

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

KNOX COUNTY HOUSING AUTHORITY

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PHA Plan

5 Year Plan for Fiscal Years 2004 - 2008
Annual Plan for Fiscal Year 2005

**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: 04/01/2005

Public Access to Information

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

- X 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)

- X 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)

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

5-Year Plan

PHA Fiscal Years 2004 - 2008

[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:
- X 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)

X PHA Goal: Improve the quality of assisted housing
Objectives:

- X Improve public housing management: (PHAS score) 94
- X Improve voucher management: (SEMAP score) 84
- 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)

- X PHA Goal: Increase assisted housing choices
Objectives:
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

- X PHA Goal: Provide an improved living environment
Objectives:
Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
X 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:

- X **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 met a number of challenges during the past few years. These have included an administrative error on the part of HUD financial staff in 2003 that resulted in our being compelled to allow the number of vouchers under lease in our tenant-based Section 8 rental assistance program to dwindle through attrition by approximately 15%. That problem was corrected and our voucher utilization rate returned to 98-100%. Unfortunately, the period of time during which our rate was reduced happened to be the time

frame HUD chose as a benchmark to determine our ongoing Section 8 program funding. As a result, we once again have had to allow our Section 8 voucher utilization rate to decline. As this summary is being prepared our voucher utilization rate is once again down by 15% to 20% and we have been unable to issue any new ones for over 12 months because of a lack of adequate funding for the program. The funding reductions have negatively impacted the level of the administrative fees earned. For several months we were compelled to use the portion of the Section 8 funds received designated for our administrative fee to supplement our HAP allotment in order to meet our obligations to area landlords. We were compelled to operate our Section 8 program at a loss during this period and have yet to have that loss reimbursed. Further, HUD "recaptured" nearly \$100,000.00 of the "Section 8 administrative fees the authority had accumulated over the nearly 30 years it has administered the program.

In spite of the conditions discussed above, the Knox County Housing Authority has continued to keep its Section 8 program fully staffed and stands ready to begin the process of building it back up to its authorized strength as such time as funds to do so are made available. The Knox County Housing Authority continues to remain financially sound and to maintain a high standard of integrity with regard to its financial operations. During the past year the high rate of tenant turn over that has experienced over the past several years has continued. A large number of the applications received for family units have come from families coming from outside of the county, mainly from the Chicago area. These families often do not remain with us for more than a few months, some because they find they miss their former home area but many because they have lease compliance issues which result in Authority initiated lease terminations. A disturbingly high percentage of these households leave us with seriously damaged and unsanitary apartments to restore to rentable condition. Our maintenance staff has met this challenge effectively but, having large numbers of vacated apartments within short periods of time has stretched the capacity of that department. We frequently have a backlog of vacated units awaiting cleaning, repairs and redecoration.

In an effort to compensate for the reduction in HUD funding the Knox County Housing Authority plans to implement the cost containment measures included in HUD Notice 2004-7 and endorsed by Secretary Jackson. We have already discontinued the use of the Success Rate Payment Standards, 110% of the 50th percentile rents, we were authorized to use and have set the payment standards for any future leases at 110% of the 40th percentile. The impact of this move will not be noted until we are in a position to resume issuing new vouchers and when that will occur is uncertain. Our waiting list has been closed for over a year.

Also uncertain is the impact of the reduced payment standards on our voucher program leasing rate. The "success rate" payment standards were instrumental in reviving our HCV program during a time when the demand for housing in the area was strong. With the closing of major employers in the area that demand has diminished and, it would seem, that landlords would now be willing to consider lower rents. We considered adopting the 40th percentile rents but, lacking any recent experience with new voucher issuees, feared that they would be too low to allow a reasonable opportunity for new voucher holders to find units in other than the least desirable areas. We will revisit the possibility of using the straight 40th %tile rents when we gain a sense of the current housing market.

This plan proposes changes in both our Section 8 and Public Housing Administrative Plans that will set minimum rents of \$50.00 for participants in both programs as well as criteria for determining what circumstances will constitute a hardship that would warrant a waiver of that minimum rent.

I. PROGRESS REPORT

KNOX COUNTY HOUSING AUTHORITY FIVE-YEAR PLAN PROGRESS REPORT November, 2004

Our 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.

Last year's plan discussed the impending closure of major employers in Knox County and the anticipated impact of them. The largest has now closed resulting in the loss of 2000 well-paid manufacturing jobs. Another firm plans to close within the next year. With these closures the employment available in the area is becoming disproportionately service based with minimum, or near minimum wage scales. In an effort to be in a position to provide affordable housing to the increasing numbers of low wage earners in the county The Knox County Housing Authority has proposed to HUD that it be permitted to use administrative funds from its Section 8 program and operating reserves from its public housing program to purchase two existing apartment complexes in the area and make them available at modest rents. We await word on that proposal.

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.

The following is a list of community agencies that have been included in a network established

to create a broad range of services available to our residents. The following is a listing of the agencies involved during the past year and the programs/services they offer:

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

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 Knox County YMCA assumed responsibility for the family housing site after-school educational/recreational program beginning with the 2004-2005 school year and continuing for the following two school years.

The 2004-2008 KCHA five-year plan sets a series of goals. Achievement of these goals, or progress toward their achievement is as follows:

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

No opportunities to apply for additional rental vouchers were made available during the past year.

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 resulted in a robust lease-up rate which continued until midway during this past year when funding for our Section 8 Housing Choice Voucher program began to falter and it became necessary to close our waiting list. That list remains closed at this writing and will likely remain so until funding issues are resolved at the Federal level.

Last year's move away from a need-based preference point system to a "date and time of application system with a minor advantage given to applicants living or working in Knox County has had the effect of increasing housing opportunities for those individuals. Prior to that change many families would intentionally quit their jobs, migrate here to a local homeless shelter, and declare themselves to be both homeless and without income, thereby gaining an advantage over local applicants who may have only minimal income and, perhaps, substandard housing.

The effort discussed above to obtain HUD authorization to use a combination of public housing operating reserves and Section 8 program administrative reserves to purchase additional

housing was in keeping with the goal of expanding the supply of affordable housing.

II) Improve the quality of assisted housing

The PHAS score received by the Knox County Housing Authority during this past fiscal year was 94, the same as it was the previous year. While the score did not improve, the housing authority continued to be a “high performing” PHA. The Authority has maintained an “on time” Capital Fund Program consistently over the past several years. Work completed this past year at our scattered site family housing included the creation of individual, covered entry ways / porches, relocation of the trash can enclosures away from doors and windows, replacement of deteriorated concrete, and improvement of sit drainage.

The pool of applicants for public housing we generally have to draw from predominantly have very low incomes. However, moving away from the need-based preference system, coupled with the improved physical appearance of our family housing should generate more interest on the part of higher-income families and result in a broader range of incomes in our developments.

The reduction in the SEMAP score from 96 to 85 occurred for administrative and reporting issues rather than as a result of any housing quality issues. A rounding error which caused one of the payment standards to be reported \$.60 higher than the authorized amount and a problem in recording unit inspection dates on the electronic HUD form 50058 resulted in the loss of 20 points on the assessment. Neither issue impacted the quality of the housing assisted under the Section 8 program

III) Increase assisted housing choices

Our efforts to secure additional housing have, to date, been thwarted by HUD, as discussed above. The reduction in our payment standards and the long-term closing of our Housing Choice Voucher program waiting list due to interruptions and reductions in funding for the program have likely had a restrictive effect on the housing choices open to the lower-income households in the community. The general decline in the vitality of the housing market in the area may bring increased options to some modest-income households. As noted above, no opportunity to apply for additional Housing Choice Vouchers presented itself during the past year.

V) Provide an improved living environment

The KCHA capital 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 of 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 at the beginning of this progress report.

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. We adopted a firmer stance on disturbances, late rent payment, housekeeping, and other tenant obligations under our lease. Along with that we more initiated more well-defined monitoring and documentation procedures to assure that, should we need to go to court to take possession of an apartment, we have a reduced risk of losing on a technicality. Our court success rate has significantly improved. This has resulted in a high unit turnover rate but, it has, we believe, made our expectation regarding lease compliance more widely known and respected.

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

Page #

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
 - 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.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
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 or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	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
		form HUD 50075 (03/2003)

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 X check here if included in Section 8 Administrative Plan	Annual Plan: Grievance 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	Annual Plan: Conversion of Public Housing
		form HUD 50075 (03/2003)

	1996 HUD Appropriations Act	
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.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-	Supply	Quality	Access-	Size	Locatio
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	N/A						

form HUD 50075 (03/2003)

Disabilities							
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.

Housing Needs of Families on the Waiting List

Waiting list type: (select one) Section 8 tenant-based assistance Public Housing x Combined Section 8 and Public Housing 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	290		158
Extremely low income <=30% AMI	267	92	
Very low income (>30% but <=50% AMI)	17	.6	
Low income (>50% but <80% AMI)	6	.2	
Families with children	259	89	
Elderly families	2	2	
Families with Disabilities	22	2.3	
Race/ethnicity W	116	40	
Race/ethnicity B	173	59.96	
Race/ethnicity H	4	.013	
Race/ethnicity O	2	.0068	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	1	.05	
2 BR	95	50	
3 BR	66	35	
4 BR	16	8	
5 BR	3	4.7	
5+BR			
Is the waiting list closed (select one)? No X Yes (Section 8 list only) If yes: How long has it been closed (# of months)? 21 Does the PHA expect to reopen the list in the PHA Plan year? No X Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? X No 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

- X Employ effective maintenance and management policies to minimize the number of public housing units off-line
- X Reduce turnover time for vacated public housing units
- X 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
- X Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- X 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

- X Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- X 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

X 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

X Employ admissions preferences aimed at families who are working

X 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.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2004 grants)		
a) Public Housing Operating Fund	\$889,970.00	
b) Public Housing Capital Fund	\$977,578.00	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$1,117,300.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income	\$512,000.00	Operations & Maintenance
4. Other income (list below)		
Interest	\$19,000.00	“
4. Non-federal sources (list below)		
Non-dwelling rental, damage charges	\$52,200.00	“
Total resources	\$3,568,048.00	

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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
X Other (list below)
By mail

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 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
- X Veterans and veterans’ families
- X 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
- 2 Veterans and veterans’ families
- 1 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
- 3 Other preference(s) (list below)
 - Date and time of application

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
- X 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)

- X The PHA-resident lease
- X The PHA’s Admissions and (Continued) Occupancy policy
- X PHA briefing seminars or written materials
- X 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
- X Any time family composition changes
- At family request for revision
- Other (list)

(6) Deconcentration and Income Mixing

- a. Yes X 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)

- X Criminal or drug-related activity only to the extent required by law or regulation
 - X Criminal and drug-related activity, more extensively than required by law or regulation
 - X 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. X Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

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

d. X 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)

- X Criminal or drug-related activity
- X 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)

- X 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)

- X PHA main administrative office
X Other (list below)
By mail

(3) Search Time

a. X 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

- X 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 X 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
- X Other preference(s) (list below)
- Date and time of application

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.

2 Date and time of application

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
- 3 Veterans and veterans' families
- 2 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)

- ☒ 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)

\$0

\$1-\$25

X \$26-\$50

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

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

**KNOX COUNTY HOUSING AUTHORITY MINIMUM RENT POLICY
AND**

CRITERIA FOR WAIVER OF MINIMUM RENT

November, 2004

The Quality Housing and Work Responsibility Act of 1998 (QHWARA) includes a provision for the establishment of minimum rents to be paid by public housing residents and participants in the Section 8 Housing Choice Voucher Program. It permits housing authorities administering these programs to set these minimum rents anywhere between \$0.00 and \$50.00 per month. The Knox County Housing Authority, in response to recommendations from the Secretary of the U.S. Department of Housing and Urban Development and the reduction in funding from the "Department", has established minimum rents of \$50.00 per month for both its Section 8 and public housing programs. This minimum will apply even if 30% of the adjusted monthly household income is less than \$50.00. This policy will become effective for all new admissions and recertifications on April 1, 2005, unless notification from HUD is received prior to that date indicating that the change is not approved. This change will effect only those tenants/participants whose rent or share of the Section 8 payment standard, when calculated on the basis of their household incomes, are, or would be less than \$50.00 per month.

The minimum rent provisions contained in QHWARA require that agencies adopting minimum rents grant waivers to tenants/participants in certain "hardship" circumstances. This policy will define the circumstances that the Knox County Housing Authority will recognize as hardships which warrant the waiver of the established minimum rent and the period of time for which such waivers will remain in effect.

DEFINITION OF A HARDSHIP WARRANTING A WAIVER:

To be considered for a waiver of the minimum rent requirement a tenant/participant household must demonstrate that it is experiencing a financial crisis due to involuntary obligations significantly in excess of those of other households, of a similar size and with a similar income stream, served by the housing authority. The household must demonstrate that it has not made purchases of, or financial commitments for, items or services of a non-essential nature within the past 90 days and that it has taken all reasonable steps to reduce unnecessary expenditures during the period in which it experienced the financial crises for which the waiver is requested. Items and services considered unnecessary include, but are not limited to: cable television service, satellite television or radio service, internet service, more than one telephone line or service, or any premium telephone service, tobacco products, alcoholic beverages, pets, vacations and pleasure trips, rental or purchase of audio and video entertainment equipment, and expenses associated with ownership of more than one motor vehicles (*unless need for additional motor vehicle for employment, training, or access to health care can be documented*). Fines imposed on any household member by a court of law, accumulated utility bills, and retro-active child support will not be considered justification for a waiver of the minimum rent.

Circumstances which would be considered to contribute to a household financial crises warranting a waiver of the minimum rent payment would include, but might not be limited to: significant, unreimbursed medical expenses, expenses associated with the death of a household member, repair or replacement of an automobile required to get to and from places of employment or health care providers. (*The value of all vehicles purchased should not exceed the annual income of the household.*)

WAIVER REQUEST PROCESS

Requests for waivers of minimum rent must be submitted in writing to the administrative offices of the Knox County Housing Authority. They must explain the exact nature of the hardship and the particular expense or financial obligation that resulted in the household no longer being able to afford to pay the minimum rent.

Request for waivers must be accompanied by the following:

- 1) A listing of the amounts and sources of the household's current income
- 2) A listing of all of the household's current financial obligations and routine expenditures
- 3) A statement that no member of the household has made purchase or financial obligations of a

non-essential nature, as outlined above, within the past 90 days

VERIFICATION

To qualify for a waiver or deferment of the \$50.00 minimum rent requirement the members of the requesting household over the age of 18 years must sign informational release forms authorizing the Knox County Housing Authority to obtain account information directly from all entities to which members of that household may be financially obligated including businesses marketing any form of subscription entertainment or communication services such as: Insight Cable Television, Dish network, Direct TV, Verizon Wireless, U.S. Cellular, Gallatin River Communications, Frontier Communications.

No request for waiver of the minimum rent will be considered until all necessary information and documentation has been received. The Knox County Housing Authority reserves the right to make reasonable requests for any additional documentation or information it may deem necessary in order to make a fair determination.

RETROACTIVE WAIVERS

Requests for retroactive waivers of minimum rents may be granted. In no case shall more than two month's minimum rent be waived retroactively dating back from the date the request for a waiver is made.

LENGTH OF WAIVER

The maximum period of time a waiver of the minimum rent may be granted is six months, including any retroactive waivers. Actual waiver length will vary with the financial circumstances of the household as determined by the Knox County Housing Authority. Additional rent waivers may be granted if fully justified. Requests for such extensions must be supported by updated versions of all of the documentation required for the original waiver.

DEFERMENT OF THE MINIMUM RENT

A temporary deferment of the \$50.00 minimum rent may, at the complete discretion of the Authority, be granted a household for up to 90 days if that household awaits scheduled income or incurs reimbursable expenses for items

and/or services related to health care, education and training, or employment-related purposes (*travel expenses, etc.*) At the time a deferment of minimum rent is granted the tenant/recipient will be required to sign a statement indicating when the reimbursement is anticipated and agreeing to pay all deferred amounts when that reimbursement is received or within 90 days, whichever comes first. If the tenant/recipient does not receive the reimbursement within the 90 day period, and can so document, a time extension may be granted. Any deferred rent that is not paid by the end of the deferment period, including any extensions to it, shall become due and payable immediately and the Authority's policies regarding delinquent rent will be followed.

REVOCATION OF MINIMUM RENT WAIVERS AND DEFERMENTS

The housing authority reserves the right to revoke a waiver or deferment of the minimum rent and require the immediate payment of all waived or deferred rent if it becomes aware that any member of a household which has been granted a waiver or deferment has made purchases or financial commitments of a non-essential nature, as defined above, during the term of a waiver or deferment or that it provided false documentation of its need for a waiver or deferment.

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

1. ☒ 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)

- ☒ For the earned income of a previously unemployed household member
- ☒ 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:
- ☒ For household heads
- ☒ For other family members
- ☒ 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)
 - ☒ No for all developments but only for some developments
 - ☒ 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)

95th 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

X 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)_____

X Other (list below)

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

g. Yes X 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.)
 - X 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
 - X Above 100% but at or below 110% of FMR
 - 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 50th percentile of area rents. However, in keeping with recommendations included in HUD Notice 2004-7, we will no longer approve payment standards that exceed 110% of the 40th percentile of area median rents as published by HUD from time to time.
- 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)

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

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

KNOX COUNTY HOUSING AUTHORITY MINIMUM RENT POLICY AND CRITERIA FOR WAIVER OF MINIMUM RENT

November, 2004

The Quality Housing and Work Responsibility Act of 1998 (QHWARA) includes a provision for the establishment of minimum rents to be paid by public housing residents and participants in the Section 8 Housing Choice Voucher Program. It permits housing authorities administering these programs to set these minimum rents anywhere between \$0.00 and \$50.00 per month. The Knox County Housing Authority, in response to recommendations from the Secretary of the U.S. Department of Housing and Urban Development and the reduction in funding from the "Department", has established minimum rents of \$50.00 per month for both its Section 8 and public housing programs. This minimum will apply even if 30% of the adjusted monthly household income is less than \$50.00. This policy will become effective for all new admissions and recertifications on April 1, 2005, unless notification from HUD is received prior to that date indicating that the change is not approved. This change will effect only those tenants/participants whose rent or share of the Section 8 payment standard, when calculated on the basis of their household incomes, are, or would be less than \$50.00 per month.

The minimum rent provisions contained in QHWARA require that agencies adopting minimum rents grant waivers to tenants/participants in certain "hardship" circumstances. This policy will define the circumstances that the

Knox County Housing Authority will recognize as hardships which warrant the waiver of the established minimum rent and the period of time for which such waivers will remain in effect.

DEFINITION OF A HARDSHIP WARRANTING A WAIVER:

To be considered for a waiver of the minimum rent requirement a tenant/participant household must demonstrate that it is experiencing a financial crisis due to involuntary obligations significantly in excess of those of other households, of a similar size and with a similar income stream, served by the housing authority. The household must demonstrate that it has not made purchases of, or financial commitments for, items or services of a non-essential nature within the past 90 days and that it has taken all reasonable steps to reduce unnecessary expenditures during the period in which it experienced the financial crises for which the waiver is requested. Items and services considered unnecessary include, but are not limited to: cable television service, satellite television or radio service, internet service, more than one telephone line or service, or any premium telephone service, tobacco products, alcoholic beverages, pets, vacations and pleasure trips, rental or purchase of audio and video entertainment equipment, and expenses associated with ownership of more than one motor vehicles (*unless need for additional motor vehicle for employment, training, or access to health care can be documented*). Fines imposed on any household member by a court of law, accumulated utility bills, and retro-active child support will not be considered justification for a waiver of the minimum rent.

Circumstances which would be considered to contribute to a household financial crises warranting a waiver of the minimum rent payment would include, but might not be limited to: significant, unreimbursed medical expenses, expenses associated with the death of a household member, repair or replacement of an automobile required to get to and from places of employment or health care providers. (*The value of all vehicles purchased should not exceed the annual income of the household.*)

WAIVER REQUEST PROCESS

Requests for waivers of minimum rent must be submitted in writing to the administrative offices of the Knox County Housing Authority. They must explain the exact nature of the hardship and the particular expense or financial obligation that resulted in the household no longer being able to afford to pay the minimum rent.

Request for waivers must be accompanied by the following:

- 1) A listing of the amounts and sources of the household's current income
- 2) A listing of all of the household's current financial obligations and routine expenditures
- 3) A statement that no member of the household has made purchase or financial obligations of a

non-essential nature, as outlined above, within the past 90 days

VERIFICATION

To qualify for a waiver or deferment of the \$50.00 minimum rent requirement the members of the requesting household over the age of 18 years must sign informational release forms authorizing the Knox County Housing Authority to obtain account information directly from all entities to which members of that household may be financially obligated including businesses marketing any form of subscription entertainment or communication services such as: Insight Cable Television, Dish network, Direct TV, Verizon Wireless, U.S. Cellular, Gallatin River Communications, Frontier Communications.

No request for waiver of the minimum rent will be considered until all necessary information and documentation has been received. The Knox County Housing Authority reserves the right to make reasonable requests for any additional documentation or information it may deem necessary in order to make a fair determination.

RETROACTIVE WAIVERS

Requests for retroactive waivers of minimum rents may be granted. In no case shall more than two month's minimum rent be waived retroactively dating back from the date the request for a waiver is made.

LENGTH OF WAIVER

The maximum period of time a waiver of the minimum rent may be granted is six months, including any retroactive waivers. Actual waiver length will vary with the financial circumstances of the household as determined by the Knox County Housing Authority. Additional rent waivers may be granted if fully justified. Requests for such extensions must be supported by updated versions of all of the documentation required for the original waiver.

DEFERMENT OF THE MINIMUM RENT

A temporary deferment of the \$50.00 minimum rent may, at the complete discretion of the Authority, be granted a household for up to 90 days if that household awaits scheduled income or incurs reimbursable expenses for items and/or services related to health care, education and training, or employment-related purposes (*travel expenses, etc.*) At the time a deferment of minimum rent is granted the tenant/recipient will be required to sign a statement indicating when the reimbursement is anticipated and agreeing to pay all deferred amounts when that reimbursement is received or within 90 days, whichever comes first. If the tenant/recipient does not receive the reimbursement within the 90 day period, and can so document, a time extension may be granted. Any deferred rent that is not paid by the end of the deferment period, including any extensions to it, shall become due and payable immediately and the Authority's policies regarding delinquent rent will be followed.

REVOCATION OF MINIMUM RENT WAIVERS AND DEFERMENTS

The housing authority reserves the right to revoke a waiver or deferment of the minimum rent and require the immediate payment of all waived or deferred rent if it becomes aware that any member of a household which has been granted a waiver or deferment has made purchases or financial commitments of a non-essential nature, as defined above, during the term of a waiver or deferment or that it provided false documentation of its need for a waiver or deferment.

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)

X 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.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
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)

X 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

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)

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 50104 FFY of Grant Approval: (10/01/05)

X 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	12,500
4	1410 Administration	2,604
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	42,000
8	1440 Site Acquisition	
9	1450 Site Improvement	194,600
10	1460 Dwelling Structures	21,000
11	1465.1 Dwelling Equipment-Nonexpendable	489,300
12	1470 Nondwelling Structures	182,000
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	1501	Collateralization or Debt Service	
20	1502	Contingency	
21	Amount of Annual Grant (Sum of lines 2-19)		944,004
22	Amount of line 20 Related to LBP Activities		
23	Amount of line 20 Related to Section 504 Compliance		
24	Amount of line 20 Related to Security		
25	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.	Office Furniture	1408	12,500
Admin	Sundry	1410	2,598
Fees & Costs	A & E Services	1430	42,000
85-1	Landscape	1450	25,000

Moon Towers	Recharge water softener	1465	5,000
	Repair fire pump	"	10,000
	Replace boiler	"	464,300
85-2	Replace garage roofs	1470	10,000
	Site Work-Concrete Replacement	1450	25,335
	Landscape & install additional parking	"	50,000
Scattered Sites	Replace asphalt drives	"	68,400
	Clean & Seal all parking lots and	"	20,440
	9basketball courts	"	
85-6	Install storage units for ea. apartment	1470	165,000
	Replace concrete	1450	3,675
	Clean & Seal parking lot	"	1,750
Bluebell Tower	Recaulk windows (interior)	1460	11,000
	Repair fire pumps	1465	10,000
	Replace roof drain strainers	1460	10,000
Annex Office Bldg.	Replace Carpet	1470	4,000
	Clean & Seal Brick @ Vestibule	"	2,500
	Tint skylight windows	"	500

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	09/30/08
Admin	09/30/06	09/30/08
HA Wide	09/30/06	09/30/08
85-1 Moon Towers	09/30/06	09/30/08
85-2 Scattered Sites	09/30/06	09/30/08
85-6 Bluebell Tower	09/30/06	09/30/08
Office Building	09/30/06	09/30/08

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	30	7%
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Resident Initiatives Coordinator		52,000	2005
Administration		86,500	
Sundry		2,598	
A&E Services		42,000	
Resident Initiatives Coordinator		52,000	2006
Administration		86,500	
Sundry		2,598	
A&E Services		42,000	
Resident Initiatives Coordinator		52,000	2007
Administration		86,500	
Sundry		2,598	
A&E Services		42,000	
Resident Initiatives Coordinator		52,000	2008
Administration		86,500	
Sundry		2,598	
A&E Services		42,000	
Total estimated cost over next 5 years		732,392	

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Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
IL085-1	Moon Towers	11	6%
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Clean and paint stairwells		22,000	2005
Misc. concrete work		2,400	
Redesign and replace southeast patio		21,700	
Replace entry systems		80,000	
Replace intercom system		12,000	
Replace office windows and metal doors		58,000	
Replace outdoor furniture		11,000	
Reseal & Restripe parking lots		15,600	
Landscape		10,000	
Exterior Lighting		5,000	
Sand & paint exterior doors and frames		450	2006
Insulate exterior walls		330,000	
Install new VCT and vinyl base - abate mastic		290,500	
Reseal Concrete floors in maintenance room		4,000	
Replace acoustical ceiling grid and panels		11,000	
Replace bi-fold doors in units		113,400	
Replace curtain rods and install vertical blinds in common areas		9,900	
Replace curtain rods and install horizontal blinds in all apartments		113,000	
Replace refrigerators in all apartments		103,950	
Repaint, replace acoustical tile, lights and vinyl base in public restrooms		7,800	
Laundry rooms- install through wall exhaust fans, paint, replace VCT & slop sink		11,050	2007
Install light fixture in the living room of all units		37,800	
Repaint all units		94,500	
Repaint corridors, lobbies, beauty shop and community rooms		44,450	
Repaint corridors, lobbies, beauty shop and community rooms		7,075	
Replace VCT and vinyl base at small community room and beauty shop		300,000	
Install building-wide fire detection systems and install hardwire detectors		9,050	
Office – Repaint, VCT, vinyl base, carpet and acoustical tile		67,500	
Replace trash compactors & dumpsters		20,400	
Replace EPDM roof at Comm. Room, front entry, penthouse & flashings		2,500	
Replace misc. concrete		22,100	2008
Modify triple bay garage doors and replace door		3,000	
Development signs		30,000	
Resurface & stripe north parking lot		94,500	
Replace entry doors on all units		214,800	
Replace ceramic tile surrounds, bath & shower controls		340,000	
Convert 10 efficiency apartments to 5 larger units		32,552	
Replace hot water heaters		152,000	
Install Carpet in Apartments		12,000	
Replace mailboxes		3,000	
Replace office lighting		30,000	
Install Security Cameras in Common Areas			
Total estimated cost over next 5 years		2,749,977	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
IL085-2	Scattered Sites	18	9%
Description of Needed Physical Improvements or Management Improvements			Estimated Cost
			Planned Start Date (HA Fiscal Year)
Replace mulch at playgrounds			4,000
Replace water heater flue caps @ all units			49,000
Replace water heater flue caps @ common buildings			1,500
Tuck-point, clean & reseal brick veneer at 95 buildings			295,150
Tuck-point, clean & reseal brick veneer at all common buildings			9,320
Replace aluminum vented soffits			68,300
Replace aluminum vented soffits @ common buildings			6,200
Misc. concrete work			5,000
Replace chain link fence			25,900
Install brick project signs with lighting			40,000
Remove and pour new concrete @ Cul-de-sacs & parking lots (site B)			309,750
Remove and pour new concrete @ fire lanes and parking lots (site C)			130,500
Install security cameras			7,500
Replace floor tile			15,000
Erosion Control, drainage and landscaping			10,500
Replace ranges			12,000
Replace refrigerators			27,500
Site work			10,000
Upgrade electrical service-10 four bedroom units			25,000
Security Lighting			3,000
Total estimated cost over next 5 years			1,055,120

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
IL085-6	Bluebell Tower	1	2%
Description of Needed Physical Improvements or Management Improvements			Estimated Cost
Install blinds in all units			27,000
Install blinds in common areas			7,350
Update safety features for elevator			36,000
Install hard wired smoke detectors			20,470
Replace community room appliances			4,800
Clean and paint stairwells			13,000
Misc. concrete replacement			2,000
Site Work			15,000
Replace kitchen cabinets in all units			178,500
Replace outdoor furniture and reseal gazebo concrete			10,000
Replace hot water heaters			9,500
Replace refrigerators			9,800
Replace windows			225,000
Planned Start Date (HA Fiscal Year)			
2005			
2006			
2007			

Replace acoustical grid and panels in common areas	6,700	2008
Replace light fixtures in common areas	750	
Replace roof	47,100	
Replace refrigerators	9,800	
Replace trash compactor and dumpsters`	32,000	
Install clean-out at sewer system	16,352	
Replace community room A/C and condenser	9,000	
Repairs to hot water boiler system	20,000	
Replace water softener	8,000	
Repaint all units	51,000	
Repaint all common areas	5,550	
Total estimated cost over next 5 years	841,172	

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
IL085-6	Office Building		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Parking lot repairs and restriping		3,000	2005
Replace handrails at entry doors		1,800	
Clean and seal brick exterior		8,300	
Install new lit development sign		8,000	2006
Replace carpet and vinyl base		4,000	
Replace blinds		2,200	
Repaint wall		5,350	2007
Replace smoke detectors		1,500	
Replace water heater		600	
			2008
Total estimated cost over next 5 years		34,750	

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 X 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 X 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 X 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 X 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 X 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.)

Demolition/Disposition Activity Description
1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition Disposition
3. Application status (select one) Approved Submitted, pending approval Planned application
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)
5. Number of units affected:
6. Coverage of action (select one) Part of the development 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 X 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.

Designation of Public Housing Activity Description
1a. Development name:
1b. Development (project) number:
2. Designation type: Occupancy by only the elderly Occupancy by families with disabilities Occupancy by only elderly families and families with disabilities
3. Application status (select one) Approved; included in the PHA's Designation Plan Submitted, pending approval Planned application
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) New Designation Plan Revision of a previously-approved Designation Plan?
6. Number of units affected:
7. Coverage of action (select one) Part of the development 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.

Conversion of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? Assessment underway Assessment results submitted to HUD Assessment results approved by HUD (if marked, proceed to next question) Other (explain below)
3. Yes No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) Conversion Plan in development Conversion Plan submitted to HUD on: (DD/MM/YYYY) Conversion Plan approved by HUD on: (DD/MM/YYYY) Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) Units addressed in a pending or approved demolition application (date submitted or approved: Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:) Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:) Requirements no longer applicable: vacancy rates are less than 10 percent Requirements no longer applicable: site now has less than 300 units Other: (describe below)

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: HOPE I 5(h) Turnkey III Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) Approved; included in the PHA’s Homeownership Plan/Program Submitted, pending approval Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected:
6. Coverage of action: (select one) Part of the development Total development

B. Section 8 Tenant Based Assistance

1. ☒ Yes ☐ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to 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

- ☒ 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)

- ☒ 25 or fewer participants
☐ 26 - 50 participants
☐ 51 to 100 participants
☐ more than 100 participants

b. PHA-established eligibility criteria

- Yes ☒ No: Will the PHA’s program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?
If yes, list criteria below:

12.PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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:

- ☒ Yes ☐ No: Has the PHA has 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? 09/05/2000

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

- ☒ Client referrals
☒ Information sharing regarding mutual clients (for rent determinations and otherwise)
☒ 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)

- ☒ Public housing rent determination policies
☒ Public housing admissions policies
☒ 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
☒ Preference/eligibility for section 8 homeownership option participation
 Other policies (list below)

b. Economic and Social self-sufficiency programs

- ☒ 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.)

Services and Programs				
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
Computer literacy classes	12-12	First come	Family housing site	KCHA resident

(2) Family Self Sufficiency program/s .

N/A

a. Participation Description

Family Self Sufficiency (FSS) Participation		
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)
- X Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
 - X Informing residents of new policy on admission and reexamination
 - X Actively notifying residents of new policy at times in addition to admission and reexamination.
 - X Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
 - X Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S.

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)

- X High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- X 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
- X 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
- X 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).

- X Safety and security survey of residents
- X 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
- X Resident reports
- X PHA employee reports
- X Police reports
- X 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 X 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

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

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 X 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.

RESIDENT ADVISORY COUNCIL MEETING MINUTES

The meeting for the 2005 Agency Plan was held at Pizza Hut on Thursday December 2, 2004 at 11:45 p.m. The following Resident Advisory Council members were found to be present and absent.

PRESENT: Sheila Cook
 Esther Lawson
 Earl Day
 Gerald Lambert

ABSENT: Hazel Brophy
 Vanessa Riley
 Jim Gallagher
 Inez Powell
 Denise Basley
 Pauline Githara

Also present were Donald Tomlin, Executive Director; and Margie Hulick, Assistant Director.

Mr. Tomlin presented the following information as the meeting began:

He announced that the Five Year Plan was complete and available for anyone to view if they would so choose. There will be a public meeting about the plan on December 27, 2004, at Moon Towers.

Mr. Tomlin explains that the most significant change in the agency plan is the establishment of a minimum rent for both public housing residents and the participants in the Section 8 Housing Choice Voucher Program as recommended by HUD. This minimum will apply whenever 30% of the adjusted monthly household income is less than \$50.00 per month. This policy will become effective for all new admissions and recertifications after April 1, 2005, unless notification from HUD is received prior to that date indicating that the change is **not** approved.

A couple of other issues from the agency plan were mentioned. One was that there are to be adjustments in maintenance charges. Another was that the language in the lease would contain more clarification on the control of the residents' guests.

After discussing the above, there was brief discussion on the Capital Fund budget and work plan. Shirley Cook mentioned the parking at Bluebell Towers; many residents believe that there is not enough, although the space to add parking is a problem. She also mentioned the need for an additional washer dryer. Mr. Tomlin replied that he would make a request to the contractor, Coin Mach, to pursue that idea.

The smoke detectors at Bluebell were discussed, it was stated that every ten years they needed replacement. Earl Day was emphatic that they need to be consistent throughout the building, either hard wired or battery operated.

Gerald Lambert brought up the elevator problems at Moon Towers. He also shared the concern about the trouble regulating the heat throughout the building. Mr. Tomlin related that both of these issues were addressed in the Capital Fund budget and work plan.

In conclusion, the Resident Advisory Council meeting went rather well and ended at 12:45 p.m.

Respectfully submitted,

Margie Hulick
Assistant Director

**KNOX COUNTY HOUSING AUTHORITY
COMMUNITY SERVICE REQUIREMENTS FOR TENANTS**

A few years ago The United States Congress passed law covering public housing. Among the contents of that law is a requirement for all public housing tenants who are above the age of 18 years to perform voluntary community service work or be engaged in a form of economic self-sufficiency activity for eight (8) hours each month. (Actually, the requirement calls for 96 hours per year.) The law requires that community service/self-sufficiency activity become a condition of your continued occupancy. There are exemptions from this requirement for certain individuals they are:

- Persons who are 62 years of age or older
- Blind or disabled persons (disability to be verified by qualified professional)
- Persons who are primary care givers for disabled individuals.
- Persons who are regularly employed for at least 8 hours per month
(Employment to be verified by pay stub or in writing by employer)
- Welfare-to-work program (to be verified by the Department of Human Services/DHS)
- Persons who are participants in a state welfare-to-work program and in full compliance with the requirements of that program (to be verified by DHS)
- Persons who are exempt from work activity under a state welfare agency (DHS)

Political activity is about the only type of community service work that will not count. Work may be performed for schools, churches, or for governmental units such as park districts, libraries or street departments. Volunteering time at a hospital or nursing home will also meet the requirement as would involvement with youth sports, scouting, charity fund raising, neighborhood watch, roadway litter control, or any number of other good causes. Please contact us to assure that your choice of community service will qualify. Taking classes or other training is another good way to meet the community service requirement because economic self-improvement time counts just as work time does. Again, contact us to verify that an activity meets the requirements

The obligation to perform community service/self sufficiency activity is officially re-instated as of August 1, 2003. At your next annual or interim rent recertification you will be asked to document that you have completed the required eight hour for each month between August 1, 2003 and the first day of the month in which your recertification meeting takes place. If you believe you should be exempt please complete the enclosed waiver form. Attach any documentation you believe supports your claim for exemption, and get everything to our office as soon as possible.

Also enclosed is a form to be used to document your hours of service. You will be responsible for getting this form signed by individuals in charge of the sites where you volunteer, go to classes, etc. You must keep this form and bring it to the office at your next rent recertification. At that time we will verify that you have at least eight hours for each month since August, 2003 (including August) accounted for on it. If your service documentation form is lost or damaged we will give out new forms. You will need to get the signatures replaced.

The Knox County Housing Authority wants you feel that your community service is as meaningful and hassle-free as possible. We are open to any suggestions about activities that will count toward the required time. We plan to authorize everyone on our staff to sign off on the certification forms. We may also authorize a few residents on each site to certify community service time. They will be able to sign off when they see people doing things such as picking up litter, washing the outside of their windows, or otherwise making the neighborhood look attractive.

Certainly, participation in education and training activities presented by the housing authority will count toward the service requirement. We will certify community service time for attendance at these functions. In sites where there are active, fully functional resident associations that truly represent the communities, residents will be able to accumulate community service time for participation in association activities. Currently, only Moon Towers is the only site with a viable resident association. The family housing neighborhoods are encouraged to form their own groups.

Full details on the community service requirement, including the HUD notice and the Knox County Housing Authority community service policy are available in the office.

July, 2003

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, 2009
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

Annual Statement /Performance and Evaluation Report

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

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

Comprehensive Grant Program (CGP)

Part I: Summary

HA Name

Knox County Housing Authority

Comprehensive Grant Number

IL06-P085-50102

FFY of Grant Approval

2002

☐ 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		\$49,542.00	\$49,542.00
4	1410 Administration	\$84,200.00		\$91,073.00	\$73,377.00
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		\$46,920.00	\$46,920.00
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		\$800,017.00	\$677,853.00
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		\$3,138.00	\$3,138.00
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	Amount of Annual Grant (Sum of lines 2-19)	\$990,690.00		\$990,690.00	\$850,830.00
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

X

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

X

- 1 To be completed for the Performance & Evaluation Report or a Revised Annual Statement
2 To be completed for the Performance & Evaluation Report

Page __1__ of __4__

facsimile form HUD-52837 (10/96)
ref Handbook 7485.3

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 (2)	Funds Obligated (2)	Funds Expended (2)	
HA-Wide Mgmt. Improvmts	Resident Initiatives Coordinator	1408		\$42,000.00		\$27,792.00	\$27,792.00	
	Resident Programs	1408		\$45,000.00		\$19,225.00	\$19,225.00	
	Staff Training	1408		\$8,000.00		\$2,525.00	\$2,525.00	
	Safety Audit	1408		\$5,500.00		\$0.00	\$0.00	moved to 5 yr plan
			Total 1408	\$100,500.00		\$49,542.00	\$49,542.00	
Admin	Mod. Coord, Ex. Dir. & Clerical	1410		\$80,500.00		\$72,886.00	\$72,886.00	
	Sundry	1410		\$2,000.00		\$492.00	\$492.00	
			Total 1410	\$82,500.00		\$73,378.00	\$73,378.00	
Fees and Costs	A & E Services	1430		\$44,000.00		\$46,920.00	\$46,920.00	
	Consultant	1430		\$2,500.00		\$0.00	\$0.00	
			Total 1430	\$46,500.00		\$46,920.00	\$46,920.00	
	Lawn Equipment	1475		\$12,000.00	\$0.00	\$0.00	\$0.00	moved to 5 yr plan
	Sewer Camera	1475		\$8,000.00	\$0.00	\$0.00	\$0.00	paid under another grant
				\$20,000.00		\$0.00	\$0.00	
Signature of Executive Director and Date				Signature of Public Housing Director or Office of Native American Programs Administrator and Dat				

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

Page __2__ of __4__

form HUD-52837 (10/96)

ref Handbook 7485.3

Development Number/ Name HA-Wide Activities	General Description of Major Work Categories	Developer Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (2)	Funds Obligated (2)	Funds Expended (2)	
85-1 Moon Towers	Recorate Interior Corridors	1460	4	\$36,350.00	\$0.00	\$0.00	\$0.00	Completed-previous grant
	Install ceiling fans in each unit	1460	190	\$58,000.00	\$0.00	\$0.00	\$0.00	" "
	Install Roll-In Showers in Hcp. Units	1460	5	\$27,500.00	\$0.00	\$0.00	\$0.00	" " "
				\$121,850.00	\$0.00	\$0.00	\$0.00	
	Upgrade Heating System	1470		\$46,100.00	\$0.00	\$0.00	\$0.00	moved to 5 yr plan
85-2 Scattered Sites	Replace Fire Alarm System	1470		\$82,000.00	\$0.00	\$0.00	\$0.00	" "
				\$128,100.00	\$0.00	\$0.00	\$0.00	
	Masonry Work @ ea. Bldg.	1460		\$358,990.00	\$800,017.00	\$800,017.00	\$677,852.00	contracted for two sites
	Install Central Air @ ea. Unit	1460		\$388,000.00	\$0.00	\$0.00	\$0.00	completed under 50101
				\$746,990.00	\$800,017.00	\$800,017.00	\$677,852.00	
85-6 Bluebell Tower	No work items							
Total,	Total Project			\$996,940.00	\$800,017.00	\$800,017.00	\$677,852.00	

Signature of Executive Director and Date

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

X

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

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

Page _3_ of _4_

form HUD-52837 (10/96)
ref Handbook 7485.3

Annual Statement /Performance and Evaluation Report

Comprehensive Grant Program (CGP)

Part III: Implementation Schedule

U. S. Department of Housing
and Urban Development

Office of Public and Indian Housing

OMB Approval No. 2577-0157 (7/31/98)

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			
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

Page _4_ of _4_

form HUD-52837 (10/96)
ref. Handbook 7485.3

Annual Statement /Performance and Evaluation Report

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

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

Comprehensive Grant Program (CGP)

Part I: Summary

HA Name

Knox County Housing Authority

Comprehensive Grant Number

IL06-P085-50103

FFY of Grant Approval

2003

☐ Original Annual Statement ☐ Reserve for Disaster/Emergencies ☐ Revised Annual Statement/Revision Number _____ ☒ Performance and Evaluation Report for Program Year Ending 20

06/30/04

☐ Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original	Revised (2)	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	\$13,500.00	\$76.00	\$76.00
4	1410 Administration	\$83,090.00	\$52,590.00	\$666.00	\$666.00
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	\$12,433.00	\$5,736.00
8	1440 Site Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
9	1450 Site Improvement	\$0.00	\$28,500.00	\$0.00	\$0.00
10	1460 Dwelling Structures	\$517,500.00	\$611,300.00	\$579,300.00	\$145,650.00
11	1465.1 Dwelling Equipment-Nonexpendable	\$221,500.00	\$45,237.00	\$27,475.00	\$27,475.00
12	1470 Nondwelling Structures	\$0.00	\$0.00	\$0.00	\$0.00
13	1475 Nondwelling Equipment	\$10,000.00	\$10,000.00	\$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	Amount of Annual Grant (Sum of lines 2-19)	\$990,690.00	\$815,127.00	\$619,950.00	\$179,603.00
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

X

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

X

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Page __1__ of __6__

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ref Handbook 7485.3

Annual Statement /Performance and Evaluation Report

U. S. Department of Housing
and Urban Development

OMB Approval No. 2577-0157 (7/31/98)

Office of Public and Indian Housing

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 (2)	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	\$0.00	\$0.00	\$0.00	
	Resident Programs	1408		\$40,000.00	\$0.00	\$0.00	\$0.00	
	Physical Needs Assessment	1408		\$5,600.00	\$13,500.00	\$76.00	\$76.00	
			Total 1408	\$104,600.00	\$13,500.00	\$76.00	\$76.00	
Admin	Mod. Coord, Ex. Dir. & Clerical	1410		\$80,500.00	\$50,000.00	\$0.00	\$0.00	
	Sundry	1410		\$2,590.00	\$2,590.00	\$666.00	\$666.00	
			Total 1410	\$83,090.00	\$52,590.00	\$666.00	\$666.00	
Fees and Costs	A & E Services	1430		\$48,000.00	\$48,000.00	\$12,433.00	\$5,736.00	
	Consultant	1430		\$6,000.00	\$6,000.00	\$0.00	\$0.00	
			Total 1430	\$54,000.00	\$54,000.00	\$12,433.00	\$5,736.00	
	Computer Upgrade	1475		\$5,000.00	\$5,000.00	\$0.00	\$0.00	
	Mtce. Program	1475		\$5,000.00	\$5,000.00	\$0.00	\$0.00	
			Total 1475	\$10,000.00	\$10,000.00	\$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				

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement
(2) To be completed for the Performance and Evaluation ReportPage 2 of 6 form HUD-52837 (10/96)
ref Handbook 7485.3

Annual Statement /Performance and Evaluation Report

U. S. Department of Housing
and Urban Development

OMB Approval No. 2577-0157 (7/31/98)

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 (2)	Funds Obligated (2)	Funds Expended (2)	
85-1	Clean, repair & seal parking lots	1450		\$0.00	\$10,000	\$0	\$0	
				\$0.00	\$10,000.00	\$0.00	\$0.00	
	Replace fire alarm system	1460		\$87,000.00	\$0.00	\$0.00	\$0.00	moved- 5 yr plan
	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	\$0.00	\$0.00	\$0.00	moved- 5 yr plan
	Install window treatment	1460		\$95,000.00	\$0.00	\$0.00	\$0.00	" "
	Replace comm. Room closet doors	1460		\$7,500.00	\$0.00	\$0.00	\$0.00	" "
				\$364,000.00	\$32,000.00	\$0.00	\$0.00	
	Install individual heat controls in units	1465		\$114,000.00	\$0.00	\$0.00	\$0.00	moved to 50203
	Rebalance air handler and replace control	1465		\$11,500.00	\$0.00	\$0.00	\$0.00	moved to 50104
	Replace boiler controls	1465		\$20,000.00	\$0.00	\$0.00	\$0.00	" "
	Replace appliances	1465		\$0.00	\$10,230.00	\$10,230.00	\$10,230.00	
				\$145,500.00	\$10,230.00	\$10,230.00	\$10,230.00	
	Total 85-1			\$509,500.00	\$52,230.00	\$10,230.00	\$10,230.00	
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
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Page _3_ of _6_

form HUD-52837 (10/96)
ref Handbook 7485.3

Annual Statement /Performance and Evaluation Report

U. S. Department of Housing
and Urban Development

OMB Approval No. 2577-0157 (7/31/98)

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 (2)	Funds Obligated (2)	Funds Expended (2)	
85-2 Scattered Sites	Replace concrete	1450	190	\$0.00	\$18,500	\$0	\$0	moved-5yr plan
				\$0.00	\$18,500.00	\$0.00	\$0.00	
	replace kitchen and bathroom faucets	1460		\$71,500.00	\$0.00	\$0.00	\$0.00	
	Install porches and patios	1460		\$0.00	\$579,300.00	\$579,300.00	\$145,650.00	
				\$71,500.00	\$579,300.00	\$579,300.00	\$145,650.00	
	replace refrigerators	1465		\$76,000.00	\$22,182.00	\$4,420.00	\$4,420.00	
				\$76,000.00	\$22,182.00	\$4,420.00	\$4,420.00	
Total 85-2				\$147,500.00	\$619,982.00	\$583,720.00	\$150,070.00	

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
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Page _4_ of _6_

form HUD-52837 (10/96)
ref Handbook 7485.3

Comprehensive Grant Program (CGP)

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

OMB Approval No. 2577-0157 (7/31/98)

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 (2)	Funds Obligated (2)	Funds Expended (2)	
IL 85-6 Bluebell	Replace fire alarm system	1460		\$82,000.00	0.00	0.00	0.00	moved-5yr plan
		1460		\$0.00	0.00	0.00	0.00	
		\$82,000.00		\$0.00	\$0.00	\$0.00		
	Replace ranges	1465		\$0.00	12,825.00	12,825.00	12,825.00	
				\$0.00	0.00	0.00	0.00	
				\$0.00	\$12,825.00	\$12,825.00	\$12,825.00	

Signature of Executive Director and Date

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

X

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement
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Page 5 of 6

form HUD-52837 (10/96)
ref Handbook 7485.3

Annual Statement /Performance and Evaluation Report

Comprehensive Grant Program (CGP)

Part III: Implementation Schedule

U. S. Department of Housing
and Urban Development

Office of Public and Indian Housing

OMB Approval No. 2577-0157 (7/31/98)

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				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

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Annual Statement /Performance and Evaluation Report

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

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

Comprehensive Grant Program (CGP)

Part I: Summary

HA Name

Knox County Housing Authority

Comprehensive Grant Number

IL06-P085-50203

FFY of Grant Approval

2003

☐ Original Annual Statement ☐ Reserve for Disaster/Emergencies ☐ Revised Annual Statement/Revision Number __1__ ☒ Performance and Evaluation Report for Program Year Ending **06/30/04**

☐ 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			\$0.00	\$0.00
4	1410 Administration			\$0.00	\$0.00
5	1411 Audit	\$0.00		\$0.00	\$0.00
6	1415 Liquidated Damages	\$0.00		\$0.00	\$0.00
7	1430 Fees and Costs				\$0.00
8	1440 Site Acquisition	\$0.00		\$0.00	\$0.00
9	1450 Site Improvement	\$0.00		\$0.00	\$0.00
10	1460 Dwelling Structures	\$162,451.00		\$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			\$0.00	\$0.00
14	1485 Demolition	\$0.00		\$0.00	\$0.00
15	1495.1 Relocation Cost	\$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	Amount of Annual Grant (Sum of lines 2-19)	\$162,451.00		\$0.00	\$0.00
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

X

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

X

- 1 To be completed for the Performance & Evaluation Report or a Revised Annual Statement
2 To be completed for the Performance & Evaluation Report

Page __1__ of __4__

facsimile form HUD-52837 (10/96)
ref Handbook 7485.3

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)	
85-1 Moon Towers	Install individual heat controls	1460	190	\$162,451.00				
				\$162,451.00				

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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Page __2__ of _4__

form HUD-52837 (10/96)
ref Handbook 7485.3

Annual Statement /Performance and Evaluation Report

Comprehensive Grant Program (CGP)

Part III: Implementation Schedule

U. S. Department of Housing
and Urban Development

Office of Public and Indian Housing

OMB Approval No. 2577-0157 (7/31/98)

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)	
85-1 Moon Towers	09/30/04			09/30/04			
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

Page _4_ of _4_

form HUD-52837 (10/96)
ref. Handbook 7485.3

KNOX COUNTY HOUSING AUTHORITY

255 W TOMPKINS ST GALESBURG IL 61401 (309)342-8129

BOARD OF COMMISSIONERS

Constant Johnson, Chair Lomac Payton, Vice-Chair Denise Basely Roger Peterson Paul Way

EXECUTIVE DIRECTOR:

Donald Tomlin ext 214

ASSISTANT DIRECTOR:

Marjory Hulick ext 223

RESIDENT PROGRAMS:

Nancy Epperson ext 222

Nisq Mody: ext 221

PERSONNEL&FISCSAL OFFICER:

Jayne Lofing ext 212

MODERNIZATION COORDINATOR:

Rita Hall ext 216

MAINTENANCE SUPERVISOR:

Leroy Ingle ext 215

RECEPTIONIST / COLLECTIONS:

Shirley Taylor ext 210

WORK CONTROL / SITE MGR:

Collen Surber: ext 211

MAINTENANCE MECHANICS:

Wade Pitman

Ron Reed

Earl Day

Gaylon Web

Tom Simpson

Mike Burns

Robert Hodge

Jolene Ingle

Terri Williams

PUBLIC HOUSING OCCUPANCY:

Mary Gummerson ext 220

Carol Hare ext 219

"SECTION 8" OCCUPANCY:

Jennifer Stegall ext 218

Desirae Thorne ext 217

Annual Statement /Performance and Evaluation Report

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

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

Comprehensive Grant Program (CGP)

Part I: Summary

HA Name

Knox County Housing Authority

Comprehensive Grant Number

IL06-P085-50104

FFY of Grant Approval

2004

☐ Original Annual Statement ☐ Reserve for Disaster/Emergencies ☐ Revised Annual Statement/Revision Number __1__ ☒ Performance and Evaluation Report for Program Year Ending 06/30/04

☐ 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	\$70,100.00		\$0.00	\$0.00
4	1410 Administration	\$83,604.00		\$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	\$48,000.00			\$0.00
8	1440 Site Acquisition	\$0.00		\$0.00	\$0.00
9	1450 Site Improvement	\$45,000.00		\$0.00	\$0.00
10	1460 Dwelling Structures	\$566,300.00		\$0.00	\$0.00
11	1465.1 Dwelling Equipment-Nonexpendable	\$131,000.00		\$0.00	\$0.00
12	1470 Nondwelling Structures	\$0.00		\$0.00	\$0.00
13	1475 Nondwelling Equipment			\$0.00	\$0.00
14	1485 Demolition	\$0.00		\$0.00	\$0.00
15	1495.1 Relocation Cost	\$0.00		#REF!	#REF!
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	Amount of Annual Grant (Sum of lines 2-19)	\$944,004.00		#REF!	#REF!
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

X

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

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Page __1__ of __3__

facsimile form HUD-52837 (10/96)
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Comprehensive Grant Program (CGP)

Part II: Supporting Pages

U. S. Department of Urban Development
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	Total Actuals of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Obligated (2)
Mgmt. Improv.	Staff Training	1408		6,000		\$0.00	\$0.00
	Resident Initiatives Coordinator	"		52,000		\$0.00	\$0.00
	Physical Needs Assessment	"		5,600		\$0.00	\$0.00
	Office Furniture	"		6,500		\$0.00	\$0.00
Admin	Mod Coordinator, Ex. Dir., Clerical	1410		80,500		\$0.00	\$0.00
	Suncry	"		3,104		\$0.00	\$0.00
Fees & Costs	A & E Services	1430		48,000		\$0.00	\$0.00
85-1 Moon Towers	Replace fire alarm system	1460		\$88,800.00		\$0.00	\$0.00
	Replace bi-fold doors in units	"		\$112,500.00		\$0.00	\$0.00
	Install window treatment	"		\$85,000.00		\$0.00	\$0.00
	Replace community room closet doors	"		\$7,500.00		\$0.00	\$0.00
	Install individual heat controls in units	"		\$198,500.00		\$0.00	\$0.00
	Rebalance air handler & replace controls	1465		\$11,500.00		\$0.00	\$0.00
	Replace boiler controls	"		\$40,000.00		\$0.00	\$0.00
				\$543,800.00		\$0.00	\$0.00
85-2 Scattered Sites	Replace kitchen and bathroom faucets	1460		\$71,500.00		\$0.00	\$0.00
	Site Work-Concrete Replacement	1450		\$45,000.00		\$0.00	\$0.00
				\$116,500.00		\$0.00	\$0.00
85-6 Bluebell Tower	Replace fire alarm system	1460		\$82,000.00		\$0.00	\$0.00
				\$82,000.00		\$0.00	\$0.00

Signature of Executive Director and Date

X

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

X

Annual Statement /Performance and Evaluation Report

Comprehensive Grant Program (CGP)

Part III: Implementation Schedule

U. S. Department of Housing
and Urban Development

Office of Public and Indian Housing

OMB Approval No. 2577-0157 (7/31/98)

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)	
HA Wide Mgmt. Improvement	09/30/06			09/30/08			
HA Wide Admin	09/30/06			09/30/08			
HA Wide Fees & Costs	09/30/06			09/30/08			
85-1 Moon Towers	09/30/06			09/30/08			
85-2 Scattered Sites	09/30/06			09/30/08			
85-6 Bluebell Tower	09/30/06			09/30/08			
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

Page _3_ of _3_

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ref. Handbook 7485.3