

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

PHA Plans

5 Year Plan for Fiscal Years 2005 - 2009

Annual Plan for Fiscal Year 2009

**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: 04/2009

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 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 of primary consideration 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) High
- X Increase customer satisfaction:
- X Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)
- Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

- PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling:
- Conduct outreach efforts to potential voucher landlords
- Increase voucher payment standards
- 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: security camers
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- X Other: Property Managers

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

Other PHA Goals and Objectives: (list below)

Maintain current procedures that assure fair housing.

Annual PHA Plan
PHA Fiscal Year 20
[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 to 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”, rather than absorb, 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 possibly four more 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 significant initiative for the Knox County Housing Authority in FYB 2009 is the implementation of property based management. The KCHA is divided into three AMPS:

Moon Towers, IL085-1; the family sites, IL 085-2; and Bluebell Tower IL085-3. Each AMP will have a property manager and its own maintenance department. The managers will be instrumental; in the development and utilization of the budget and also have involvement in some procurement for their own sites. These additional responsibilities will require a need for additional training.

The Central Office Cost Center (COCC) will be operating on a fee-for-service basis. During the coming year the COCC will be primarily consumed in setting policy and procedure for the changes in management that are likely to occur with project basing. Management meetings will be held on a bi-monthly basis to insure involvement of the managers in the annual and five year plan along with the intent to increase security, curb appeal and the relationship with the tenants.

The problems discussed above notwithstanding, the Knox County Housing Authority remains financially stable and its housing stock is in good condition. Our rating for the

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. The goal for the upcoming year is to again achieve the status of “High Performer”. During the upcoming fiscal year the KCHA will continue to analyze and monitor both the Public Housing Program and the Section 8 HCV Program to establish program areas that need improvement to assist more families more efficiently. This plan incorporates changes deemed necessary to reduce unit turnaround times and overall vacancy rates.

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. The impact of the property manager is anticipated to have a direct effect on the reduction of the turnaround 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.

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. We intend to set meetings with area landlords to better educate and encourage them toward the program.

Even with the financial burden that the KCHA is experiencing due to the HCV program we are planning ways to improve and increase the HCV program for both the participants and the HA. The KCHA is in pursuit of developing the Section 8 Homeownership program and working closely with the Department of (DCFS) to promote family unification by providing Housing Choice Vouchers to families for whom the lack of adequate housing is a primary factor in the separation. If the KCHA

decides to apply for available funds under the Family Unification Program (FUP) with a deadline of January 28, 2009, a formal request to modify our Section 8 selection preference will be submitted to Director Steven Meiss prior to implementation.

Need: Improve customer satisfaction

During the last fiscal year the Knox County Housing Authority applied for, and received a ROSS grant for the Neighborhood Network Program. The grant has been used to establish a computer center for many self sufficiency programs. It has only recently been kicked off so we are encouraged and anxious to examine the resident participation and how we can help to further develop it for all ages.

The KCHA continues to be authorized 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 continues to will allow physical separation between the two groups. The presence of a property manager will also be a positive affect.

As in past years, the capital fund / improvement program proceeded on schedule during the past year. Improvements in building roofs, trash compactors, elevators 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 budges.

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.

Table of Contents

	<u>Page #</u>
Annual Plan	
i. Executive Summary	
ii. Table of Contents	5
1. Housing Needs	10
2. Financial Resources	15
3. Policies on Eligibility, Selection and Admissions	16
4. Rent Determination Policies	26
5. Operations and Management Policies	33
6. Grievance Procedures	35
7. Capital Improvement Needs	36
8. Demolition and Disposition	38
9. Designation of Housing	39

10. Conversions of Public Housing	40
11. Homeownership	42
12. Community Service Programs	43
13. Crime and Safety	47
14. Pets (Inactive for January 1 PHAs)	49
15. Civil Rights Certifications (included with PHA Plan Certifications)	49
16. Audit	49
17. Asset Management	50
18. Other Information	50

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 2009 Capital Fund Program Annual Statement/Optional 5-year Action Plan (attachment v01a)
- 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)
- Section 8 Homeownership Capacity
- VAWA Requirements
- P&E CFP Reports (attachments v01b, v01c, v01d)
- Organizational Chart (attachment v01e)

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
n/a	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
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 <input checked="" type="checkbox"/> 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 <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or	Annual Plan: Operations and Maintenance

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	eradication of pest infestation (including cockroach infestation)	
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
X	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
X	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 (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
n/a	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional)	(specify as needed)

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	(list individually; use as many lines as necessary)	

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1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-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	1515	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			
X 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	672		120
Extremely low income <=30% AMI	551	82%	
Very low income (>30% but <=50% AMI)	93	14%	
Low income (>50% but <80% AMI)	24	4%	
Families with children	495	74%	
Elderly families	16	2%	
Families with Disabilities	103	15%	
Race/ethnicity W	248	37%	
Race/ethnicity B	396	60%	
Race/ethnicity H	17	3%	
Race/ethnicity O	0	0%	
Characteristics by Bedroom Size (Public Housing Only) 289 HOH			

Housing Needs of Families on the Waiting List			
1BR	80	28%	
2 BR	134	46%	
3 BR	43	16%	
4 BR	21	7%	
5 BR	5	2%	
5+ BR			
Is the waiting list closed (select one)? X No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? X No <input type="checkbox"/> Yes, for 0 and 1 BR in senior/handicapped			

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
- 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
- X Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

Not necessary, current need in excess of demand/need

- 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
- X Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Other: (list below)

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2005 grants)		
a) Public Housing Operating Fund	\$1,399,162.00	
b) Public Housing Capital Fund	\$ 882,562.00	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$1,008,950.00	
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)		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
Ross Neighborhood Network	\$100,000.00	Computer center
2. Prior Year Federal Grants (unobligated funds only) (list below)		
CFP 2007	\$174,785.00	
CFP 2008	\$776,043.00	
3. Public Housing Dwelling Rental Income	\$497,000.00	
4. Other income (list below)	\$30,000.00	
4. Non-federal sources (list below)		
Non-dwelling rental, damage charges	\$75,000.00	
Total resources	\$4,943,502.00	

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)
- When families are within a certain time of being offered a unit: (state time)
- 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 compliance

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

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

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

(2)Waiting List Organization

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

- X Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists
- Other (describe)

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

- X PHA main administrative office
- PHA development site management office
- X Other (list below) By Mail

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

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

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

3. Yes No: May families be on more than one list simultaneously
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- PHA main administrative office
- All PHA development management offices
- Management offices at developments with site-based waiting lists
- At the development to which they would like to apply
- Other (list below)

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- X One
- Two
- Three or More

b. 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?

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: considered non-essentials, 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 must be in the condition in which it was 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.

Other: (list below)

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.

6 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
 Victims of reprisals or hate crimes
4 Other preference: Involuntarily displaced victims
5 Applicants that are spending 50% or more on rent/mortgage and utilities and/or currently is sub-standard housing.

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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 and/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)
- Criminal or drug-related activity
- Other (describe below)

(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)

- PHA main administrative office
- Other (list below)

(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?

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.

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.

6 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
- 4 Other preference(s) Involuntarily displaced
- 5 Applicants that are spending 50% or more on rent/mortgage and utilities and/or currently in sub-standard housing.

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

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

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

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

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

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

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

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

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

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

- Through published notices
- Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

November, 2004

The Quality Housing and Work Responsibility Act of 1998 (QHWARA) includes a provision for the establishment of minimum rents to be paid by public housing residents and participants in the Section 8 Housing Choice Voucher Program. It permits housing authorities administering these programs to set

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

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

DEFINITION OF A HARDSHIP WARRANTING A WAIVER:

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

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

WAIVER REQUEST PROCESS

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

- 1) A listing of the amounts and sources of the household's current income
- 2) A listing of all of the household's current financial obligations and routine expenditures
- 3) A statement that no member of the household has made purchase or financial obligations of a non-essential nature, as outlined above, within the past 90 days

VERIFICATION

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

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

RETROACTIVE WAIVERS

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

LENGTH OF WAIVER

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

DEFERMENT OF THE MINIMUM RENT

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

REVOCAION 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 waive 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)
- 95th percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit

Other (list below)

f. Rent re-determinations:

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

Never

At family option

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
- X 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)

- 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
- Other (list below)

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

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

November, 2004

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

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

DEFINITION OF A HARDSHIP WARRANTING A WAIVER:

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

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

WAIVER REQUEST PROCESS

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

- 1) A listing of the amounts and sources of the household's current income

- 2) A listing of all of the household's current financial obligations and routine expenditures
- 3) A statement that no member of the household has made purchase or financial obligations of a non-essential nature, as outlined above, within the past 90 days

VERIFICATION

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

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

RETROACTIVE WAIVERS

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

LENGTH OF WAIVER

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

DEFERMENT OF THE MINIMUM RENT

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

REVOCAION 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 waive or deferment.

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA’s management structure and organization.

(select one)

- 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	420	100 or 24%
Section 8 Vouchers	255	38 or 15%
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)		
Ross grant (Neighborhood Networks)	400	100 or 25%

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 and Continued Occupancy Plan
 - Lease / House Rules
 - Visitor Policy
 - Employment / Hiring Policy
 - Banning Policy
 - Procurement Policy
 - Capitalization Policy
 - Disposition of Excess Property Policy
 - Funds Transfer Policy
 - Investment Policy
 - Facilities Use Policy
 - Smoking Policy
 - Grievance Procedure
 - Ethics Policy
 - Equal Housing Opportunity Policy
 - Rent Collection Policy
 - Haz/Mat Policy
 - Pest Control Policy
 - Maintenance Policy
 - Continued Occupancy and Community Service Policy
 - One Strike and Your Out Policy
 - Security Deposit Policy

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

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- X PHA main administrative office
X 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 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

- X The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (v01a)

-or-

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

(2) Optional 5-Year Action Plan

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

a. 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:

X The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (**v01b**)

-or-

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

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.”

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

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

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

1. Development name:
2. Development (project) number:

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

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

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

If yes, list development name/s below:

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

If yes, list developments or activities below:

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

If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

- Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing

Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

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: <u>(10/13/2006)</u>
5. If approved, will this designation constitute a (select one) was approved as a: <input checked="" type="checkbox"/> New Designation Plan <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.

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

2. Activity Description

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

Public Housing Homeownership Activity Description (Complete one for each development affected)	
1a. Development name:	
1b. Development (project) number:	
2. Federal Program authority:	<input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one)	<input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (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 STILL ONLY IN THE INITIAL STAGE OF DEVELOPING A PROGRAM IT IS NOT YET DEVELOPED.

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 has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

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

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

- 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.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
GED test preparation classes	12	First come	Family site IL085-2	Both
Boys & Girls Club	60 - 75	All KCHA youth	Family sites IL085-2	KCHA residents
Parent “time-out” lunches	25-30	All families	Family sites IL085-2	KCHA residents
Computer lieteracy class	12-15	First come	Family site IL085-2	KCHA residents
Neighborhood Networks comp center	Just opened (50)	First come	Family site IL085-2 (will provide transport for other sites)	All KCHA residents

(2) Family Self Sufficiency program/s

N/A

a. Participation Description

Family Self Sufficiency (FSS) Participation		
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)

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

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
- 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)

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

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

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

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

IL085-2

C. Coordination between PHA and the police

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

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

Other activities (list below)

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

IL085-2

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 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. 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) Each AMP now has its own property manager and maintenance staff

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
December 4th, 2008**

The special meeting of the Resident Advisory Board of the Knox County Housing Authority was held in the community center at Family Site "B", located at 1598 McKnight St. Roll call was taken and the following were present.

PRESENT: Joe Hathaway Pat Hathaway Bertha Becton
Eugenia Moon Shacaia Davis Deborah Washington
Ona Young Clara Tabb Victoria Williams
Crystal Barrios

Also present were Margie Hulick, Executive Director; Derek Antoine, Assistant Director; Rita Hall, Modernization Coordinator; Jenny Stegall, Bluebell Tower Property Manager; Colleen Surber, Assistant Property Manager – Family Sites; Nancy Epperson, Resident Services Coordinator; and Nishq Mody, Neighborhood Networks Grant Coordinator.

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 there were no significant changes to the Admissions and Continued Occupancy Policy, aside from those created by asset management.

Ms. Hulick then turned the meeting over to Rita Hall to summarize the proposals for the Capital Grant Fund. Ms. Hall indicated the KCHA has to report each year how the grant money is appropriated and expended, and to establish plans for remaining grant funds. Ms. Hall highlighted action items for each property. Ms. Hall then covered the main points of the KCHA 5-Year plan. Resident discussion conveyed interest in motion sensor lighting, stickers to identify tenant-owned vehicles, a new entry system at Bluebell Tower, and plans for snow/ice removal.

Open discussion from the residents included developing tenant associations at the family sites. Representatives of the Bluebell Tower Tenant Association offered to consult with Family Site residents interested in forming and maintaining their own tenant associations. Further open discussion included ideas to improve garbage collection, property site lines, and property security.

Hearing no further discussion on the proposals, Ms. Hulick declared the meeting adjourned at 1:30 P.M.

3. In what manner did the PHA address those comments? (select all that apply)
- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments
List changes below:
- Other: (list below)

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

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

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

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (State of Illinois)
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
- X The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- X The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- X The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.

Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

Other: (list below)

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

D. Other Information Required by HUD

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

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.

PHA Plan Table Library

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

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

Capital Fund Grant Number FFY of Grant Approval: (MM/YYYY)

Original Annual Statement **SEE attachment v01a**

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

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost

Annual Statement

Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)

Optional Table for 5-Year Action Plan for Capital Fund (Component 7) SEE attachment v01b

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 year. 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	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years				

Annual Statement/Performance and Evaluation Report **il085v01a**
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: Knox County Housing Authority	Grant Type and Number Capital Fund Program Grant No: IL06-P085-50109 Replacement Housing Factor Grant No:	Federal FY of Grant: 2009
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	176,512			
3	1408 Management Improvements				
4	1410 Administration	75,000			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	60,500			
8	1440 Site Acquisition				
9	1450 Site Improvement	38,000			
10	1460 Dwelling Structures	295,050			
11	1465.1 Dwelling Equipment—Nonexpendable	205,000			
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	32,500			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	882,562			
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 III: Implementation Schedule **il085v01a**

PHA Name: Knox County Housing Authority		Grant Type and Number Capital Fund Program No: IL06-P085-50109 Replacement Housing Factor No:				Federal FY of Grant: 2009	
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	
1406 Operations	09/30/11			09/30/13			
1410 Admin	09/30/11			09/30/13			
1430 Fees & Costs	09/30/11			09/30/13			
85-1 Moon Towers	09/30/11			09/30/13			
85-2 Scattered Sites	09/30/11			09/30/13			
85-6 Bluebell Tower	09/30/11			09/30/13			

Optional Table for 5-Year Action Plan for Capital Fund (Component 7) **il085v01b**

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 year. 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	
IL085-01	Moon Towers	10	6	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Install Security Cameras in Common Areas			30,000	2010
Misc. concrete work			2,400	
Redesign and replace southeast patio			21,700	
Replace intercom system			12,000	
Replace light fixtures w/energy efficient lights in all units			65,000	
Replace outdoor furniture			11,000	
Reseal & Restripe parking lots			15,600	
Landscape			10,000	
Development signs			5,000	
Exterior Lighting			5,000	
Reseal Concrete floors in maintenance room			4,000	
Replace acoustical ceiling grid and panels			11,000	
Replace curtain rods and install horizontal blinds in all apartments			113,000	
Replace refrigerators in all apartments			76,950	
Repaint, replace acoustical tile, lights and vinyl base in public restrooms			7,800	
Install light fixture in the living room of all units			37,800	
Repaint all units			94,500	
Repaint corridors and common areas			44,450	
Replace VCT and vinyl base at community room and beauty shop			9,075	
Replace EPDM roof at Comm. Room, front entry, penthouse & flashings			20,400	2012
Modify garage			52,100	
Resurface & stripe north parking lot			30,000	
Replace entry doors on all units			94,500	
Replace ceramic tile surrounds, bath & shower controls			214,800	
Replace hot water boilers			120,000	
Install Carpet in Apartments			152,000	
Insulate exterior walls			330,000	
Install new VCT and vinyl base - abate mastic			290,500	
Redesign main entries			45,000	
Total estimated cost over next 5 years			1,945,575	

Optional Table for 5-Year Action Plan for Capital Fund (Component 7) **il085v01b**

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 year. 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	
IL085-02	Scattered Sites	5	3	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Install security system			250,000	2010
Replace mulch at playgrounds			4,000	
Replace water heater flue caps @ all units			49,000	
Replace water heaters			98,000	2011
Replace water heater flue caps @ common buildings			3,500	
Mtce. Program			26,000	
Remove and pour new concrete @ Cul-de-sacs & parking lots			309,750	2011
Remove and pour new concrete @ fire lanes and parking lots			130,500	
Erosion Control, drainage and landscaping			75,500	
Replace aluminum vented soffits			68,300	2012
Replace aluminum vented soffits @ common buildings			6,200	
Misc. concrete work			5,000	
Replace chain link fence			25,900	2013
Install brick project signs with lighting			40,000	
Replace floor tile			15,000	
Replace ranges			12,000	
Replace refrigerators			27,500	
Site work			10,000	
Upgrade electrical service-10 four bedroom units			25,000	
Mtce Program			26,000	
Replace light fixtures throughout			485,000	
Security Lighting			6,000	
Install storage units for ea. Apartment			165,000	
Remove flooring(asbestos) and install new			450,000	
Tuck-point, clean & reseal brick veneer at 95 buildings			295,150	
Tuck-point, clean & reseal brick veneer at all common buildings			9,320	

		il085v01b
Total estimated cost over next 5 years	2,617,620	

Optional Table for 5-Year Action Plan for Capital Fund (Component 7) **il085v01b**

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 year. 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	
IL085-03	Bluebell Tower	1	2	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Install security cameras & entry system			30,000	2010
Install blinds in all units			27,000	
Elevator modernization			300,000	2011
Site Work			15,000	2012
Replace kitchen cabinets in all units			178,500	
Replace outdoor furniture and reseal gazebo concrete			10,000	
Replace hot water heaters			15,500	
Replace appliances			42,900	
Replace acoustical grid and panels in common areas			6,700	
Replace light fixtures in common areas			1,750	
Replace light fixtures w/energy efficient lights in all units			50,000	
Replace refrigerators			9,800	
Replace community room A/C and condenser			9,000	
Replace hot water boiler system			20,000	
Replace water softener			10,000	
Repaint all units			51,000	
Repaint all common areas			5,550	
Resurface and stripe parking lots			27,000	2013
Renovate bathrooms			76,500	
Renovate public restrooms			12,000	
Total estimated cost over next 5 years			907,700	

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

PHA Name: Knox County Housing Authority	Grant Type and Number Capital Fund Program Grant No: IL06-P085-50106 Replacement Housing Factor Grant No:	Federal FY of Grant: 2006
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 09/30/08 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
4	1410 Administration	5,921	72,834	78,858	78,858
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	55,000	55,000	41,740	40,940
8	1440 Site Acquisition				
9	1450 Site Improvement	393,125	0	0	0
10	1460 Dwelling Structures	328,325	729,950	767,186	640,850
11	1465.1 Dwelling Equipment—Nonexpendable	8,500	0	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	857,784	857,784	760,648
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: 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	78,858	78,858	100%
Fees & Costs	A & E Services	1430		55,000		41,740	40,940	100%
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	1460		0	729,950	767,186	640,850	84%
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

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

PHA Name: Knox County Housing Authority		Grant Type and Number Capital Fund Program No: 50106 Replacement Housing Factor No:				Federal FY of Grant: 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		09/30/08	
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			

il085v01c

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

PHA Name: Knox County Housing Authority	Grant Type and Number Capital Fund Program Grant No: IL06-P085-50107 Replacement Housing Factor Grant No:	Federal FY of Grant: 2007
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 09/30/08 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		272	272
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	55,000		20,370	1,875
8	1440 Site Acquisition				
9	1450 Site Improvement	250,000		119,750	119,830
10	1460 Dwelling Structures	378,825		420,478	220,079
11	1465.1 Dwelling Equipment—Nonexpendable	28,500		71,181	195,150
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		632,051	537,206
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: 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		3546		272	272	
	Salaries	1410		75000		29,630	0	
Fees & Costs	A & E Services	1430		55000		20,370	1,875	
85-1 Moon Towers	Landscape/Site Work	1450		15000	120,000	119,750	119,750	100%
	Replace Compactors	1460		0		220,079	220,079	moved from 50106
	Replace two garage roofs	1465			30,000			
	Replace appliances	1465		5000		0	0	
	Replace fire pump	1465		0	40,000	41,170	47,170	
85-2 Scattered Sites	Site Work – concrete sites B & C	1450		230000	0	0	0	
	Flooring (asbestos abatement)	1460		0	10,000			
	Replace appliances	1465		20000				

il085v01d

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	
85-6 Bluebell Tower	Landscaping/Site Work	1450		5,000		80	80	
	Replace windows	1460		225,000	150,000	0	0	
	Replace smoke detectors	1460		3,825	10,000	10,438	10,438	
	Replace building roof	1465		0	100,000	96,279	96,279	
	Elevator Upgrades	1465		150,000	25,000	21,000	0	
	Replace appliances	1465		3,500	0	0	0	
	Replace compactor	1465		0	25,000	22,169	19,199	
	Replace generator	1465		0	10,000	22,064	22,064	
	Repair Fire pump	1465		0	45,000	28,750	0	

il085v01d

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

PHA Name: Knox County Housing Authority		Grant Type and Number Capital Fund Program No: 50106 Replacement Housing Factor No:				Federal FY of Grant: 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			

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report il085v01e Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Knox County Housing Authority		Grant Type and Number i Capital Fund Program Grant No: IL06-P085-50108 Replacement Housing Factor Grant No:		Federal FY of Grant: 2008	
_Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) X Performance and Evaluation Report for Period Ending: 09/30/08 <input checked="" 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	166367			
3	1408 Management Improvements				
4	1410 Administration	76569		17219	
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	67000		29500	
8	1440 Site Acquisition				
9	1450 Site Improvement	118500			
10	1460 Dwelling Structures	341526		1000	986
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	82000			
13	1475 Nondwelling Equipment	30600		3800	195
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)	882562		51519	1181
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance	16000			
24	Amount of line 21 Related to Security – Soft Costs	48226			
25	Amount of Line 21 Related to Security – Hard Costs	42000			
26	Amount of line 21 Related to Energy Conservation Measures				

Annual Statement/Performance and Evaluation Report **il085v01e**
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: IL06-P085-50108 Replacement Housing Factor Grant No:			Federal FY of Grant: 2008			
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	
	Operations	1406		166367				
Admin	Sundry	1410		1500		219		
	Salaries	“		75000		18000		
Fees & Costs	A & E Services	1430		67000		29500		
85-1 Moon Towers	Install Security Cameras	1460		50000				
	Redecorate small community room	“		15800				
	Replace exterior doors in maintenance areas	1470		9500				
	Install laundry facilities	1470		50000		1000	986	
	Replace approach to meet 504 Code	1450		16000				
85-2 Scattered Sites	Install security cameras @ comm. centers	1470		12000				
85-6 Bluebell Tower	Replace windows	1460		225000				
	Install laundry facilities	1470		10500				
HA WIDE	Maintenance Program	1475		54000		570		
	Computer – Bar Scan Code	“		12600		3230	195	

**Annual Statement/Performance and Evaluation Report il085v01e
 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
 Part III: Implementation Schedule**

PHA Name: Knox County Housing Authority		Grant Type and Number Capital Fund Program No: IL06-P085-50108 Replacement Housing Factor No:				Federal FY of Grant: 2008	
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 Improvement	09/30/10			09/30/12			
Admin	09/30/10			09/30/12			
HA Wide	09/30/10			09/30/12			
85-1 Moon Towers	09/30/10			09/30/12			
85-2 Scattered Sites	09/30/10			09/30/12			
85-6 Bluebell Tower	09/30/10			09/30/12			

