

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

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# PHA Plans

5 Year Plan for Fiscal Years 2005 - 2009

Annual Plan for Fiscal Year 2008

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE 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:** 04/2008

**PHA Programs Administered:**

☒ **Public Housing and Section 8**

☐ **Section 8 Only**

☐ **Public Housing Only**

Number of public housing units:

Number of S8 units:

Number of public housing units:

Number of S8 units:

**PHA Consortia:** (check box if submitting a joint PHA Plan and complete table)

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participating PHA 1:				
Participating PHA 2:				
Participating PHA 3:				

**Public Access to Information**

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

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

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

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

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

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

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

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2005 - 2009**  
[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: 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 to moderate income persons in Knox County. This mission is expanded to include partnering with other agencies and the families served to plan and implement programs and services that will help those families develop and thrive. Effective management and the wise stewardship of public funds 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) 85
- X Improve voucher management: (SEMAP score) 82
- X Increase customer satisfaction:
- X Concentrate on efforts to improve specific management functions:  
(list; e.g., project-based management)
- ☐ 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:
- ☐ Conduct outreach efforts to potential voucher landlords
- ☐ Increase voucher payment standards
- X Implement voucher homeownership program:
- ☐ 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 procedures that assure fair housing

**Annual PHA Plan**  
**PHA Fiscal Year 2008**  
[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

☒ **Standard Plan**

☐ **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.

During the past year the operations of the Knox County Housing Authority have continued to be negatively impacted on several levels by factors outside the control of its board and staff. The primary source of this has been the Section 8 Housing Choice Voucher (HCV) program the housing authority administers. HUD established a fixed funding level for each HCV program two years ago. The amount each PHA is authorized to receive under this plan became the absolute funding “ceiling”. It must cover the total costs of both rental subsidies and administrative fees. While the amount assigned to this housing authority would appear to be in line with our needs as indicated by previous years’ expenditures, other Section 8-related factors continue to bring funding uncertainty for this tenant-based rental assistance program.

The statutory “portability” of Section 8 vouchers has resulted in increasing uncertainty for ours, and many other Housing Choice Voucher programs. The fact that the funding level is fixed precludes the possibility of adjustments for unforeseen cost increases. The most dramatic cost increase has come as a result of the escalating numbers of our vouchers that have been taken to jurisdictions where housing costs are as much as four times as high as they are in Knox County. When someone we issue a Housing Choice Voucher chooses to take it to another housing authority that new authority may elect either to “absorb” that new household into its own voucher program or administer it and bill us for the housing assistance payments (HAP) it makes as well as for an administrative fee. When an authority in an area with higher housing costs chooses to “administer” their billing to us for one family’s HAP may be as much as four times more than it would cost to assist that same family in Knox County. Since we may no longer receive additional funding to cover circumstances such as this, we effectively lose the capacity to assist four Knox County families for every one we assist in locations such as Chicago and the surrounding area.

The inequity does not stop with the reduced ability to serve people in our area of mandate, Knox County. The means by which we pay for people, services, supplies, and other services to operate our HCV program is the approximate \$40.00 per month administrative fee HUD permits us to charge for each voucher we have in use at the first day of each month. When we send one voucher to another authority they get to retain 80 percent of the administrative fee for that voucher. Since we must pay the higher housing cost out of our local budget and will not be reimbursed for that increased cost in any way, we lose the potential to receive our \$40.00 monthly administrative fee for the three other vouchers we can no longer afford to issue. Effectively then, the \$1,920.00 annual income stream to our program from the local administration of four vouchers shrinks to \$96.00, our 20 percent share of the \$480.00 annual administrative fee for the one “ported out” voucher.

The negative impact of the portability option offered participants in the HCV program by Congressional mandate extends to the Knox County Housing Authority low income public housing program. Many families from outside of Knox County await issuance of a voucher and/or satisfy the one year local residency requirement before exercising the portability option as tenants in our low income housing program. After their wait is over and they are able to “port” they move out of our housing. Funding irregularities in the HCV program over the past few years have resulted in our being forced to let the number of vouchers in force diminish through attrition when funds are short, and then build the program back up quickly when funds become available by issuing relatively large numbers of vouchers in short periods of time. Since so many of our voucher applicants are also public housing residents these quick build-ups result in a sudden, large number of vacancies in our low income housing developments. This, of course taxes our maintenance department beyond any reasonable expectation. Families in need of housing wait longer and longer for it because our unit turn around times grow longer and longer. And of course, our management assessment score suffers.

The problems discussed above notwithstanding, the Knox County Housing Authority remains financially stable and its housing stock is in good condition. It has achieved “High Performer” status on the Public Housing Assessment System rating consistently over the past several years. I should be noted, however that our rating for this last year was only that of “Standard Performer” largely due to both the management assessment score and the repeat use of the resident assessment review from the year before.

This plan incorporates changes deemed necessary to reduce unit turnaround times and overall vacancy rates. As noted above, an inordinate and increasing number of unit turnovers for our PHA come as a result of families moving from our housing to the HCV program. Some time ago we discontinued the use of a needs-based tenant selection system in favor of a date and time selection system. At the time we hoped that this would discourage families from taking unfair advantage of our preference system using what became the common practice of coming to Knox County, moving into shelters or other temporary housing, applying for both public housing and the HCV program at the same time and claiming preference status on both. All of this



with the end purpose of getting a Housing Choice Voucher and taking it back to where they originally lived. At that time we were able to accept applications for both programs. Due to availability, applicants almost always were offered, and accepted, public housing first but would keep their HCV program application active. Since HUD regulations make it incumbent on housing authorities to allow applicants to retain any preference status they had for both programs at initial application, even if they are currently being served on one or the other, they would ultimately get a voucher, often before many on the waiting list with actual housing crises issues receive any kind of assistance. Upon receipt of voucher these families would promptly move out of our public housing program leaving us with a vacant unit to renovate and re-lease. This coming year we plan to fine tune our tenant selection plan by reversing the relative priority assigned to working applicants and those who are current residents of Knox County. Under the new selection criteria applicants from Knox County will receive 32 “preference” points and applicants who are employed will receive 16 “preference” points. This change is proposed because we found that the original preference priority system did not result in a net increase in employed households in our programs. Many applicants from great distances from Knox County who were employed when they applied, terminated their employment when they were accepted into our program. The distances involved making commuting back to their jobs impossible. The new system proposed will result in more employed members of applicant households continuing their employment after admittance to our program.

## **I. PROGRESS REPORT**

Needs identified in last year’s plan and the effectiveness of the strategies adopted to meet those needs

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

#### **Strategy 1.**

Efforts to reduce the average time required to renovate and re-lease vacated family housing units continue to be offset by the impact of the high turnover rate resulting from families moving out to become Section 8 program participants. We were able to rebuild our maintenance staff from lows resulting from injuries and illness, however. At this writing it is difficult to predict how that will impact annual turnaround times but it appears that it has reduced those times. Additionally, joint efforts between occupancy and maintenance staff to assure that vacating tenants leave units in good order seem to be having positive results.

Acceptance of the Housing Choice Voucher program among area landlords continued to be good during the past year. The use of “Success Rate” payment standards has not resumed.

## Strategy 2.

Again, we were not given an opportunity to apply for more Housing Choice vouchers. However, we did acquire the two, existing apartment complexes discussed in the annual report from two years ago. They contain a combined total of 138 apartments ranging in size from one to three bedrooms. This acquisition was financed through a combination of sources including both public and private funds.

We have received authorization project-base 20% of our HCV program budget and to request proposals from local, private apartment complex owners to host the “project based” Housing Choice Vouchers. This move is undertaken to both stabilize our HCV program financially and enhance its impact. However, to date area landlords have not shown any interest.

### **Need: Improve customer satisfaction**

During the last fiscal year the Knox County Housing Authority applied for, and received authorization to designate one wing of a 200-unit hi-rise for persons over 62 years of age only. This was done in response to numerous complaints from the senior population about the activities of the younger tenants, disabled or otherwise. This designation will allow physical separation between the two groups.

As in past years, the capital fund / improvement program proceeded on schedule during the past year. Improvements in building HVAC system, life safety systems and increased security systems were completed resulting in improved comfort and safety in our two, hi-rise complexes.

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

The Knox County Housing Authority adopted admission and rent calculation policies some years ago that include all of the work incentive provisions made available through HUD regulations. These have been maintained

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

Strategy 1: Target available assistance to Families with Disabilities:

The Authority maintains close association and communication with local agencies that serve the disabled.

The Knox County Housing Authority continues to offer a varied range of services, in addition to affordable housing, to its residents. The objective of these efforts is the reduction or elimination of drug and criminal activity and their influences and the development of attitudes and skills which would assist tenants to be economically independent. Even though the PHDEP grant program was eliminated several years ago

the Knox County Housing Authority board of commissioners considers these services important enough to continue even if doing so results in deficit budgets.

The KCHA resident initiatives staff, along with the network of other agencies it is a part of, continues to provide a range of services to assist residents in their efforts to develop skills and attitudes needed to succeed. Many of these programs once funded by the Public Housing Drug Elimination Program (PHDEP) grant program have been continued.

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:

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

The Boys and Girls Club of Knox County assumed responsibility for the family housing site after-school educational/recreational program beginning with the 2007-2008 school year.

### **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.

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### 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)
- X List of Resident Advisory Board Members
- X List of Resident Board Member
- X Community Service Description of Implementation
- X Information on Pet Policy
- X Section 8 Homeownership Capacity Statement, if applicable
- n/a Description of Homeownership Programs, if applicable

#### Optional Attachments:

- X PHA Management Organizational Chart
- ☐ FY 2005 Capital Fund Program 5 Year Action Plan
- n/a Public Housing Drug Elimination Program (PHDEP) Plan
- X Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- X Other (List below, providing each attachment name)
  - Section8 Home Ownership Capacity Statement 62
  - VAWA Requirements 62
  - Request to Merge Units 63
  - P&E CFP Reports (attachments v01a, v01b, v01c)
  - Organizational Chart (attachment v01d)

### Supporting Documents Available for Review

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

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	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 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	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
N/A	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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

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

[24 CFR Part 903.7 9 (a)]

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

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

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income <= 30% of AMI	1,289	5	3	5	2	4	5
Income >30% but <=50% of AMI	1,314	4	2	3	2	4	3
Income >50% but <80% of AMI	1,481	2	2	2	2	3	2
Elderly	1155	4	1	1	1	1	1
Families with Disabilities	390						
Race/Ethnicity W	3510						
Race/Ethnicity B	359						
Race/Ethnicity H	107						
Race/Ethnicity O	48						

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)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input checked="" type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	465		90
Extremely low income <=30% AMI	407	88%	
Very low income (>30% but <=50% AMI)	52	11%	
Low income (>50% but <80% AMI)	6	1%	
Families with children	364	78%	
Elderly families	8	2%	
Families with Disabilities	53	11%	
Race/ethnicity W	116	25%	
Race/ethnicity B	330	71%	
Race/ethnicity H	19	4%	
Race/ethnicity O	0	0	
Characteristics by Bedroom Size (Public Housing Only)			
		Based on total # of Public Housing applicants (247)	

Housing Needs of Families on the Waiting List			
1BR	25	10%	
2 BR	132	53%	
3 BR	54	22%	
4 BR	31	13%	
5 BR	5	2%	
5+ BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes - Section 8 only If yes: How long has it been closed (# of months)? 3 Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, for 0 & 1-BR 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 all eligible populations**

**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

- ☐ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- ☐ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- ☐ Other (list below)

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

Select all that apply

- 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.
- X Other: Continue in our efforts to “project-base” up to 20% of our Section 8 HCV’s to assure availability for local families.

**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 need 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

- ☐ 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:

- ☒ Funding constraints
- ☒ Staffing constraints
- ☐ Limited availability of sites for assisted housing
- ☒ 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
- ☒ Influence of the housing market on PHA programs
- ☒ Community priorities regarding housing assistance
- ☒ Results of consultation with local or state government
- ☒ Results of consultation with residents and the Resident Advisory Board
- ☐ Results of consultation with advocacy groups
- ☐ Other: (list below)

## **2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2005 grants)</b>		
a) Public Housing Operating Fund	\$946,859.00	
b) Public Housing Capital Fund	\$832,000.00	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$1,075,000.00	
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)		

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>3. Public Housing Dwelling Rental Income</b>	\$486,000.00	Operations & Maintenance
<b>4. Other income (list below)</b>		
Interest	\$53,000.00	“
<b>4. Non-federal sources (list below)</b>		
<b>Non-dwelling rental, damage charges</b>	\$55,000.00	“
<b>Total resources</b>	\$3,447,859.00	

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

[24 CFR Part 903.7 9 (c)]

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

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

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

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

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

X When families are within a certain time of being offered a unit: (approximately 60 days)

☐ Other: (describe)

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

X Criminal or Drug-related activity

X Rental history

X Housekeeping

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

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

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

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

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

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

X Community-wide list

☐ Sub-jurisdictional lists

☐ Site-based waiting lists

☐ Other (describe)

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

X PHA main administrative office

☐ PHA development site management office

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)

- ☐ One
- ☐ Two
- X ☐ 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:

- ☐ Yes 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 income of our applicants is so low it just 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)
- X ☐ Resident choice: (state circumstances below)
- ☐ Other: Resident choice, or non-essential transfers, may be accommodated if doing so will not encumber efforts to serve persons or families on the waiting list. To be granted such a transfer the requesting tenant's present dwelling unit must be in the



condition in which it was in when they moved into it, normal wear and tear not excepted. The transferring tenant must make an additional, \$100.00 security deposit. This deposit is to be refunded if the move is completed within seven days and the vacated unit is ready for another family to move into it.

c. Preferences

1. X Yes ☐ 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)

- X 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
- X 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)

- 2 Working families and those unable to work because of age or disability  
3 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  
4 Victims of reprisals or hate crimes  
5 Other preference(s) Applicants that are spending 50% or more on rent/mortgage and utilities and/or currently residing in sub-standard housing.  
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

The Knox County Housing Authority proposes the following revision to its preference priority system. This change reverses the priority assigned to the residential and working preferences currently in use:

The KCHA will select families from the waiting list based on the preference criteria shown below. In descending order, each preference criteria shall carry more weight than the cumulative total weight of all criteria below it on the list. *For example, a household which meet the KCHA criteria for a working preference but qualifies for none of the other preferences shall be selected before households qualifying for any or all of the lesser preferences.*

A) Applicant households with a physical residence in Knox County Illinois or in which the head or co-head is employed in Knox County at the time their application is submitted. Should an applicant household which met this preference criterion at the time their application was submitted no longer meet it when the household is offered a dwelling unit, preference under this criterion shall be withdrawn. 32 points

To establish eligibility for preference on the basis of employment in Knox County applicants must provide documentation from a bona-fide employer in the form of a written statement from the employer or paycheck stubs documenting that the head of household, or the co-head of the household is gainfully employed for an average of at least 20 hours per week.

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

B) Applicant households where the head, or co-head if applicable, is currently, and has continuously been, gainfully employed for at least 4 months immediately prior to the date of that household's application and has worked an average of 20 hours each week during that period will receive the highest preference priority for admission. Eligibility for this preference will be re-assessed at such time as an applicant household is offered a housing unit. At that time the household must document that either the head, or co-head of that household has been continuously employed for the 4-month period prior to the date of the offer of a dwelling unit and, must also document that the head or co-head of that household has worked an average of 20 hours each week during the 4-month period immediately prior to the date of the offer of a dwelling unit. Applicant households where the head of the household is 62 years of age or older or is disabled will receive this working preference.

16 points

#### **(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 Lease addendum House Rules

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 (list factors below)
- X Other: previous compliance with PH or Section 8 programs; EIV
- 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: 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 voucher holder can demonstrate that they are conducting a thorough search additional 60 days will be granted.

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

a. Income targeting

☐ Yes 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 income of the applicants tend to be very low so it generally works out that way.

b. Preferences

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

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

Former Federal preferences

☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

☐ Victims of domestic violence

☐ Substandard housing

☐ Homelessness

☐ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- X 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
  - X Victims of reprisals or hate crimes
  - X Other preference(s) Applicants that are spending 50% or more on rent/mortgage and utilities and/or currently residing in sub-standard housing.
- 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.

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)

- 2 Working families and those unable to work because of age or disability
  - 3 Veterans and veterans' families
  - 1 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
  - 4 Victims of reprisals or hate crimes
  - 5 Other preference(s) Applicants that are spending 50% or more on rent/mortgage and utilities and/or currently residing in sub-standard housing.
- Date and time of application

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

The order and preference points remain the same as what had been previously reviewed and approved by HUD however the Knox County Housing Authority (KCHA) proposes a change to the length of time that an applicant has been continuously employed. The current preference for working in our jurisdiction states: that the head or co-head of the household must have been continuously employed for the 12-month period immediately prior to the date of the offer of a dwelling unit. The proposal would change that to be continuously employed for the 4-month period immediately prior to the date of the offer of a dwelling unit.

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

The Knox County Housing Authority proposes the following revision to its HCV preference priority system as briefly described in #5.

The KCHA will select families from the waiting list based on the preference criteria shown below. In descending order, each preference criteria shall carry more weight than the cumulative total weight of all criteria below it on the list. *For example, a household which meet the KCHA criteria for a working preference but qualifies for none of the other preferences shall be selected before households qualifying for any or all of the lesser preferences.*

A) Applicant households with a physical residence in Knox County Illinois or in which the head or co-head is employed in Knox County at the time their application is submitted. Should an applicant household which met this preference criterion at the time their application was submitted no longer meet it when the household is offered a dwelling unit, preference under this criterion shall be withdrawn. 32 points

To establish eligibility for preference on the basis of employment in Knox County applicants must provide documentation from a bona-fide employer in the form of a written statement from the employer or paycheck stubs documenting that the head of household, or the co-head of the household is gainfully employed for an average of at least 20 hours per week.

To establish eligibility for preference as a resident of Knox County the applicant household must demonstrate that they have a physical residence in Knox County. Physical residence shall be defined as a domicile with a mailing address, other than a post office box, for which the



applicant can produce one or more of the following: a lease or a purchase agreement, utility bills showing the claimed residence address, two pieces of first class mail addressed to a member of the applicant household at the claimed address. Households domiciled as guests in another household or in accommodations intended for transients such as hotels, motels, emergency shelter housing facilities, travel trailers, motor homes or campsites will not be considered to be residents of the county.

B) Applicant households where the head, or co-head if applicable, is currently, and has continuously been, gainfully employed for at least 4 months immediately prior to the date of that household's application and has worked an average of 20 hours each week during that period will receive the highest preference priority for admission. Eligibility for this preference will be re-assessed at such time as an applicant household is offered a housing unit. At that time the household must document that either the head, or co-head of that household has been continuously employed for the 4-month period prior to the date of the offer of a dwelling unit and, must also document that the head or co-head of that household has worked an average of 20 hours each week during the 4-month period immediately prior to the date of the offer of a dwelling unit. Applicant households where the head of the household is 62 years of age or older or is disabled will receive this working preference.

16 points

#### **(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. ☐ Yes X No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?
2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

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

X For the earned income of a previously unemployed household member

X For increases in earned income

☐ Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

☐ Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

X For household heads

X For other family members

X For transportation expenses

☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families

☐ Other (describe below)

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

☐ Never  
☐ At family option  
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)\_\_\_\_\_  
☐ Other (list below)

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

## **(2) Flat Rents**

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

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

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

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

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

Describe the voucher payment standards and policies.

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

- ☐ At or above 90% but below 100% of FMR  
☒ 100% of FMR  
☐ Above 100% but at or below 110% of FMR  
☐ Above 110% of FMR (if HUD approved; describe circumstances below)

- 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)

- ☐ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ Reflects market or submarket
- ☐ 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)

## **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 X 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 X No: 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 9g)]

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)

**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 50107 FFY of Grant Approval: (10/01/07)

☒ 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	
4	1410 Administration	78,546
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	55,000
8	1440 Site Acquisition	
9	1450 Site Improvement	250,000
10	1460 Dwelling Structures	419,790
11	1465.1 Dwelling Equipment-Nonexpendable	28,500
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1501 Collateralization or Debt Service	
20	1502 Contingency	
21	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	831,836
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: Summary**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
Admin	Sundry	1410	3,546
	Salaries & Benefits	1410	75,000
Fees & Costs	A & E Services	1430	55,000
<u>85-1</u>			
Moon Towers	Landscape	1450	15,000
	Replace appliances	1465	5,000
<u>85-2</u>			
Scattered Sites	Site Work - three sites	1450	230,000
	Replace appliances	1465	20,000
<u>85-6</u>			
Bluebell Tower	Landscaping	1450	5,000
	Replace windows	1460	225,000
	Replace smoke detectors in units	1460	3,825
	Elevator upgrade	1460	190,965
	Replace refrigerators	1465	3,500

### 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	07/18/09	07/17/11
Admin	07/18/09	07/17/11
85-1 Moon Towers	07/18/09	07/17/11
85-2 Scattered Sites	07/18/09	07/17/11
85-6 Bluebell Tower	07/18/09	07/17/11
Office Building	07/18/09	07/17/11

## CRITERIA FOR SUBSTANTIAL DEVIATION

The Knox County Housing Authority has adopted the following definition of substantial deviation or significant amendment or modification:

“Substantial deviation or significant amendment or modification are defined as discretionary changes in the plans or policies of the Knox County Housing Authority that fundamentally change the mission, goals, objectives, or plans of the agency and which require formal approval of the Board of Commissioners.”

### **(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. X 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-

X 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)

SEE FOLLOWING PAGES:

## 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	48	11%		
Description of Needed Physical Improvements or Management Improvements			Estimated Cost		
Resident Initiatives Coordinator Administration Sundry A&E Services			2008		
			52,000		
			86,500		
			2,598		
A&E Services			70,000		
			Resident Initiatives Coordinator		
			Administration		
			Sundry		
A&E Services			2009		
			52,000		
			86,500		
			2,598		
A&E Services			70,000		
			Resident Initiatives Coordinator		
			Administration		
			Sundry		
A&E Services			2010		
			52,000		
			86,500		
			2,598		
A&E Services			70,000		
			Resident Initiatives Coordinator		
			Administration		
			Sundry		
A&E Services			2011		
			52,000		
			86,500		
			2,598		
A&E Services			70,000		
			A&E Services		
			Upgrade computer systems		
			35,000		
Total estimated cost over next 5 years			879,392		

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
IL085-1	Moon Towers	25	13%
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Clean and paint stairwells		22,000	2008
Misc. concrete work		2,400	
Redesign and replace southeast patio		21,700	
Replace entry systems		80,000	
Replace intercom system		12,000	2009
Replace office windows and metal doors		58,000	
Replace outdoor furniture		11,000	
Reseal & Restripe parking lots		15,600	
		10,000	
		5,000	
Landscape		450	
Exterior Lighting		330,000	
Sand & paint exterior doors and frames		290,500	
Insulate exterior walls		4,000	
Install new VCT and vinyl base - abate mastic		11,000	2010
Reseal Concrete floors in maintenance room		113,400	
Replace acoustical ceiling grid and panels		9,900	
Replace bi-fold doors in units		113,000	
Replace curtain rods and install vertical blinds in common areas		103,950	
Replace curtain rods and install horizontal blinds in all apartments		7,800	
Replace refrigerators in all apartments			
Repaint, replace acoustical tile, lights and vinyl base in public restrooms		11,050	
Laundry rooms- install through wall exhaust fans, paint, replace VCT & slop sink		37,800	
		94,500	
Install light fixture in the living room of all units		44,450	2011
Repaint all units		7,075	
Repaint corridors, lobbies, beauty shop and community rooms		600,000	
Replace VCT and vinyl base at small community room and beauty shop		300,000	
Elevator Modernization		9,050	
Install building-wide fire detection systems and install hardwire detectors		67,500	
Office – Repaint, VCT, vinyl base, carpet and acoustical tile		20,400	
Replace trash compactors & dumpsters		2,500	
Replace EPDM roof at Comm. Room, front entry, penthouse & flashings		22,100	
Replace misc. concrete		3,000	
Modify triple bay garage doors and replace door		30,000	2011
Development signs		94,500	
Resurface & stripe north parking lot		214,800	
Replace entry doors on all units		340,000	
Replace ceramic tile surrounds, bath & shower controls		32,552	
Replace hot water heaters		152,000	
Install Carpet in Apartments		30,000	2011
Replace office lighting			
Install Security Cameras in Common Areas			
Total estimated cost over next 5 years		3,334,977	



Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
IL085-2	Scattered Sites	23	12%
Description of Needed Physical Improvements or Management Improvements			Estimated Cost
			Planned Start Date (HA Fiscal Year)
Install clean outs at 70 units			70,00
Replace mulch at playgrounds			4,000
Replace water heater flue caps @ all units			49,000
Replace water heater flue caps @ common buildings			1,500
Replace kitchen and bath faucets			71,500
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
Install storage units for ea. apartment			165,000
Total estimated cost over next 5 years			1,361,620

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
IL085-6	Bluebell Tower	0	0%
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Install blinds in all units		27,000	2008
Install blinds in common areas		7,350	
Elevator modernization		300,000	
Install hard wired smoke detectors		20,470	
Replace community room appliances		4,800	2009
Clean and paint stairwells		13,000	
Misc. concrete replacement		2,000	
Site Work		15,000	
Renovate Public Restrooms		3500	2010
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	2011
Replace windows		225,000	
Replace acoustical grid and panels in common areas		6,700	
Replace light fixtures in common areas		750	
Replace roof		47,100	2011
Replace refrigerators		9,800	
Replace trash compactor and dumpsters`		32,000	
Replace community room A/C and condenser		9,000	
Repairs to hot water boiler system		20,000	2011
Replace water softener		8,000	
Repaint all units		51,000	
Repaint all common areas		5,550	
Total estimated cost over next 5 years		1,015,820	

## 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	2008
Replace handrails at entry doors			1,800	
Clean and seal brick exterior			8,300	
Install new lit development sign			8,000	
Replace carpet and vinyl base			14,000	2009
Repaint walls			5,350	
Replace smoke detectors			1,500	
Replace water heater			600	2010
				2011
Total estimated cost over next 5 years			42,550	

## 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 Maintenance			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace maintenance vehicle			24,000	2008
Maintenance program			7,500	
Maintenance training			5,000	
Replace mover/snow removal equipment				
Replace maintenance vehicle			24,000	2009
Maintenance program			7,500	
Replace mover/snow removal equipment			22,000	2010
Replace mover/snow removal equipment			22,000	2011
Maintenance program			7,500	
Total estimated cost over next 5 years			119,500	

## 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 ☒ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?

If yes, list development name/s below:

☐ Yes ☒ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?

If yes, list developments or activities below:

☐ Yes ☒ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?

If yes, list developments or activities below:

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

### 2. Activity Description

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

Demolition/Disposition Activity Description	
1a. Development name:	Moon Towers
1b. Development (project) number:	IL085-01
2. Activity type:	Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one)	Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date application approved, submitted, or planned for submission	
5. Number of units affected:	6-8
6. Coverage of action (select one)	Part of the development <input type="checkbox"/> Total development
7. Timeline for activity:	a. Actual or projected start date of activity: b. Projected end date of activity:

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

[24 CFR Part 903.7 9 (i)]

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

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

### 2. Activity Description

☐ Yes X 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: Moon Towers 1b. Development (project) number: IL085-01
2. Designation type: Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA's Designation Plan <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (03/31/07)
5. If approved, will this designation constitute a (select one) <input checked="" type="checkbox"/> New Designation Plan It was approved as designated <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected 97 7. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development

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

[24 CFR Part 903.7 9 (j)]

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

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

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

#### **2. Activity Description**

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

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

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

## B. Section 8 Tenant Based Assistance

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

The KCHA is only in the initial stage of developing a program – we do not yet have an established program.

### 2. Program Description:

#### a. Size of Program

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

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

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

#### b. PHA-established eligibility criteria

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

If yes, list criteria below:

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

[24 CFR Part 903.7 9 (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:

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

If yes, what was the date that agreement was signed? 09/05/2000

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

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

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

**(1) General**

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

X Yes ☐ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If "yes", complete the following table; if "no" skip to sub-component 2, Family Self

Sufficiency Programs. The position of the table may be altered to facilitate its use. )

<b>Services and Programs</b>				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
GED test preparation classes	5-8	First come	Family housing site	KCHA resident
After-school program	90	All KCHA youth	3 housing sites	KCHA resident
Summer program	90	All KCHA youth	3 housing sites	KCHA resident
Parent "Time-out" lunches	25-30	All families invt	Family housing site	KCHA resident
Computer literacy classes	12-15	First come	Family housing site	KCHA resident

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

### **a. Participation Description**

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants (start of FY 2005 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)

<b>D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937</b>
--

#### KNOX COUNTY HOUSING AUTHORITY COMMUNITY SERVICE

Why you must perform Community Service: A few years ago The United States Congress passed a law covering public housing. Among the contents of the 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. The law requires that community service/self-sufficiency activity become a condition of your continued occupancy. (Listed on the back of this notice is an explanation of persons who are exempt from Community Service.)

Suggestions on how you may fulfill your Community Service obligations: 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 good causes. Try volunteering at the Habitat for Humanity, Prairieland Animal Welfare Center, Salvation Army or Good Will. Ask the individuals in charge of such places and events to sign your Community Service Requirement form.

Participating in education and training activities presented by Knox County Housing Authority, picking up litter, washing outside windows or otherwise making the neighborhood look attractive on our sites qualifies for community service. Knox County Housing Authority employees are authorized to sign your Community Service Requirement forms. Knox County Housing Authority employees will determine how much time to sign off for you based on what you have accomplished and/or the amount of time you have spent. The administrative staff will not override the judgment of the maintenance staff on this matter.

Who is exempt from performing Community Service:

Persons who are 62 years of age or older

Blind or disable persons (disability to be verified by a 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)

### **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)

Guests and unreported live-ins with ties to drug and other illegal activities

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
- X 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)

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

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

3. Which developments are most affected? (list below)  
IL085-2

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

PHAs eligible for FY 2005 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- ☐ Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- ☐ Yes ☐ No: Has the PHA included the PHDEP Plan for FY 2005 in this PHA Plan?
- ☐ Yes ☐ No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

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

[24 CFR Part 903.7 9 (n)]

Dogs and cats are allowed in KCHA developments provided that the terms of the KCHA pet policy are adhered to. Tenants must obtain a copy of this policy and comply with it before bringing any such animal onto housing authority property. **A separate agreement and additional deposit may be required. Violation of the Pet Policy is a violation of the lease. No animal with an adult weight of over 25 pounds will be permitted. Keeping a household pet that harms anyone, creates a nuisance, or other threat will be dealt with in the same manner as any other serious lease violation.** Animal waste must be cleaned up immediately. All pets must be kept inside dwelling units except when on a leash and under the direct control of a responsible person. **Guest animals are prohibited!**

## **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. X 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. X Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
3. ☐ Yes X 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. X 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:

**MINUTES OF THE SPECIAL MEETING  
OF RESIDENT ADVISORY BOARD  
OF THE KNOX COUNTY HOUSING AUTHORITY  
November 15<sup>th</sup>, 2007**

The special meeting of the Resident Advisory Board of the Knox County Housing Authority was held at Family Site "C", located at South St. and Berrien St. Roll call was taken and the following were present.

PRESENT:                      Joe Hathaway   Pat Hathaway   Shunta Northern  
                                     Connie Nelson   Esther Lawson   Dale Parsons (Commissioner)  
                                     Yolanda Fulton   David Manser   Niquandra Purnell  
                                     JaVona Smith   Eugenia Moon   Denita Massenburg  
                                     Rosie Ellis   Amber Patch   Victoria Williams

ABSENT:                      Denise Basley (Resident Commissioner)

Also present were Margie Hulick, Executive Director; Derek Antoine, Assistant Director; Rita Hall, Modernization Coordinator; Jenny Stegall, Bluebell Tower Property Manager, Nancy Epperson, Resident Services Coordinator; and Nishq Mody, Resident Services.

The meeting of the Resident Advisory Board was held for residents to review proposed changes to the Knox County Housing Authority Annual Plan, as well as changes to the KCHA Admission and Continued Occupancy Policy. Mrs. Hulick explained the KCHA operates on a five year plan, which is reviewed and amended annually.

Ms. Hulick indicated in addition to several language changes designed for clarification, the main change in the ACOP centers around Preference Points for admission. The proposed change would reduce the time requirement for employment preference points from twelve months to four months. Ms. Hulick indicated the reason for the proposed reduction is reflective that applicants will have completed the standard three month probationary period with respective employers and will subsequently be more secure in their employment. Ms. Hulick indicated there are no further proposed changes to the Preference Points. A brief discussion of preference points followed. Dialogue also included procedures and requirements of the Section 8 Housing Choice Voucher program.

Ms. Hulick then summarized the proposals for the Capital Grant Fund. Ms. Hall indicated the KCHA has to report each year what the grant money is used for and to establish plans for the remaining grant money. Ms. Hulick indicated an interest of the KCHA to focus appropriate resources on landscaping at the family sites. Residents discussion conveyed interested in landscaping improvements.

Open discussion from the residents centered on developing tenant associations at the family sites. Representatives of the Moon Towers Tenant Association and the Bluebell Tower Tenant Association offered to consult with Family Site residents interested in forming and maintaining their own tenant associations.

Hearing no further discussion on the proposals, Ms. Hulick declared the meeting adjourned at 1:20 PM.

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

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

☐ The PHA changed portions of the PHA Plan in response to comments  
List changes below:

☐ Other: (list below)

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

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

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

### 3. Description of Resident Election Process

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

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

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

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

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

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

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

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

#### 1. Consolidated Plan jurisdiction: (State of Illinois)

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

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

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

#### **D. Other Information Required by HUD**

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

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

Under a new Illinois law, as of January 1, 2008, Pursuant to this law there will be no smoking permitted in any common areas nor within fifteen (15) feet of an entrance or exit of the Knox County Housing Authority's properties. No smoking signs shall be posted and all ashtrays shall be moved from the non-smoking areas. The residents may smoke in their units. The personnel policy has also been adjusted accordingly.

#### **Attachments**

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

### **Section 8 Homeownership Program Capacity Statement**

The Knox County Housing Authority has established the following in Section 24.9 (a.) of the Section 8 Administrative Plan:

“A purchasing family must invest at least three (3) percent of the purchase price of the home they are buying in the property. This can take the form of either a down payment, closing costs, or a combination of the two. Of this sum, at least one (1) percent of the purchase price must come from the family's personal resources.”

Having established this criterion the Knox County Housing Authority has demonstrated its capacity to implement A Section 8 homeownership program.

#### **VIOLENCE AGAINST WOMEN ACT REQUIREMENTS**

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

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

#### REQUEST TO MERGE UNITS IN MOON TOWERS (IL085-001)

The Knox County Housing Authority requests permission to merge ten (10) efficiency units into five (5) one bedroom units in the high-rise apartment complex of Moon Towers. For the last twelve months there has been a fairly consistent vacancy rate of 12 %. Of that 12% vacancy rate 72% consists of efficiency units.

If we are permitted to merge units it would decrease the average vacancy rate to 9%. Having more one bedroom units would also increase the marketability of Moon Towers and allow it to be more competitive with the other high-rises in the area as they are composed entirely of one and two bedroom units.

We would like to have the permission to merge the units as they become available. At the present time we do not have efficiencies vacant that are adjacent to one another. In order to receive permission to merge as they become available I will send the request to the Director, Steve Meiss, at the HUD field office with each unit address and any other details immediately at the time we know they will be available.

The approximate cost for each merger would be as follows:

Counter top	\$55.00
Door	\$90.00
Locks	\$10.00
Plumbing	\$20.00
Wood, shims, screws	<u>\$15.00</u>
Total materials	\$190.00

Labor	
~ 16 hrs X \$30.00	\$480.00
Electrician	<u>\$298.00</u>
Total merge	\$968.00

**Optional Public Housing Asset Management Table**

See Technical Guidance for instructions on the use of this table, including information to be provided.

Public Housing Asset Management								
Development Identification		Activity Description						
Name, Number, and Location	Number and Type of units	Capital Fund Program Parts II and III <i>Component 7a</i>	Development Activities <i>Component 7b</i>	Demolition / disposition <i>Component 8</i>	Designated housing <i>Component 9</i>	Conversion <i>Component 10</i>	Home-ownership <i>Component 11a</i>	Other (describe) <i>Component 17</i>

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHA Name:</b> Knox County Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: <b>IL06-P085-50105</b> Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> 2005
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no:    )					
Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements			0	0
4	1410 Administration	2,544	2,544	0	0
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	75,000	75,000	0	0
8	1440 Site Acquisition				
9	1450 Site Improvement	194,600	194,600	0	0
10	1460 Dwelling Structures	567,352	147,352	0	0
11	1465.1 Dwelling Equipment—Nonexpendable	55,000	475,000	460,928	0
12	1470 Nondwelling Structures	10,000	10,000	0	0
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	904,496	904,496	460,928	0
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHA Name: <b>Knox County Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>IL06-P085-50105</b> Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2005</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Admin	Sundry	1410		2,544	2,544	0	0	
Fees & Costs	A & E Services	1430		75,000	75,000	0	0	
HA Wide	Upgrade Computer System	1475		35,000	35,000	0	0	
85-1	Landscape	1450		25,000	25,000	0	0	5 yr
Moon Towers	Replace mail boxes	1460		12,000	0	0	0	“
	Convert 10 eff. Units to 5 larger units	1460		240,000	0	0	0	“
	Replace bi-fold doors in each unit	1460		113,400	116,200	0	0	“
	Replace curtain rods/install blinds in units	1460		113,000	0	0	0	“
	Replace blinds in common areas	1460		9,900	9,452	0	0	“
	Install security cameras in corridors	1460		10,000	0	0	0	
	Repair fire pump	1465		10,000	0	0	0	
	Replace garage roofs	1470		10,000	10,000	0	0	
	Replace boilers	1465		0	260,000	245,726	0	

**il085v01a**





**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part III: Implementation Schedule**

PHA Name: <b>Knox County Housing Authority</b>		Grant Type and Number Capital Fund Program No: <b>IL06-P085-50105</b> Replacement Housing Factor No:				Federal FY of Grant: <b>2005</b>	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
Management Improv.	09/30/07			09/30/09			
Admin	09/30/07			09/30/09			
HA Wide	09/30/07			09/30/09			
85-1 Moon Towers	09/30/07			09/30/09			
85-2 Scattered Sites	09/30/07			09/30/09			
85-6 Bluebell Tower	09/30/07			09/30/09			
Office Building	09/30/07			09/30/09			

**il085v01a**

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHA Name:</b> Knox County Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: <b>IL06-P085-50106</b> Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> 2006
<input type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> <b>Reserve for Disasters/ Emergencies</b> <input type="checkbox"/> <b>Revised Annual Statement (revision no: <input type="checkbox"/>)</b> <b>X Performance and Evaluation Report for Period Ending: 09/30/07</b> <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				0
4	1410 Administration	5,921	72,834	70,000	0
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	55,000	55,000	55,000	0
8	1440 Site Acquisition				
9	1450 Site Improvement	393,125	0	0	0
10	1460 Dwelling Structures	328,325	0	0	0
11	1465.1 Dwelling Equipment—Nonexpendable	8,500	729,950	695,517	0
12	1470 Nondwelling Structures			0	0
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	790,871	857,784	820,517	0
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

**il085v01b**

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHA Name: Knox County Housing Authority		Grant Type and Number Capital Fund Program Grant No: 50106 Replacement Housing Factor Grant No:				Federal FY of Grant: 2006		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Admin	Sundry	1410		5,921	1,334	0	0	
	Salaries	1410		0	71,500	70,000	0	
Fees & Costs	A & E Services	1430		55,000		55,000	0	
HA Wide	Upgrade Computer System	1475		35,000	0	0	0	2005
85-1 Moon Towers	Landscape	1450		25,000	0	0	0	
“	Replace trash compactors	1460		67,500	0	0	0	2007
	Upgrade Elevators	1465		0	729,950	695,517		
85-2 Scattered Sites	Site Work – concrete sites B & C	1450		368,125	0	0	0	5 yr
85-6 Bluebell Tower	Replace windows	1460		225,000		0	0	5 yr
	Replace Trash Compactor	1460		32,000		0	0	2007
	Replace smoke detectors	1460		3,825		0	0	2007
	Replace refrigerators	1460		4,000		0	0	2007
	Replace air conditioners	1460		4,500		0	0	5 yr

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<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part III: Implementation Schedule</b>							
PHA Name: <b>Knox County Housing Authority</b>			<b>Grant Type and Number</b> Capital Fund Program No: 50106 Replacement Housing Factor No:				<b>Federal FY of Grant:</b> 2006
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
Management Improv.	07/18/08			07/17/10			
Admin	07/18/08			07/17/10			
HA Wide	07/18/08			07/17/10			
85-1 Moon Towers	07/18/08			07/17/10			Many problems with existing elevators
85-2 Scattered Sites	07/18/08			07/17/10			
85-6 Bluebell Tower	07/18/08			07/17/10			Safety updates
Office Building	07/18/08			07/17/10			

il085v01b

**Annual Statement/Performance and Evaluation Report****Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary**

<b>PHA Name:</b> Knox County Housing Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No: <b>IL06-P085-50107</b> Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2007
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☐ Original Annual Statement ☐ Reserve for Disasters/ Emergencies ☐ Revised Annual Statement (revision no: )  
☒ Performance and Evaluation Report for Period Ending: 09/30/07 ☐ Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements			0	0
4	1410 Administration	78,546		0	0
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	55,000		0	0
8	1440 Site Acquisition				
9	1450 Site Improvement	250,000		0	0
10	1460 Dwelling Structures	378,825		0	0
11	1465.1 Dwelling Equipment—Nonexpendable	28,500		0	0
12	1470 Nondwelling Structures			0	0
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	790,871		0	0
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part II: Supporting Pages</b>								
PHA Name: <b>Knox County Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: 50106 Replacement Housing Factor Grant No:				Federal FY of Grant: 2006		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Admin	Sundry	1410		3546		0	0	
	Salaries	1410		75000				
Fees & Costs	A & E Services	1430		55000		0	0	
85-1 Moon Towers	Landscape	1450		15000		0	0	
“	Replace appliances	1465		5000		0	0	
85-2 Scattered Sites	Site Work – concrete sites B & C	1450		230000		0	0	
	Replace appliances	1465		20000				
85-6 Bluebell Tower	Landscaping	1450		5000		0	0	
	Replace windows	1460		225000		0	0	
	Replace smoke detectors	1460		3825				
	Elevator Upgrades	1465		150000		0	0	
	Replace appliances	1465		3500		0	0	

**il085v01c**

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part III: Implementation Schedule</b>							
PHA Name: <b>Knox County Housing Authority</b>			<b>Grant Type and Number</b> Capital Fund Program No: 50106 Replacement Housing Factor No:				<b>Federal FY of Grant:</b> 2006
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
Management Improv.	07/18/08			07/17/10			
Admin	07/18/08			07/17/10			
HA Wide	07/18/08			07/17/10			
85-1 Moon Towers	07/18/08			07/17/10			
85-2 Scattered Sites	07/18/08			07/17/10			
85-6 Bluebell Tower	07/18/08			07/17/10			
Office Building	07/18/08			07/17/10			



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