-2 Scattered Sites	09/30/04			09/30/05			
85-6 Bluebell Tower	09/30/04			09/30/05			

Signature of Executive Director and Date  
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## Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal years. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
IL085	PHA Wide	435	7%
Description of Needed Physical Improvements or Management Improvements			Estimated Cost
			Planned Start Date (HA Fiscal Year)
Resident Initiatives Coordinator			42,000
Resident Programs			27,000
Administration			74,000
Sundry			2,638
A&E Services			48,000
Office Furniture			6500
Resident Initiatives Coordinator			42,000
Resident Programs			27,000
Administration			80,500
Sundry			2,638
A&E Services			48,000
Resident Initiatives Coordinator			42,000
Resident Programs			27,000
Administration			80,500
Sundry			2,638
A&E Services			48,000
Staff Training			12,000
Resident Initiatives Coordinator			42,000
Administration			80,500
Sundry			2,638
Preventive Maintenance Program			15,500
A&E Services			48,000
			15,000
<b>Total estimated cost over next 5 years</b>			<b>1,027,360</b>

Optional 5-Year Action Plan Tables			
Development	Development Name	Number	% Vacancies

Number	(or indicate PHA wide)	Vacant Units	in Development	
IL085-1	Moon Towers	21	11%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace trash compactors & dumpsters			67,500	2005
Install hardwired smoke detectors			64,000	
Install roll-in showers in handicapped units			27,500	
Replace tile and plumbing fixtures in showers			216,000	2006
Replace lavatory, medicine cabinet and light			95,000	
Convert 10 efficiency apartments to 5 larger units			340,000	
Redesign front lobby in annex office (improve energy efficiency)			15,000	2007
Replace carpet in corridors			83,000	
Replace hot water heaters			32,552	
Install Carpet in Apartments			228,000	2008
Paint Corridors and Common Areas			20,000	
Replace mailboxes			12,000	
Replace office lighting			3,000	
Renovate community space			15,000	
Replace refrigerators			71,250	
Construct stub wall between bedroom/LR area (efficiency units)			45,000	
Replace garage roof			25,000	
Replace windows in community room			18,000	
Clean, repair, seal, and stripe parking lots			21,000	
Site work			36,000	
Landscaping			25,000	
Install Security Cameras in Common Areas			30,000	
Total estimated cost over next 5 years			1,539,802	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
IL085-2	Scattered Sites	6	3%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Install insulation into walls of units			255,000	2005
Install sewer clean-outs in 2-bedroom units			36,000	
Replace refrigerators			76,000	
Replace floor tile			169,000	
Erosion Control, drainage and landscaping			100,000	2006
Replace ranges			41,552	
Install storage buildings			165,000	2007
Site work			67,000	
Upgrade electrical service-10 four bedroom units			15,000	2008
Install fencing			10,500	
Remove and resurface fire lanes and parking lots			360,000	
Security Lighting			12,000	

<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
IL085-6	Bluebell Tower	4	8%	
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Update safety features for elevator			16,000	2005
Install hard wired smoke detectors			20,470	
Replace trash compactor and dumpsters			32,000	
Clean and paint stairwells			13,000	
Install clean-out at sewer system			16,352	2006
Replace roof			220,000	
Replace windows			225,000	2007
Site Work			15,000	2008
Replace hot water heaters			6,500	
Replace refrigerators			34,400	
Replace ranges			15,300	
Replace community room appliances			4,800	
Replace booster pump-domestic hot water			12,500	
Install additional heating fins in each corner unit			12,000	
<b>Total estimated cost over next 5 years</b>			<b>633,052</b>	



Jan. 3, 2002

## COMMUNITY SERVICE REQUIREMENTS

Under the terms of the 1998 Quality Housing and Work Responsibility Act (QHWRA) adult, non elderly and non handicapped public housing residents who were not otherwise employed or participating in qualified training and educational programs are required to perform eight hours of community service each month. KCHA was required to begin enforcing this provision about a year ago. Many of you who have moved in or have had annual rent reviews in the last year were informed of your obligations for community service.

Included in the most recent housing appropriations bill by Congress was language suspending enforcement of the community service requirement. This action left the actual community service requirement on the books and simply suspended enforcement of it for the life of the appropriations bill, which is usually one year.

Locally, this suspension has the following impact: The community service provisions in our lease and occupancy plan will remain in place and, technically those tenants who were required to perform such service are still obligated to do so. However, until such time as the congressional suspension of that requirement is lifted we will not be briefing new tenants on community service or requiring current tenants to document that they have performed community service.

Congress has the authority to lift their suspension of the community service requirements and compel housing authorities to resume enforcement of it at any time. Should they do so, housing authorities would again be required to assure that tenants perform the required hours of community service. Additionally, we could also be required to verify that tenants performed eight hours of community service each month during the suspension as long as they were not otherwise exempted from such service. The latter possibility is remote but we felt that we should mention it, just in case.

KCHA's encourages all of its tenants to embrace the spirit of the community service concept, to work toward their own personal advancement and to be active in community affairs. For what it may be worth however, we doubt that the community service will ever again be a requirement for public housing residents. The rule was, and continues to be, very unpopular with tenants and housing authorities alike. It is confusing, difficult to monitor, and arbitrary. (People who receive any of the many other forms of federal housing assistance were never required to do any type of community service.) Many Congress people got negative feedback on the community service requirements from the beginning so they are unlikely to want to resume its enforcement.

**CRITERIA FOR DETERMINING THAT A PROPOSED CHANGE TO THE HOUSING AUTHORITY PLAN IS SUBSTANTIAL**

The US Department of Housing and Urban Development regulations covering public housing authority agency plans and five year plans stipulate that any time a PHA deviates substantially from the provisions of its agency plan, including the various administrative policies contained in it, that PHA must provide various methods of input from its residents and the public. These means of input include opportunities for examination and comment for the resident advisory board, the public, and the governing body of the PHA. The following criteria for determining whether a change in the Knox County Housing Authority administrative plan is substantial:

Financial  
If the proposed change will impact the budget, from which the proposed revised expenditure will come (e.g. capital fund, Low-rent, section 8s, etc.) by 10 percent of the total amount or 100,000

Regulatory  
If the change will materially alter the sequence in which or standards by which applicants for any of the authority's programs are determined to be eligible for admission or continued occupancy

Capacity  
If the proposed change will effectively reduce the number of individuals or families that may be served by the authority