

<b>PHA 5-Year and Annual Plan</b>	<b>U.S. Department of Housing and Urban Development Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226 Expires 8/30/2011</b>
-----------------------------------	---	--

<b>1.0</b>	<b>PHA Information</b> PHA Name: <u>St. Clair County Housing Authority</u> PHA Code: <u>IL030</u> PHA Type: <input type="checkbox"/> Small <input type="checkbox"/> High Performing <input checked="" type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>7/1/2012</u>																										
<b>2.0</b>	<b>Inventory</b> (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>1002</u> Number of HCV units: <u>1909</u> (ACC Authority)																										
<b>3.0</b>	<b>Submission Type</b> <input type="checkbox"/> 5-Year and Annual Plan <input checked="" type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only																										
<b>4.0</b>	<b>PHA Consortia</b> <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)																										
	<table border="1" style="width: 100%;"> <thead> <tr> <th rowspan="2">Participating PHAs</th> <th rowspan="2">PHA Code</th> <th rowspan="2">Program(s) Included in the Consortia</th> <th rowspan="2">Programs Not in the Consortia</th> <th colspan="2">No. of Units in Each Program</th> </tr> <tr> <th>PH</th> <th>HCV</th> </tr> </thead> <tbody> <tr> <td>PHA 1:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>PHA 2:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>PHA 3:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program		PH	HCV	PHA 1:						PHA 2:						PHA 3:					
Participating PHAs	PHA Code					Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program																			
		PH	HCV																								
PHA 1:																											
PHA 2:																											
PHA 3:																											
<b>5.0</b>	<b>5-Year Plan.</b> Complete items 5.1 and 5.2 only at 5-Year Plan update.																										
<b>5.1</b>	<b>Mission.</b> 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 for the next five years <b>SEE ATTACHMENT #A</b>																										
<b>5.2</b>	<b>Goals and Objectives.</b> Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. <b>SEE ATTACHMENT A</b>																										
<b>6.0</b>	<p><b>PHA Plan Update</b></p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:</p> <p style="text-align: center;"><b>A SUMMARY OF PHA PLAN ELEMENTS WITH NOTATIONS OF WHETHER OR NOT THERE HAVE BEEN ANY CHANGES SINCE THE LAST PHA PLAN IS INCLUDED AS ATTACHMENT B</b></p> <p><b>ATTACHMENT C CONTAINS THE UPDATED UTILITY ALLOWANCE SCHEDULES FOR THE PUBLIC HOUSING AND SECTION 8 HCV PROGRAMS.</b></p> <p>(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan.</p> <p style="text-align: center;">SCCHA Main Office, 1790 South 74<sup>th</sup> St., Belleville, IL 62223 On-line @ SCCHA website <a href="http://www.sccha.org">www.sccha.org</a></p> <p>(c) A copy of the 5 Year and Annual PHA Plan is posted and available for review at the following Site Management Offices:</p> <p style="text-align: center;">511 South 6<sup>th</sup> St., Brooklyn (Thomas Terry Apartments) 610 South 66<sup>th</sup> St., Centreville (Private Mathison Manor) 4731 Tudor, Centreville (Ernest Smith Sr. Apartments)</p>																										
<b>7.0</b>	<b>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. SEE ATTACHMENT "D" FOR STATEMENT REGARDING PROJECT BASED VOUCHERS.</b>																										
<b>8.0</b>	<b>Capital Improvements.</b> Please complete Parts 8.1 through 8.3, as applicable.																										
<b>8.1</b>	<b>Capital Fund Program Annual Statement/Performance and Evaluation Report.</b> As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> , form HUD-50075.1, for each current and open CFP grant and CFFP financing.  <b>SEE ATTACHMENT E</b>																										

8.2	<p><b>Capital Fund Program Five-Year Action Plan.</b> As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p> <p style="text-align: center;"><b>SEE ATTACHMENT F</b></p>
8.3	<p><b>Capital Fund Financing Program (CFFP).</b>  <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p> <p style="text-align: center;"><b>SCCHA does not propose to use any portion of its CFP to pay debt incurred to finance capital improvements</b></p>
9.0	<p><b>Housing Needs.</b> Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p> <p style="text-align: center;"><b>SEE ATTACHMENT G</b></p>

9.1	<p><b>Strategy for Addressing Housing Needs.</b> 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. <b>Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</b></p> <p style="text-align: center;"><b>SEE ATTACHMENT H</b></p>
10.0	<p><b>Additional Information.</b> Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan.</p> <p style="text-align: center;"><b>SEE ATTACHMENT I</b></p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"</p> <p><b>The St. Clair County Housing Authority (SCCHA) establishes the following criteria for substantial deviations and significant amendments to its Agency Plan:</b></p> <ul style="list-style-type: none"> <li>• <b>Changes to rent or admissions policies or organization of the waiting list;</b></li> <li>• <b>Additions of non-emergency work items (items not included in the current Annual Statement or five-Year Action Plan) or change in the use of replacement reserve funds under the Capital Fund;</b></li> <li>• <b>Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.</b></li> </ul>

11.0	<p><b>Required Submission for HUD Field Office Review.</b> In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. <b>Note:</b> Faxed copies of these documents will not be accepted by the Field Office. <b>Note: Certifications are not included with electronic submission to HUD. Exhibit numbers referenced below indicate documents included with paper copy of PHA Plan on file at SCCHA Office</b></p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights) - <b>See Exhibit 1</b></p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only) - <b>See Exhibit 2</b></p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only) <b>See Exhibit #3</b></p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only) - <b>See Exhibit #4</b></p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only) -<b>See Exhibit #4</b></p> <p>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations. <b>See Attachment L</b></p> <p>(g) Challenged Elements - <b>None</b></p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only) <b>See Attachment E</b></p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only) <b>See Attachment F</b></p>
------	--

**OTHER ATTACHMENTS TO PHA PLAN:**

- **ATTACHMENT J --- POLICY STATEMENTS REGARDING VIOLENCE AGAINST WOMEN ACT**
- **ATTACHMENT K --- CARBON MONOXIDE DETECTOR POLICY STATEMENT**
- **ATTACHMENT L --- RESIDENT ADVISORY BOARD MEETING MINUTES**
- **ATTACHMENT M --- FINANCIAL RESOURCES**
- **ATTACHMENT N --- FISCAL YEAR AUDIT**
- **ATTACHMENT O --- ASSET MANAGEMENT STATEMENT AND TABLE**

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced 5-Year and Annual PHA Plans. The 5-Year and Annual PHA plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Privacy Act Notice.** The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality

## Instructions form HUD-50075

**Applicability.** This form is to be used by all Public Housing Agencies (PHAs) with Fiscal Year beginning April 1, 2008 for the submission of their 5-Year and Annual Plan in accordance with 24 CFR Part 903. The previous version may be used only through April 30, 2008.

### 1.0 PHA Information

Include the full PHA name, PHA code, PHA type, and PHA Fiscal Year Beginning (MM/YYYY).

### 2.0 Inventory

Under each program, enter the number of Annual Contributions Contract (ACC) Public Housing (PH) and Section 8 units (HCV).

### 3.0 Submission Type

Indicate whether this submission is for an Annual and Five Year Plan, Annual Plan only, or 5-Year Plan only.

### 4.0 PHA Consortia

Check box if submitting a Joint PHA Plan and complete the table.

### 5.0 Five-Year Plan

Identify the PHA's Mission, Goals and/or Objectives (24 CFR 903.6). Complete only at 5-Year update.

**5.1 Mission.** A statement of the mission of the public housing agency for serving the needs of low-income, very low-income, and extremely low-income families in the jurisdiction of the PHA during the years covered under the plan.

**5.2 Goals and Objectives.** Identify quantifiable goals and objectives that will enable the PHA to serve the needs of low income, very low-income, and extremely low-income families.

**6.0 PHA Plan Update.** In addition to the items captured in the Plan template, PHAs must have the elements listed below readily available to the public. Additionally, a PHA must:

- (a) Identify specifically which plan elements have been revised since the PHA's prior plan submission.
- (b) Identify where the 5-Year and Annual Plan may be obtained by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on its official website. PHAs are also encouraged to provide each resident council a copy of its 5-Year and Annual Plan.

#### PHA Plan Elements. (24 CFR 903.7)

1. **Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.** Describe the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists.

2. **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources.
3. **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.
4. **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.
5. **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.
6. **Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: **1)** development name and number; **2)** designation type; **3)** application status; **4)** date the designation was approved, submitted, or planned for submission, and; **5)** the number of units affected.
7. **Community Service and Self-Sufficiency.** A description of: **(1)** Any programs relating to services and amenities provided or offered to assisted families; **(2)** Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; **(3)** How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. **(Note: applies to only public housing).**
8. **Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.

9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.
10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.
11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.
12. **Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.
13. **Violence Against Women Act (VAWA).** A description of: 1) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; 2) Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and 3) Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

**7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers**

- (a) **Hope VI or Mixed Finance Modernization or Development.** 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>
- (b) **Demolition and/or Disposition.** With respect to public housing projects owned by the PHA and subject to ACCs under the Act: (1) A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: [http://www.hud.gov/offices/pih/centers/sac/demo\\_dispo/index.cfm](http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm)  
**Note:** This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed.
- (c) **Conversion of Public Housing.** With respect to public housing owned by a PHA: 1) A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or

that the public housing agency plans to voluntarily convert; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>

- (d) **Homeownership.** A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.
- (e) **Project-based Vouchers.** If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.

**8.0 Capital Improvements.** This section provides information on a PHA's Capital Fund Program. With respect to public housing projects owned, assisted, or operated by the public housing agency, a plan describing the capital improvements necessary to ensure long-term physical and social viability of the projects must be completed along with the required forms. Items identified in 8.1 through 8.3, must be signed where directed and transmitted electronically along with the PHA's Annual Plan submission.

**8.1 Capital Fund Program Annual Statement/Performance and Evaluation Report.** PHAs must complete the *Capital Fund Program Annual Statement/Performance and Evaluation Report* (form HUD-50075.1), for each Capital Fund Program (CFP) to be undertaken with the current year's CFP funds or with CFFP proceeds. Additionally, the form shall be used for the following purposes:

- (a) To submit the initial budget for a new grant or CFFP;
- (b) To report on the Performance and Evaluation Report progress on any open grants previously funded or CFFP; and
- (c) To record a budget revision on a previously approved open grant or CFFP, e.g., additions or deletions of work items, modification of budgeted amounts that have been undertaken since the submission of the last Annual Plan. The Capital Fund Program Annual Statement/Performance and Evaluation Report must be submitted annually.

Additionally, PHAs shall complete the Performance and Evaluation Report section (see footnote 2) of the *Capital Fund Program Annual Statement/Performance and Evaluation* (form HUD-50075.1), at the following times:

1. At the end of the program year; until the program is completed or all funds are expended;
2. When revisions to the Annual Statement are made, which do not require prior HUD approval, (e.g., expenditures for emergency work, revisions resulting from the PHAs application of fungibility); and
3. Upon completion or termination of the activities funded in a specific capital fund program year.

**8.2 Capital Fund Program Five-Year Action Plan**

PHAs must submit the *Capital Fund Program Five-Year Action Plan* (form HUD-50075.2) for the entire PHA portfolio for the first year of participation in the CFP and annual update thereafter to eliminate the previous year and to add a new fifth year (rolling basis) so that the form always covers the present five-year period beginning with the current year.

**8.3 Capital Fund Financing Program (CFFP).** Separate, written HUD approval is required if the PHA proposes to pledge any

portion of its CFP/RHF funds to repay debt incurred to finance capital improvements. The PHA must identify in its Annual and 5-year capital plans the amount of the annual payments required to service the debt. The PHA must also submit an annual statement detailing the use of the CFFP proceeds. See guidance on HUD's website at:

<http://www.hud.gov/offices/pih/programs/ph/capfund/cffp.cfm>

**9.0 Housing Needs.** Provide a statement of the housing needs of families residing in the jurisdiction served by the PHA and the means by which the PHA intends, to the maximum extent practicable, to address those needs. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

**9.1 Strategy for Addressing Housing Needs.** Provide a description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

**10.0 Additional Information.** Describe the following, as well as any additional information requested by HUD:

- (a) **Progress in Meeting Mission and Goals.** PHAs must include (i) a statement of the PHAs progress in meeting the mission and goals described in the 5-Year Plan; (ii) the basic criteria the PHA will use for determining a significant amendment from its 5-year Plan; and a significant amendment or modification to its 5-Year Plan and Annual Plan. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**
- (b) **Significant Amendment and Substantial Deviation/Modification.** PHA must provide the definition of "significant amendment" and "substantial deviation/modification". **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.)**

- (c) PHAs must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. **(Note: Standard and Troubled PHAs complete annually).**

**11.0 Required Submission for HUD Field Office Review.** In order to be a complete package, PHAs must submit items (a) through (g), with signature by mail or electronically with scanned signatures. Items (h) and (i) shall be submitted electronically as an attachment to the PHA Plan.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace (PHAs receiving CFP grants only)*
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions (PHAs receiving CFP grants only)*
- (d) Form SF-LLL, *Disclosure of Lobbying Activities (PHAs receiving CFP grants only)*
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet (PHAs receiving CFP grants only)*
- (f) Resident Advisory Board (RAB) comments.
- (g) Challenged Elements. Include any element(s) of the PHA Plan that is challenged.
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.1.
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.2.

## **5-YEAR PLAN**

### **PHA FISCAL YEARS 2011 - 2015**

#### **A. Mission**

It is the mission of the St. Clair County Housing Authority (SCCHA) to provide well-maintained and safe assisted housing to the eligible low-income residents of St. Clair County. SCCHA is committed to assisting residents in meeting their personal development goals, especially those related to achieving economic self-sufficiency and those related to senior citizens maintaining an independent lifestyle. SCCHA is committed to providing its services in an efficient, economical, and legally responsible manner.

#### **B. Goals**

The goals of the St. Clair County Housing Authority for the fiscal years 2011 through 2015 are:

- Expand the supply of assisted housing by reducing public housing vacancies and leveraging private or other public funds to create additional housing opportunities.
- Improve the quality of assisted housing through improved public housing and voucher management, increased customer satisfaction, renovating or modernizing the public housing stock using Capital Fund Program, and full implementation of project based budgeting and asset management approach to public housing operations.
- Increasing assisted housing choices by providing voucher mobility counseling, conducting outreach efforts to potential voucher landlords, maintaining voucher payment standards at a level at least equivalent to 100% of the FMR, and continued utilization of site-based wait lists for the public housing program.
- Provide an improved living environment by implementing income deconcentration strategies, implementing public housing security improvements, designation of developments (or parts thereof) for particular resident groups (senior citizens, persons with disability), and aggressive applicant screening and resident lease enforcement efforts.
- Promote self-sufficiency and asset development of families and individuals by increasing the number and percentage of employed persons in assisted families, establishing linkages with supportive services to improve assistance recipients' employability and increase the independence for the elderly or families with disabilities.
- Ensure equal opportunity in housing for all persons by continuing affirmative measures to: ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status and disability; provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status, and disability; and ensure accessible housing to persons with all varieties of disabilities regardless of unit size required.

## **ANNUAL PLAN GOALS FOR APU 2012**

---

- 1) Continued development of Asset Management Systems and implementation of Project Based Budgeting Process to comply with federal law, HUD regulations, and to assess the financial performance and long-term viability of each public housing “property.”
- 2) For increased efficiency and improved management, reconfigure the AMPs (Asset Management Projects) in the public housing program, reducing the number of AMPs from eleven (11) to six (6).
- 3) Continue to utilize Capital Fund Program to upgrade / modernize the public housing stock.
- 4) Through partnerships with local law enforcement and prevention program service providers and other initiatives, keep the incidence of criminal activity at all public housing developments at a level less than or equal to the surrounding neighborhoods.
- 5) Continue fire prevention efforts, including vigilant unit inspections by maintenance and/or management personnel and completing the installation of stove top fire extinguisher devices in all public housing units.
- 6) Comply with statutory and any HUD regulatory requirements to maintain site-based wait lists for public housing program.
- 7) Arrange for Fair Housing and Reasonable Accommodation Training for all staff involved in wait list, admissions and/or continued occupancy activities for any federal housing program administered.
- 8) Disposition of St. Libory Rural Development Property.
- 9) Complete rehabilitation of Cedar Ridge Rural Development Property (Lebanon) using grant through the Illinois Housing Development Authority (IHDA).
- 10) Update 504 Accessibility Plan.



## Attachment B

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

*Instructions:*

*For each Element below that **HAS** changed since the last PHA Plan, using the HUD 50075 instructions, enter the "changed" text in column 3.*

*For each Element below that **HAS NOT** changed since the last PHA Plan, enter "No Change" in column 3.*

Housing Authority #	Housing Authority Name	Fiscal Year Begin Date
IL030	St. Clair County Housing Authority	7/1/2012

Plan Element	Column #3
1.	<p><b>Revised the Public Housing Admissions and Continued Occupancy Policy (ACOP) and the Section 8 Housing Choice Voucher Program Administrative Plan (AP) as follows:</b></p> <p>#1 Replaced the one (1) point preference awarded to applicant households having an Excessive Rent / Housing Cost Burden with a broader preference for applicant households with an Unmet Housing Need</p> <p>#2 Revise the two (2) point preference awarded to applicant households in which the head of the household and/or co-head or spouse has an earned income source, or is a full-time student, or age sixty-two or older, or a person with a disability, to exclude full-time student</p> <p>#3 Revise to comply with HUD Final Rule on Equal Access. The definition of "Family includes, but is not limited to, the following, regardless of actual or perceived sexual orientation, gender identity, or marital status."</p> <p>#4 Revise to comply with HUD requirements that all members of an assisted household must have a social security number.</p> <p>#5 Revise Continued Occupancy and Community Service section to establish a ten (10) hour per week minimum work activity. (Public Housing only)</p> <p>#6 Increase minimum resident-initiated transfer fee to \$250 (Public Housing only)</p>

## Attachment B

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

2.	Financial Resources.	CHANGED---SEE ATTACHMENT M
3.	Rent Determination.	NO CHANGE
4.	Operation and Management.	<p># 1 Annual Update to Public Housing and Section 8 HCVP Utility Allowance Schedule---See Attachment C</p> <p>#2 Revise the Ban and Bar Policy to include "Registered Sex Offenders" as a category of persons to be banned.</p> <p>#3 Adopt "Disaster Plan."</p> <p>#4 Revise the lease agreement to designate the three hi-rise senior citizen buildings (i.e. Bel-Plaza 1 located at 114 South Church Street Belleville; Bel-Plaza 2 located at 115 North 47<sup>th</sup> Street, Belleville, and; 4701 Bates, Centreville) as <b>non-smoking buildings</b>. This provision would prohibit smoking anywhere in the building interior, including resident apartments. The proposed effective date is July 1, 2013.</p>
5.	Grievance Procedures.	NO CHANGE
6.	Designated Housing for Elderly and Disabled Families.	NO CHANGE
7.	Community Service and Self-Sufficiency.	NO CHANGE
8.	Safety and Crime Prevention.	NO CHANGE
9.	Pets.	NO CHANGE
10.	Civil Rights Certification.	CERTIFICATE MAILED SEPARATELY TO CHICAGO OFFICE
11.	Fiscal Year Audit.	CHANGED---SEE ATTACHMENT N
12.	Asset Management.	CHANGED---SEE ATTACHEMENT O
13.	Violence Against Women Act (VAWA).	NO CHANGE---BUT INCLUDED AS ATTACHMENT J

4/2/12

Proposed Revisions in the Public Housing Admissions and Continued Occupancy Policy (ACOP) and the Section 8 Housing Choice Voucher Program Administrative Plan.

- 1) Replace the one (1) point preference awarded to applicant household having an Excessive Rent / Housing Cost Burden with a preference for applicant households with Unmet Housing Need (defined as not currently receiving federal, state or local housing assistance as the head of household, co-head or spouse). Effective Date: 5/1/12
- 2) Revise the two (2) point preference awarded to applicant households in which the head of the household and/or co-head or spouse has an earned income source, or is a full-time student, or age sixty-two or older, or a person with a disability, to exclude full-time student. Effective Date: 5/1/12
- 3) Revise to comply with HUD Final Rule on Equal Access. The definition of "Family includes, but is not limited to, the following, regardless of actual or perceived sexual orientation, gender identity, or marital status."
- 4) Revise to comply with HUD requirements that all members of an assisted household must have a social security number.
- 5) Revise Continued Occupancy and Community Service section to establish a ten (10) hour per week minimum work activity. (Public Housing only)
- 6) Increase minimum resident-initiated transfer fee to \$250 (Public Housing only)

Proposed Revision in the Public Housing Lease Agreement

- 1) Revise the lease agreement to designate the three hi-rise senior citizen buildings (i.e. Bel-Plaza 1 located at 114 South Church Street Belleville; Bel-Plaza 2 located at 115 North 47<sup>th</sup> Street, Belleville, and; 4701 Bates, Centreville) as **non-smoking buildings**. This provision would prohibit smoking anywhere in the building interior, including resident apartments. The proposed effective date is July 1, 2013.

Other Policy Changes

1. Revise the Ban and Bar Policy to include "Registered Sex Offenders" as a category of persons to be banned.
2. Adopt "Disaster Plan."

Effective date is the date of Board Approval, unless noted otherwise above.



## ST. CLAIR COUNTY HOUSING AUTHORITY

1790 SOUTH 74TH STREET  
(618) 277-3290  
www.sccha.org

BELLEVILLE, ILLINOIS 62223  
FAX (618) 277-1806  
sccha@sccha.org  
TDD: 1-800-545-1833, ext. 933

January 31, 2012

Dear Public Housing Resident:

Please be advised that the St. Clair County Housing Authority (SCCHA) has completed its annual review of the Utility Allowance Schedule (UAS) for its public housing properties.

The review was conducted by a consultant specializing in the calculation and establishment of UAS for public housing developments and other federally assisted housing programs. The UAS proposed by the consultant is attached for review and is scheduled to go into effect May 1, 2012. The proposed UAS is subject to a resident review and written comment period of 60 days (through March 31, 2012).


The UAS is based upon local utility rates adjusted for climatic conditions and unit size / building type using estimated consumption levels established by HUD guidelines. The UAS is based on resident-purchased utilities, which varies by public housing location, but can include any combination of natural gas, electric, water, sewer and / or trash services. Supporting documentation is available for review upon request at the SCCHA Office in Belleville, during normal business hours.

The UAS will be implemented through-out 2012 in accordance with the annual recertification for each resident household.

Residents may request "individual relief" from payment of utility supplier billings in excess of the allowances for resident-purchased utilities as outlined in the attached notice.

Should you have any questions, you may contact your assigned management representative or a member of the Central Office management staff. Written comments regarding the proposed UAS will be accepted at this office through March 31, 2012.

Sincerely,

  
David L. Wagner  
Executive Director

### "EQUAL HOUSING OPPORTUNITY"

**EXECUTIVE DIRECTOR**

Dave Wagner



**ATTORNEYS**

Philip Rice  
Kevin Kaufhold

**COMMISSIONERS**

Eugene Verdu, Chairman  
Daniel Barger

Billie Jean Miller

Vivian Cash  
Phil Johnson

St. Clair County Housing Authority  
Public Housing Utility Allowance Schedule  
Effective Date: June 1, 2012

Development		Bedroom Size					
		0	1	2	3	4	5
30-1	Brooklyn		92	106	119	135	148
30-2	Marissa			107	121	136	
30-2C <sup>1</sup>	Marissa			171			
30-3	Dupo	71	87	101	117	134	
30-5	Smithton		93		120	136	
30-6 no Hi	Centreville		93	106	120	136	
30-6 Hi	Centreville Hi-Rise		47	56			
30-6 H-C 0/0 <sup>2</sup>	Centreville Hi-Rise		74				
30-6 H-C 1/0 <sup>3</sup>	Centreville Hi-Rise		84				
30-60	Centreville		93	106	120	136	
30-7	Marissa		93				
30-8	Centreville		93	106	120		149
30-80	Centreville			106	120		
30-9 – Gas Heat	Brooklyn		126	148	169		
30-9A – Elec. Heat <sup>4</sup>	Brooklyn			162			
30-10	Centreville		96	110	126	142	
30-11	Alorton		103	127	144	174	
30-12	Brooklyn		120	141	162		
30-13	New Athens		152	182			
30-14	Lebanon		134	172	234		
30-16	Belleville Bel-Plaza 1		65				
30-61	Belleville Bel-Plaza-2		65				
30-17	Washington Park		121	142			
30-17A S/F House <sup>5</sup>	Washington Park			179			
30-18	Swansea		130				
30-19	Lenzburg		97	107			
30-20	Centreville		89				
30-21	New Athens		152				
30-22	Millstadt		197	251	304		
30-24A <sup>6</sup>	O'Fallon			108			
30-24B	O'Fallon			190			
30-27	Belleville – Amber Ct.		81	92			
30-28	Lenzburg			116	142		

**Effective Date: June 1, 2012 for re-certifications / April 11, 2012 for new admissions**  
**Resident Comment Period: February 1 through March 31, 2012**  
**Board Approval Date: April 11, 2012**

<sup>1</sup> Units = U11, A12, A31, A32, A41, A42, B21, B22

<sup>2</sup> Units = 202, 302, 402, 502

<sup>3</sup> Units = 206, 306, 406, 506

<sup>4</sup> Units = 604, 606, 608, 610, 616, 618, 620, 622, 628, 630, 632, 634 South 5<sup>th</sup> St.

<sup>5</sup> Units = 1800, 1826, 2236 and 2240

<sup>6</sup> Buildings = 301 and 303 Estate



**NOTIFICATION OF OPPORTUNITY TO APPLY FOR INDIVIDUAL RELIEF**

Should a resident incur and pay utility bills in excess of the established allowances as a result of excessive consumption not within the control of the resident, he/she has the right to request individual relief from SCCHA. Individual relief shall be granted in situations where the excess consumption was clearly not within the reasonable control of the resident. Examples include, but are not necessarily limited to: **A) leak in water lines not reasonably detectable by the resident; B) a verifiable equipment malfunction (i.e. furnace) not within the control nor reasonably detectable by the resident that results in excess utility consumption; C) SCCHA 's failure to correct within a reasonable time period a condition that causes excessive utility consumption, provided that the condition is properly and timely reported to SCCHA.**

Relief shall not be granted in situations where the resident could reasonably be expected to detect the condition causing excess consumption and/or failed to report the condition to SCCHA in the proper and timely manner.

In cases where it is determined that individual relief is warranted, the amount of the relief shall be determined based on the difference between the actual costs incurred and the **average cost for** a similar time period prior to the occurrence of the condition that resulted in the excess consumption. The relief determined appropriate, relief may be granted in the form of a check payable either to the resident and/or the appropriate utility company.

Residents interested in applying for individual relief must submit a written request explaining in detail the circumstances resulting in their belief that individual relief is warranted. Written requests must be submitted to the Property Manager within 30 days of the date of the filling for which individual relief is sought.

Your signature below demonstrates acknowledgement of the aforementioned.

\_\_\_\_\_  
Leasehead                      Date                      Co-Resident                      Date

\_\_\_\_\_  
SCCHA Staff Signature                      Date

To: Dave Wagner, Executive Director

---

Fr: Pam Jackson, Program Director (P)  
Larry McLean, Deputy Director (L)

Re: Proposed Utility Allowance Schedule for Section 8 HCVP

Dt: January 30, 2012

The attached Utility Allowance Schedule is recommended for approval by the Board of Commissioners at their February 8, 2012 meeting.

The schedules were prepared by "2rw Consultants"--- a consulting firm that specializes in federally assisted housing matters, including establishing utility allowance schedules.

Upon Board approval, the utility allowance schedule will be implemented effective April 1, 2012 for annual recertifications and February 8, 2012 for new admissions and unit transfers.

If you have any questions, comments or need any additional information, please let me know.

Thank you.

Allowances for  
Tenant-Furnished Utilities  
and Other Services

U.S. Department of Housing  
and Urban Development

Calculated by UApr  
http://UApr.2rw.biz



Locality		Unit Type	Effective Date				
St. Clair County 2012		Detached / Single Family	02-08-2012				
		Age	04-01-2012				
		Average	for Moves / New Admits				
			for Annuals				
Utility or Service		Monthly Dollar Allowances					
		Studio	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	17	27	38	48	59	69
	b. Bottle Gas	50	81	112	144	175	206
	c. Electric	26	35	44	54	64	73
	d. Oil / Other	50	82	113	145	177	208
Cooking	a. Natural Gas	3	4	5	6	8	9
	b. Bottle Gas	9	12	16	19	23	26
	c. Electric	5	7	9	12	14	15
	d. Oil / Other						
Other Electric		39	49	59	72	82	92
Air Conditioning		2	8	13	19	24	30
Water Heating	a. Natural Gas	5	8	11	14	17	20
	b. Bottle Gas	16	24	33	42	50	59
	c. Electric	10	16	22	27	32	37
	d. Oil / Other	17	27	37	46	56	66
Water		25	34	42	50	58	66
Sewer		11	17	24	31	37	44
Trash Collection		19	19	19	19	19	19
Range/Microwave		4	4	4	4	4	4
Refrigerator		7	7	7	7	7	7
Other - Natural Gas Monthly Fee		20	20	20	20	20	20
Sewer Treatment		8	15	23	30	38	45

**Actual Family Allowances** To be used by the family to compute allowance.

Complete below for the actual unit rented

Name of Family	Utility or Service	per month cost
Address of Unit	Heating	\$
	Cooking	
	Other Electric	
	Air Conditioning	
	Water Heating	
	Water	
	Sewer	
	Trash Collection	
	Range/Microwave	
	Refrigerator	
Number of Bedrooms	Other	
	Total	\$



Allowances for  
Tenant-Furnished Utilities  
and Other Services

U.S. Department of Housing  
and Urban Development

Calculated by UApro  
http://UApro.2rw.biz



Locality		Unit Type	Effective Date				
St. Clair County 2012		Duplexes, Row Houses, Townhouses	02-08-2012				
		Age	04-01-2012				
		Average	for Moves / New Admits				
			for Annuals				
Utility or Service		Monthly Dollar Allowances					
		Studio	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	20	28	36	44	52	60
	b. Bottle Gas	58	83	107	131	156	180
	c. Electric	19	28	35	43	51	60
	d. Oil / Other	34	67	101	134	167	200
Cooking	a. Natural Gas	3	4	5	6	8	9
	b. Bottle Gas	9	12	16	19	23	26
	c. Electric	5	7	9	12	14	16
	d. Oil / Other						
Other Electric		32	42	51	64	73	83
Air Conditioning		0	6	12	18	24	29
Water Heating	a. Natural Gas	5	8	11	14	17	20
	b. Bottle Gas	16	24	33	42	50	59
	c. Electric	10	16	22	27	32	37
	d. Oil / Other	17	27	37	46	56	66
Water		25	34	42	50	58	66
Sewer		11	17	24	31	37	44
Trash Collection		19	19	19	19	19	19
Range/Microwave		4	4	4	4	4	4
Refrigerator		7	7	7	7	7	7
Other - Natural Gas Monthly Fee		20	20	20	20	20	20
Sewer Treatment		8	15	23	30	38	45

**Actual Family Allowances** To be used by the family to compute allowance.

Complete below for the actual unit rented

Name of Family	Utility or Service	per month cost
	Heating	\$
	Cooking	
	Other Electric	
	Air Conditioning	
	Water Heating	
	Water	
	Sewer	
	Trash Collection	
	Range/Microwave	
	Refrigerator	
	Other	
	Total	\$

Allowances for  
Tenant-Furnished Utilities  
and Other Services

U.S. Department of Housing  
and Urban Development

Calculated by Uapro  
http://Uapro.2rw.biz



Locality		Unit Type	Effective Date				
St. Clair County 2012		Apartments / Garden / Walk-up	02-08-2012				
		Age	04-01-2012				
		Average	for Moves / New Admits				
		for Annuals					
Utility or Service		Monthly Dollar Allowances					
		Studio	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	13	15	17	19	21	22
	b. Bottle Gas	39	44	50	56	61	67
	c. Electric	14	21	28	34	41	49
	d. Oil / Other	39	45	51	56	62	68
Cooking	a. Natural Gas	3	4	5	6	8	9
	b. Bottle Gas	9	12	16	19	23	26
	c. Electric	5	7	9	12	14	16
	d. Oil / Other						
Other Electric		32	40	47	54	62	69
Air Conditioning		4	7	11	15	19	23
Water Heating	a. Natural Gas	5	8	11	14	17	20
	b. Bottle Gas	16	24	33	42	50	59
	c. Electric	10	16	22	28	33	38
	d. Oil / Other	17	27	37	46	56	66
Water		25	34	42	50	58	66
Sewer		11	17	24	31	37	44
Trash Collection		19	19	19	19	19	19
Range/Microwave		4	4	4	4	4	4
Refrigerator		7	7	7	7	7	7
Other - Natural Gas Monthly Fee		20	20	20	20	20	20
Sewer Treatment		8	15	23	30	38	45

**Actual Family Allowances** To be used by the family to compute allowance.

Complete below for the actual unit rented

Name of Family	Utility or Service	per month cost
	Heating	\$
	Cooking	
	Other Electric	
	Air Conditioning	
	Water Heating	
	Water	
	Sewer	
	Trash Collection	
	Range/Microwave	
Address of Unit	Refrigerator	
	Other	
	Total	\$
Number of Bedrooms		

**Allowances for  
Tenant-Furnished Utilities  
and Other Services**

U.S. Department of Housing  
and Urban Development

Calculated by UApro  
http://UApro.2rw.biz



Locality		Unit Type		Effective Date		
St. Clair County 2012		Manufactured / Mobile Home		02-08-2012		
Age		Average		for Moves / New Admits		
Utility or Service		Monthly Dollar Allowances				
		Studio	1 BR	2 BR	3 BR	4 BR
						5 BR
Heating	a. Natural Gas	31	32	33	34	35
	b. Bottle Gas	91	95	98	102	106
	c. Electric	45	45	46	46	47
	d. Oil / Other	84	84	84	84	84
Cooking	a. Natural Gas	3	4	5	6	8
	b. Bottle Gas	9	12	16	19	23
	c. Electric	5	7	9	12	14
	d. Oil / Other					
Other Electric		34	44	55	65	76
Air Conditioning		0	7	13	19	25
Water Heating	a. Natural Gas	5	8	11	14	17
	b. Bottle Gas	16	24	33	42	50
	c. Electric	10	16	22	27	32
	d. Oil / Other	17	27	37	46	56
Water		25	34	42	50	58
Sewer		11	17	24	31	37
Trash Collection		19	19	19	19	19
Range/Microwave		4	4	4	4	4
Refrigerator		7	7	7	7	7
Other - Natural Gas Monthly Fee		20	20	20	20	20
Sewer Treatment		8	15	23	30	38
<b>Actual Family Allowances</b>						45

**Actual Family Allowances** To be used by the family to compute allowance.

Complete below for the actual unit rented

Name of Family	Utility or Service	per month cost
Address of Unit	Heating	\$
	Cooking	
	Other Electric	
	Air Conditioning	
	Water Heating	
	Water	
	Sewer	
	Trash Collection	
	Range/Microwave	
	Refrigerator	
Number of Bedrooms	Other	
	Total	\$

## **Attachment #D**

### **Statement Regarding Use of Project-Based Vouchers**

The SCCHA established its discretionary authority to operate a project-based component of its Section 8 Housing Choice Voucher Program in 2006, exercising this option under the October 13, 2005 final rule. The option to set-aside up to 20% of HCV budget authority will permit the SCCHA to develop and maintain long-term safe, decent and affordable housing that is accessible to its HCV applicants and program participants as determined necessary and appropriate. SCCHA has not set a specific goal for the amount of its budget authority that it will dedicate to its PBA program; however, in any given calendar year, the SCCHA reserves the right to utilize up to 20% of its budget authority for its PBA program.

**Annual Statement/Performance and Evaluation Report**

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary**

PHA Name: St. Clair County Housing Authority <b>FINAL FORMULA AMOUNT 05/07/08</b>	Grant Type and Number Capital Fund Program Grant No: IL60P030501-08 Replacement Housing Factor Grant No:	Federal FY of Grant: 2008 DEC 2011 LOCCS <b>REV 6</b>
--	--	--

Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: 6)  
 Performance and Evaluation Report for Period Ending:  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	75,000	110,905	110,905	110,905
3	1408 Management Improvements	121,500	125,959.51	125,959.51	122,700
4	1410 Administration	200,000	164,095	164,095	164,095
5	1411 Audit	0			
6	1415 Liquidated Damages	0			
7	1430 Fees and Costs	70,000	68,500	68,500	68,500
8	1440 Site Acquisition	0			
9	1450 Site Improvement	171,335	122,348.20	122,348.20	122,348
10	1460 Dwelling Structures	155,000	155,000	155,000	155,000
11	1465.1 Dwelling Equipment— Nonexpendable	540,000	569,519.29	569,519.29	569,519.29
12	1470 Nondwelling Structures	0			
13	1475 Nondwelling Equipment	176,837	324,621	324,621	324,621
14	1485 Demolition	0			
15	1490 Replacement Reserve	0			
16	1492 Moving to Work Demonstration	0			
17	1495.1 Relocation Costs	0			
18	1498 Mod Used for Development	0			


**Annual Statement/Performance and Evaluation Report**

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary**

PHA Name: St. Clair County Housing Authority	Grant Type and Number Capital Fund Program Grant No: IL60P030501-08 Replacement Housing Factor Grant No:	Federal FY of Grant: 2008 DEC 2011 LOCCS
--	--	---

Original Annual Statement  
  Reserve for Disasters/ Emergencies  
  Revised Annual Statement (revision no: 6)  
 Performance and Evaluation Report for Period Ending:  
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
19	1502 Contingency	131,276	0		
20	Amount of Annual Grant: (sum of lines 2 – 20)	1,640,948	1,640,948	1,640,948	1,637,688
21	Amount of line 20 Related to LBP Activities	0			
22	Amount of line 20 Related to Section 504 compliance	0			
23	Amount of line 20 Related to Security	0			
24	Amount of Line 20 Related to Energy Conservation Measures	0			

Signature of Executive Director 	Date 04/11//2012	Signature of Public Housing Official	Date
---	------------------	--------------------------------------	------

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

PHA Name: St. Clair County Housing Authority		Grant Type and Number Capital Fund Program Grant No: IL60P030501-08 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	
IL30-01 Brooklyn	HVAC	1465	100	\$540,000	\$569,519.29	569,519.29	569,519.29	Comp.
IL30-06 Centreville	Site Improvements	1450	1	\$14,106	\$14,956.40	14,956.40	14,956.40	Comp.
	Security Upgrades	1475	1	0	\$27,850.12	27,850.12	27,850.12	Comp.
IL30-08 Centreville	Site Improvements	1450	1	\$20,000	\$25,899.50	25,899.50	25,899.50	Comp.
	Security Upgrades	1475	1	0	\$33,110.39	33,110.39	33,110.39	Comp.
IL30-10 Centreville	Site Improvements	1450	1	\$45,000	650	650	650	Comp.
	Security System Improvements	1475	9	\$159,337	\$212,062.49	212,062.49	212,062.49	Comp.
IL30-11 Alorton	Site Improvements	1450	1	\$37,229	\$21,000	21,000	21,000	Comp.
IL30-16 Belleville	Security Upgrades	1475	1	0	\$50,000	50,000	50,000	Comp.
IL30-18 Swansea	Countertops	1460	16	\$20,000	\$20,000	20,000	20,000	Comp.
	Site Work	1450	1	\$35,000	\$23,026.70	23,026.70	23,026.70	Comp.

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

PHA Name: St. Clair County Housing Authority		Grant Type and Number Capital Fund Program Grant No: IL60P030501-08 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	
IL30-21 New Athens	Exterior Building Renovations	1460	9	\$80,000	\$80,000	80,000	80,000	Comp.
	Site Improvements	1450	1	\$20,000	\$36,815.60	36,815.60	36,815.60	Comp.
IL30-27 Belleville	Floor Replacement	1460	42	\$55,000	\$55,000	55,000	55,000	Comp.



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

PHA Name: St. Clair County Housing Authority		Grant Type and Number Capital Fund Program Grant No: IL60P030501-08 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	
HA Wide	ADMINISTRATIVE COSTS		TOTAL	200,000	164,095	164,095	164,095	Complete
	Director	1410	1	86,000				
	Project Manager	1410	1	55,000				
	Modernization Manager	1410	1	59,000				
	<b>COST ALLOCATION METHODOLOGY</b>							
	All administrative costs associated with the Capital Improvements Fund will be compiled using time sheets and charged to the CIF. Benefits on the salary expenses will also be charged to the CIF.							
	Positions as noted in the Plan will also be charged to the CIF budget and the appropriate allocation will be made in the operating budget.							
	All positions shown will be charged at 100%. CIF administrative expenses will be designated as noted above. If further information is required, contact David Wright, Modernization Director. A portion of salaries will be utilized for in-house A&E including inspections in lieu of contracting for such services.							


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

PHA Name: St. Clair County Housing Authority		Grant Type and Number Capital Fund Program Grant No: IL60P030501-08 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	
HA Wide	Management staff professional development	1408		6,000	3039.96	3039.96	3039.96	Comp
Management Improvements	Technical services staff professional development	1408		6,000	6,000	6,000	5,701.23	298.77
	Resident Services Coordination & Technical Support Activities	1408		50,000	52,960.04	52,960.04	50,000	2960.04
	Family self-sufficiency	1408		5,000	5,000	5000	5000	Comp
	Resident council development & training	1408		12,000	5,546.46	5546.46	5,538.29	8.17
	Drug elimination program	1408		40,000	53,413.05	53,413.05	53,421.22	-8.17
	Computer software	1408		2,500	-0-	-0-	-0-	Comp
	Computers & related equipment	1475		17,500	1598	1598	1598	Comp
HA Wide	Architect & Engineering Services	1430		70,000	68,500	68,500	68,500	Complete

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

PHA Name: St. Clair County HA	<b>Grant Type and Number</b> Capital Fund Program No: IL06P030501-08 Replacement Housing Factor No:	<b>Federal FY of Grant: 2008</b>
-------------------------------	---	----------------------------------

Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
IL30-01 Brooklyn	06/12/2010			06/12/2012			
IL30-06 Centreville	06/12/2010			06/12/2012			
IL30-08 Centreville	06/12/2010			06/12/2012			
IL30-10 Centreville	06/12/2010			06/12/2012			
IL30-11 Alorton	06/12/2010			06/12/2012			
IL30-18 Swansea	06/12/2010			06/12/2012			
IL30-21 New Athens	06/12/2010			06/12/2012			
IL30-27 Belleville	06/12/2010			06/12/2012			
HA Wide	06/12/10			06/12/2012			

Signature of Executive Director 	Date 04/11/2012	Signature of Public Housing Official  	Date
--	-----------------	--	------

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program  
**2009 ANNUAL Formula Funds**

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


<b>Part I: Summary</b>					
<b>PHA Name: St. Clair County Housing Authority</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: IL060P03050109 Replacement Housing Factor Grant No: Date of CFFP:			<b>FFY of Grant: 2009</b> <b>FFY of Grant Approval: 2009</b> <b>LOCCS Mar 12 Rev. 6</b>
<b>Type of Grant</b> <input checked="" type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> <b>Reserve for Disasters/Emergencies</b> <input checked="" type="checkbox"/> <b>Revised Annual Statement (revision no: 6)</b> <input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:</b> <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>					
<b>Line</b>	<b>Summary by Development Account</b>	<b>Total Estimated Cost</b>		<b>Total Actual Cost <sup>1</sup></b>	
		<b>Original</b>	<b>Revised<sup>2</sup></b>	<b>Obligated</b>	<b>Expended</b>
1	Total non-CFP Funds	0	0	0	0
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>	278,190	100,000	100,000	100,000
3	1408 Management Improvements	112,500	110,615	110,615	107,615
4	1410 Administration (may not exceed 10% of line 21)	165,005	165,005	165,005	165,005
5	1411 Audit	0	0	0	0
6	1415 Liquidated Damages	0	0	0	0
7	1430 Fees and Costs	5,200	5,200	5,200	5,200
8	1440 Site Acquisition	0	0	0	0
9	1450 Site Improvement	69,069	156,176	156,176	156,277
10	1460 Dwelling Structures	930,000	1,093,668	1,093,668	1,088,816.80
11	1465.1 Dwelling Equipment—Nonexpendable	0	0	0	0
12	1470 Non-dwelling Structures	0	0	0	0
13	1475 Non-dwelling Equipment	17,500	19,385	19,385	19,385
14	1485 Demolition	0	0	0	0
15	1492 Moving to Work Demonstration	0	0	0	0
16	1495.1 Relocation Costs	0	0	0	0
17	1499 Development Activities <sup>4</sup>	0	0	0	0

<sup>1</sup> To be completed for the Performance and Evaluation Report.

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

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

<sup>4</sup> RHF funds shall be included here.

<b>Part I: Summary</b>					
<b>PHA Name:</b> St. Clair County Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: IL060P030501-09 Replacement Housing Factor Grant No: Date of CFFP:		<b>FFY of Grant: 2009</b> <b>FFY of Grant Approval: 2009</b>	
<b>Type of Grant</b>					
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input checked="" type="checkbox"/> Revised Annual Statement (revision no: 6)	
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Final Performance and Evaluation Report			
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA	0	0	0	0
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment	0	0	0	0
19	1502 Contingency (may not exceed 8% of line 20)	72,585	0	0	0
20	Amount of Annual Grant:: (sum of lines 2 - 19)	1,650,049	1,650,049	1,650,049	1,642,299
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				
<b>Signature of Executive Director</b>		<b>Date 4/11/2012</b>		<b>Signature of Public Housing Director</b>	
				<b>Date</b>	

<sup>1</sup> To be completed for the Performance and Evaluation Report.

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

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

<sup>4</sup> RHF funds shall be included here.

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

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

<b>Part II: Supporting Pages</b>								
PHA Name: St. Clair County Housing Authority			<b>Grant Type and Number</b> Capital Fund Program Grant No: IL060P03050109 CFFP (Yes/ No): Replacement Housing Factor Grant No:			<b>Federal FFY of Grant: 2009</b>		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
IL030000031 Centreville (08)	Exterior Door Replacement	1460		105,000	222,545	222,545	222,544	
IL030000022 Centreville (80)	Exterior Door Replacement	1460		75,000	91,133	91,133	91,133	Comp
IL030000021 Centreville (10)	Exterior Door Replacement	1460		105,000	111,049.96	111,049.96	111,049.96	Comp
IL030000061 Lebanon (14)	Site Work	1450		64,069	69,777	69,777	69,777	Comp
IL030000032 Centreville (06)	Mechanical Upgrades	1460		0	23,541	23,541	23,541	Comp
IL030000051 Belleville (16)	Mechanical Upgrades	1460		0	70,199.84	70,199.84	70,199.84	Comp
IL030000021 Centreville (10)	Exterior Building Improvements	1460		300,000	405,478	405,478	405,478	Comp
IL030000021 Centreville (10)	Roofs	1460		300,000	145,721	145,721	145,721	Comp
IL030000010 Brooklyn (01)	Site Improvements	1450		0	37,750	37,750	37,750	Comp
IL030000061 O'Fallon (24)	Site Improvements	1450		0	15,000	15,000	15,000	Comp
IL030000052 Belleville (27)	Site Improvements	1450			30,000	30,000	30,000	Comp
IL030000031 Centreville (08)	Construction Supervision and Inspection Costs Exterior Door Replacement	1460		20,000	4,100	4,100	4,100	Comp
IL030000022 Centreville (80)	Construction Supervision and Inspection Costs Exterior Door Replacement	1460		5,000	2,750	2,750	2,750	Comp
IL030000021 Centreville (10)	Construction Supervision and Inspection Costs Exterior Door Replace., Building Improv. Roofs	1460		20,000	1,450	1,450	1,450	Comp
IL030000061 Lebanon (14)	Construction Supervision and Inspection Costs Site Work	1450		5,000	3,650	3,650	3,650	Comp
IL030000032 Centreville (06)	Construction Supervision and Inspection Mechanical Upgrades	1460		0	3,000	3,000	3,000	Comp
IL030000051 Belleville (16)	Construction Supervision and Inspection Mechanical Upgrades	1460		0	2,700	2,700	2,700	Comp
				Page total	1,239,843.8	1,229,094.8	1,157,093.8	

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

<sup>2</sup> To be completed for the Performance and Evaluation Report.

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

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

<b>Part II: Supporting Pages</b>								
PHA Name: St. Clair County Housing Authority			<b>Grant Type and Number</b> Capital Fund Program Grant No: IL060P03050109 CFFP (Yes/ No): Replacement Housing Factor Grant No:			<b>Federal FFY of Grant: 2009</b>		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
IL030000010 Brooklyn (01)	Construction Supervision and Inspection Costs – Site Improvements	1460		0	1,000	1000	50	
IL030000061 O'Fallon (24)	Construction Supervision and Inspection Costs – Site Improvements	1460		0	3,000	3000	0	
IL030000052 Belleville (27)	Construction Supervision and Inspection Costs – Site Improvements	1460		0	6,000	6000	50	
	Contingency	1502		72,585	0	0	0	
					0	0	0	
PH Wide	Administration	1410		164,098	165,005	165,005	165,005	Comp
					0	0	0	
PH Wide	Architect and Engineer	1430		64,000	5,200	5200	5,200	Comp
					0	0	0	
PH Wide	Operating	1406		278,190	100,000	100000	100,000	Comp
					0	0	0	
PH Wide	Management Improvements				0	0	0	
	Management Staff Professional Develop.	1408		3,000	3,000	3000	0	
	Resident Service Coord & Tech Support	1408		50,000	50,000	50000	50,000.00	Comp
	Family Self-Sufficiency Program	1408		5,000	5,000	5000	5,000	Comp
	Resident Council Development & Training	1408		12,000	12,000	6729.75	6729.75	Comp
	Drug Elimination	1408		40,000	45,270.25	45,270.25	45,270.25	Comp
	Software	1408		2,500	615	615	615	Comp
	Hardware	1475		17,500	19,385	19,385	19,385	Comp
				Page total	410,205	410205	397,205.00	

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

<sup>2</sup> To be completed for the Performance and Evaluation Report.

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

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

<b>Part III: Implementation Schedule for Capital Fund Financing Program</b>					
PHA Name: St. Clair County Housing Authority					<b>Federal FFY of Grant: 2009</b>
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates <sup>1</sup>
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
IL030000031 Centreville (08)	09/14/2011		09/14/2013		
IL030000022 Centreville (80)	09/14/2011		09/14/2013		
IL030000021 Centreville (10)	09/14/2011		09/14/2013		
PH Wide	09/14/2011		09/14/2013		

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



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

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

<b>Part I: Summary</b>		
PHA Name: St. Clair County Housing Authority	Grant Type and Number Capital Fund Program Grant No: IL06E03050109 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant: 2010 FFY of Grant Approval 2010  LOCCS March 2012

Type of Grant  
 Original Annual Statement       Reserve for Disasters/Emergencies       Revised Annual Statement (revision no:1 )  
 Performance and Evaluation Report for Period Ending:       Final Performance and Evaluation Report


Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	17,500	16,234	16,234	15,734
8	1440 Site Acquisition				
9	1450 Site Improvement	10,500	11,766	11,766	11,766
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment	222,000	222,000	222,000	214,778.16
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities <sup>4</sup>				

<sup>1</sup> To be completed for the Performance and Evaluation Report.

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

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

<sup>4</sup> RHF funds shall be included here.

<b>Part I: Summary</b>						
<b>PHA Name:</b> St. Clair County Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: IL06E03050109 Replacement Housing Factor Grant No: Date of CFFP:			<b>FFY of Grant:2010</b> <b>FFY of Grant Approval: 2010</b>	
<b>Type of Grant</b>						
<input checked="" type="checkbox"/> <b>Original Annual Statement</b>		<input type="checkbox"/> <b>Reserve for Disasters/Emergencies</b>		<input type="checkbox"/> <b>Revised Annual Statement (revision no:     )</b>		
<input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:</b>		<input type="checkbox"/> <b>Final Performance and Evaluation Report</b>				
<b>Line</b>	<b>Summary by Development Account</b>	<b>Total Estimated Cost</b>		<b>Total Actual Cost <sup>1</sup></b>		
		<b>Original</b>	<b>Revised <sup>2</sup></b>	<b>Obligated</b>	<b>Expended</b>	
18a	1501 Collateralization or Debt Service paid by the PHA					
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment					
19	1502 Contingency (may not exceed 8% of line 20)					
20	Amount of Annual Grant:: (sum of lines 2 - 19)	250,000		250,000	242,278.16	
21	Amount of line 20 Related to LBP Activities					
22	Amount of line 20 Related to Section 504 Activities					
23	Amount of line 20 Related to Security - Soft Costs					
24	Amount of line 20 Related to Security - Hard Costs					
25	Amount of line 20 Related to Energy Conservation Measures					
<b>Signature of Executive Director</b>		<b>Date 04/11/2012</b>		<b>Signature of Public Housing Director</b>		
						
				<b>Date</b>		

<sup>1</sup> To be completed for the Performance and Evaluation Report.

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

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

<sup>4</sup> RHF funds shall be included here.

<b>Part II: Supporting Pages</b>								
PHA Name: St. Clair County Housing Authority			<b>Grant Type and Number</b> Capital Fund Program Grant No: IL06E03050109 CFFP (Yes/ No): Replacement Housing Factor Grant No:			<b>Federal FFY of Grant: 2010</b>		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
IL030000052 Amber Court Belleville	Installation of Surveillance Camera Systems - Crime has risen 45% in Belleville. Drug, violent and property crime is higher in this specific geographic location. Crime statistics attached to security analyst (3 <sup>rd</sup> party) supporting documentation. Cameras will add in the deterrence and prosecution of drug activity and other criminal action.	1475	10 buildings	65,000	65,000	65,000	65,000	
IL030000052 Amber Court Belleville	Fencing Installation -Crime has risen 45% in Belleville. Drug, violent and property crime is higher in this specific geographic location. Crime statistics attached to security analyst supporting documentation. Fencing will eliminate access to this property from a higher crime area. Specific crime reports on this location (Shop & Save Store) are attached to security analyst report.	1450	1 fence	10,500\	11,766	11,766	11,766	
IL030000051 Belle Plaza I & II Belleville	Installation of Surveillance Cameras - Crime has risen 45% in Belleville. Violent crime is higher in this specific geographic location. Crime statistics attached to security analyst supporting documentation. Cameras will add in the deterrence and prosecution of drug activity and other criminal action.	1475	2 buildings	11,000	11,000	11,000	11,000	

IL030000061 O'Fallon Apartments, O'Fallon	Installation of Surveillance Cameras - The highest levels of crime (drug dealing) in this city exist within the public access areas adjacent to this public housing development. Cameras will make available to Housing Authority and local law enforcement information leading to the arrest and conviction of non-residents who come onto this property for the purposes of drug dealing. These cameras will also act as a deterrent to criminal activity.	1475	6 buildings	61,500	61,500	61,500	61,500	
IL030000010 Thomas Terry Apartments Brooklyn	Installation of Surveillance Cameras- Brooklyn, IL is adjacent to East St. Louis, IL, one of the highest crime areas in the country. Brooklyn has seen a massive increase in violent & drug-related crime in the past 3 years and this trend is continuing. Cameras are needed as a deterrent to drug dealing and associated violent crimes and to aid in the prosecution of criminals.	1475	33 buildings	84,500	84,500	84,500	77,278.16	
Architect & Engineer	A&E Services	1430		17,500	16,234	16,234	15,734	

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>2</sup> To be completed for the Performance and Evaluation Report.

<b>Part III: Implementation Schedule for Capital Fund Financing Program</b>					
PHA Name: St. Clair County Housing Authority					<b>Federal FFY of Grant: 2010</b>
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates <sup>1</sup>
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
IL030000052 Amber Court Belleville	Sep. 26, 2011	09/12/2011	Sep. 26, 2012		
IL030000051 Belle Plaza I & II Belleville	Sep. 26, 2011	09/12/2011	Sep. 26, 2012		
IL030000061 O'Fallon Apartments, O'Fallon	Sep. 26, 2011	09/12/2011	Sep. 26, 2012		
IL030000010 Thomas Terry Apartments Brooklyn	Sep. 26, 2011	09/12/2011	Sep. 26, 2012		

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

<b>Part I: Summary</b>		
PHA Name: St. Clair County Housing Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No: IL60P030501-10 Replacement Housing Factor Grant No: Date of CFFP:	<b>FFY of Grant: 2010</b> <b>FFY of Grant Approval: 2010</b>  <b>LOCCS March 2012 REV 3</b>
<b>FORMULA AWARD</b>		

<b>Type of Grant</b> <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 3 ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/30/2010 <input type="checkbox"/> Final Performance and Evaluation Report		
---	--	--

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFP Funds				0
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>	269,494	269,494	269,494	125,000
3	1408 Management Improvements	112,500	112,500	67,281	40,539.46
4	1410 Administration (may not exceed 10% of line 21)	164,747	164,747	164,747	164,747
5	1411 Audit				0
6	1415 Liquidated Damages				0
7	1430 Fees and Costs	64,000	76,222	76,222	76,222
8	1440 Site Acquisition	0	0		0
9	1450 Site Improvement	0	9,550	8,448	0
10	1460 Dwelling Structures	896,000	934,228	862,994	862,783
11	1465.1 Dwelling Equipment—Nonexpendable				0
12	1470 Non-dwelling Structures				0
13	1475 Non-dwelling Equipment	22,500	22,500	3,641	3,641
14	1485 Demolition				0
15	1492 Moving to Work Demonstration				0
16	1495.1 Relocation Costs				0
17	1499 Development Activities <sup>4</sup>				0

<sup>1</sup> To be completed for the Performance and Evaluation Report.


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

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

<sup>4</sup> RHF funds shall be included here.

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

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

<b>Part I: Summary</b>					
<b>PHA Name:</b> St. Clair County Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: IL60P030501-10 Replacement Housing Factor Grant No: Date of CFFP:		<b>FFY of Grant:2010</b> <b>FFY of Grant Approval: 2010</b>	
<b>Type of Grant</b>					
<input checked="" type="checkbox"/> <b>Original Annual Statement</b>		<input type="checkbox"/> <b>Reserve for Disasters/Emergencies</b>		<input type="checkbox"/> <b>Revised Annual Statement (revision no: )</b>	
<input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:</b>		<input type="checkbox"/> <b>Final Performance and Evaluation Report</b>			
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)	118,231	58,231		
20	Amount of Annual Grant:: (sum of lines 2 - 19)	1,647,472	1,647,472	1,467,892	1,272,933
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				
<b>Signature of Executive Director</b>		<b>Date 04/11/2012</b>		<b>Signature of Public Housing Director</b>	
				<b>Date</b>	

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

<b>Part II: Supporting Pages</b>								
PHA Name: St. Clair County Housing Authority			<b>Grant Type and Number</b> Capital Fund Program Grant No: IL60P030501-10 CFFP (Yes/ No): No Replacement Housing Factor Grant No: N/A			<b>Federal FFY of Grant: 2010</b>		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
IL03000021 Centreville (10)	Exterior Building Improvements, Electrical AC Sleeve Removal, Roof Replacement, Attic Insulation	1460	110	500,000	487,778	456,544	456,544	COMP
IL03000022 Centreville (60)	ADA Concrete Ramps, Exterior Door Replacement	1460	87	392,684	172,684	172,684	172,474	COMP
IL03000021 Centreville (10)	Construction Supervision and Inspection Costs Exterior Building Improvements, Electrical AC Sleeve Rem, Roof Repl, Attic Insulation	1460	0	36,000	3,900	3,900	3,900	COMP
IL03000022 Centreville (60)	Construction Supervision and Inspection Costs ADA Concrete Ramps, Exterior Door Repl.	1460	0	24,000	6,550	6,550	6,550	COMP
IL030000031 Centreville (08)	ADA ramps	1460		0	3,316.00	3,316.	3,316.	COMP
IL030000032 Centreville (06)	Exterior Building Improvements	1460		0	260,000	220,000	220,000	
IL30000061 O'Fallon IL30-24	Site Improvements	1450	1	0	9,550	8,448	0	
PH Wide	Administration	1410		164,747	164,747	164,747	164,747	COMP
PH Wide	Architect and Engineer	1430		64,000	76,222	76,222	76,222	COMP
PH Wide	Operating	1406		269,494	269,494	269,494	125,000	
PH Wide	Management Improvements							
	Management Staff Professional Develop.	1408		3,000	3,000			
	Resident Service Coord & Tech Support	1408		50,000	50,000	50,000	21,000	
	Family Self-Sufficiency Program	1408		5,000	5,000	5,000	3,562	
	Resident Council Development & Training	1408		12,000	12,000	12,000	631	
	Drug Elimination	1408		40,000	40,000	15,065.26	15,065.26	
	Software	1408		2,500	2,500	281	281	
	Hardware	1475		17,500	17,500	3,641	3,641	



	Security equipment	1475		5,000	5,000			
--	--------------------	------	--	-------	-------	--	--	--

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

<sup>2</sup> To be completed for the Performance and Evaluation Report.

<b>Part III: Implementation Schedule for Capital Fund Financing Program</b>					
PHA Name: St Clair County Housing Authority					<b>Federal FFY of Grant: 2010</b>
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates <sup>1</sup>
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
IL03000021 Centreville (10)	09/2012		09/2014		
IL03000022 Centreville (60)	09/2012		09/2014		
IL03000032 Centreville (06)	09/2012		09/2014		
IL03000051 Centreville (16)	09/2012		09/2014		
IL03000061 Washington Park (17)	09/2012		09/2014		
IL03000061 O'Fallon (24)	09/2012		09/2014		
IL03000062 Marissa, Lenzburg, Millstadt	09/2012		09/2014		
Property Wide	09/2012		09/2014		

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

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

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

<b>Part I: Summary</b>		<b>FFY of Grant: 2010</b> <b>FFY of Grant Approval: 2010</b>
<b>PHA Name: St. Clair County Housing Authority</b>	<b>Grant Type and Number</b> Capital Fund Program Grant No: IL60P030501-10 Replacement Housing Factor Grant No: Date of CFFP:	<b>LOCCS March 2012 REV 4</b>
<b>FORMULA AWARD</b>		

**Type of Grant**  
 Original Annual Statement       Reserve for Disasters/Emergencies       Revised Annual Statement (revision no: 4 )  
 Performance and Evaluation Report for Period Ending: 12/30/2010       Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFP Funds				0
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>	269,494	269,494	269,494	125,000
3	1408 Management Improvements	112,500	112,500	67,281	40,539.46
4	1410 Administration (may not exceed 10% of line 21)	164,747	164,747	164,747	164,747
5	1411 Audit				0
6	1415 Liquidated Damages				0
7	1430 Fees and Costs	64,000	76,222	76,222	76,222
8	1440 Site Acquisition	0	0		0
9	1450 Site Improvement	0	9,550	8,448	0
10	1460 Dwelling Structures	896,000	934,228	862,994	862,783
11	1465.1 Dwelling Equipment—Nonexpendable				0
12	1470 Non-dwelling Structures				0
13	1475 Non-dwelling Equipment	22,500	22,500	3,641	3,641
14	1485 Demolition				0
15	1492 Moving to Work Demonstration				0
16	1495.1 Relocation Costs				0
17	1499 Development Activities <sup>4</sup>				0

<sup>1</sup> To be completed for the Performance and Evaluation Report.


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

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

<sup>4</sup> RHF funds shall be included here.

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

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

<b>Part I: Summary</b>					
<b>PHA Name:</b> St. Clair County Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: IL60P030501-10 Replacement Housing Factor Grant No: Date of CFFP:		<b>FFY of Grant:2010</b> <b>FFY of Grant Approval: 2010</b>	
<b>Type of Grant</b>					
<input checked="" type="checkbox"/> <b>Original Annual Statement</b>		<input type="checkbox"/> <b>Reserve for Disasters/Emergencies</b>		<input type="checkbox"/> <b>Revised Annual Statement (revision no:     )</b>	
<input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:</b>		<input type="checkbox"/> <b>Final Performance and Evaluation Report</b>			
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)	118,231	58,231		
20	Amount of Annual Grant:: (sum of lines 2 - 19)	1,647,472	1,647,472	1,467,892	1,272,933
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				
<b>Signature of Executive Director</b>		<b>Date 04/11/2012</b>		<b>Signature of Public Housing Director</b>	
				<b>Date</b>	

<sup>1</sup> To be completed for the Performance and Evaluation Report.

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

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

<sup>4</sup> RHF funds shall be included here.

<b>Part II: Supporting Pages</b>								
PHA Name: St. Clair County Housing Authority			<b>Grant Type and Number</b> Capital Fund Program Grant No: IL60P030501-10 CFFP (Yes/ No): No Replacement Housing Factor Grant No: N/A			<b>Federal FFY of Grant: 2010</b>		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
IL03000021 Centreville (10)	Exterior Building Improvements, Electrical AC Sleeve Removal, Roof Replacement, Attic Insulation	1460	110	500,000	456,544	456,544	456,544	COMP
IL03000022 Centreville (60)	ADA Concrete Ramps, Exterior Door Replacement	1460	87	392,684	172,684	172,684	172,474	COMP
IL03000021 Centreville (10)	Construction Supervision and Inspection Costs Exterior Building Improvements, Electrical AC Sleeve Rem, Roof Repl, Attic Insulation	1460	0	36,000	3,900	3,900	3,900	COMP
IL03000022 Centreville (60)	Construction Supervision and Inspection Costs ADA Concrete Ramps, Exterior Door Repl.	1460	0	24,000	6,550	6,550	6,550	COMP
IL030000031 Centreville (08)	ADA ramps	1460	6	0	3,316.00	3,316.	3,316.	COMP
IL030000032 Centreville (06)	Exterior Building Improvements	1460	8	0	291,234	220,000	220,000	
IL30000061 O'Fallon IL30-24	Site Improvements	1450	1	0	9,550	8,448	0	
PH Wide	Administration	1410		164,747	164,747	164,747	164,747	COMP
PH Wide	Architect and Engineer	1430		64,000	76,222	76,222	76,222	COMP
PH Wide	Operating	1406		269,494	269,494	269,494	125,000	
PH Wide	Management Improvements							
	Management Staff Professional Develop.	1408		3,000	3,000			
	Resident Service Coord & Tech Support	1408		50,000	50,000	50,000	21,000	
	Family Self-Sufficiency Program	1408		5,000	5,000	5,000	3,562	
	Resident Council Development & Training	1408		12,000	12,000	12,000	631	
	Drug Elimination	1408		40,000	40,000	15,065.26	15,065.26	
	Software	1408		2,500	2,500	281	281	
	Hardware	1475		17,500	17,500	3,641	3,641	
	Security equipment	1475		5,000	5,000			

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

<sup>2</sup> To be completed for the Performance and Evaluation Report.

<b>Part III: Implementation Schedule for Capital Fund Financing Program</b>					
PHA Name: St Clair County Housing Authority					<b>Federal FFY of Grant: 2010</b>
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates <sup>1</sup>
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
IL03000021 Centreville (10)	09/2012		09/2014		
IL03000022 Centreville (60)	09/2012		09/2014		
IL03000032 Centreville (06)	09/2012		09/2014		
IL03000051 Centreville (16)	09/2012		09/2014		
IL03000061 Washington Park (17)	09/2012		09/2014		
IL03000061 O'Fallon (24)	09/2012		09/2014		
IL03000062 Marissa, Lenzburg, Millstadt	09/2012		09/2014		
Property Wide	09/2012		09/2014		

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

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

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 3/31/2014

<b>Part I: Summary</b>	
<b>PHA Name:</b> St. Clair County Housing Authority <b>FORMULA AMOUNT</b>	<b>Grant Type and Number</b> Capital Fund Program Grant No: IL60P030501-11 Replacement Housing Factor Grant No: Date of CFFP:
<b>FFY of Grant: 2011</b> <b>FFY of Grant Approval: 2011</b> <b>March 2012</b>	

**Type of Grant**  
 Original Annual Statement       Reserve for Disasters/Emergencies       Revised Annual Statement (revision no: 1 )  
 Performance and Evaluation Report for Period Ending:       Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>	282,807	282,807	282,807	
3	1408 Management Improvements	107,500	107,500		
4	1410 Administration (may not exceed 10% of line 21)	141,403	141,403	141,404	141,404
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	68,000	68,000	58,000	26,362
8	1440 Site Acquisition				
9	1450 Site Improvement	35,422	35,422		
10	1460 Dwelling Structures	308,000	308,000	103,508	
11	1465.1 Dwelling Equipment—Nonexpendable	437,000	437,000		
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment	33,903	33,903	16,403	
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities <sup>4</sup>				

<sup>1</sup> To be completed for the Performance and Evaluation Report.

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


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

<sup>4</sup> RHF funds shall be included here.



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

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

<b>Part I: Summary</b>					
<b>PHA Name:</b> St. Clair County Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: IL60P030501-11 Replacement Housing Factor Grant No: Date of CFFP:		<b>FFY of Grant:2011</b> <b>FFY of Grant Approval: 2011</b>	
<b>Type of Grant</b>					
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1 )	
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:				<input type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant:: (sum of lines 2 - 19)	1,414,035	1,414,035	602,122	167,766
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				
<b>Signature of Executive Director</b>		<b>Date 04/11/2012</b>		<b>Signature of Public Housing Director</b>	
				<b>Date</b>	

<sup>1</sup> To be completed for the Performance and Evaluation Report.

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

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

<sup>4</sup> RHF funds shall be included here.

<b>Part II: Supporting Pages</b>								
PHA Name: St. Clair County Housing Authority			<b>Grant Type and Number</b> Capital Fund Program Grant No: IL60P030501-11 CFFP (Yes/ No): Replacement Housing Factor Grant No:			<b>Federal FFY of Grant: 2011</b>		
Development Number Name/PHA-Wide Act.	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
IL03000022 (IL30-60 Centreville)	HVAC	1465	87	430,000	430,000			
IL03000022 (IL30-60 Centreville)	Mechanical Room Renovations, Dryer Vents	1460	87	101,000	101,000			
IL03000052 (IL30-27 Belleville)	Window replacement, exterior building improvements	1460	64	200,000	130,000	103,508		
IL03000022 (IL20-60 Centreville)	Exterior Building Improvements	1460	87	0	70,000			
IL03000061 (IL30-17 Washington Park)	Site Improvements	1450	1	10,000	10,000			
IL03000062 (IL30-02 Marissa)	Site Improvements	1450	1	4,422	4,422			
IL03000062 (IL30-07 Marissa)	Site Improvements	1450	1	3,000	3,000			
IL03000062 (IL30-19 Lenzburg)	Site Improvements	1450	1	5,000	5,000			
IL03000062 (IL30-22 Millstadt)	Site Improvements	1450	1	10,000	10,000			
IL03000022 (IL30-60 Centreville)	Construction Supervision and Inspection Costs: HVAC	1465		7,000	7,000			
IL03000022 (IL30-60 Centreville)	Construction Supervision and Inspection Costs: Mech Room Reno, Dryer Vents	1460		3,000	3,000			
IL03000052 (IL30-27 Belleville)	Construction Supervision and Inspection Costs: Window repl, ext build impv	1460		4,000	4,000			
IL03000061 (IL30-17 Washington Park)	Construction Supervision and Inspection Costs: Site Improvements	1450		1,000	1,000			
IL03000062 (IL30-19 Lenzburg)	Construction Supervision and Inspection Costs: Site Improvements	1450		1,000	1,000			

IL0300062 (IL30-22 Millstadt)	Construction Supervision and Inspection Costs: Site Improvements	1450		1,000	1,000			
----------------------------------	---	------	--	-------	-------	--	--	--

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

<sup>2</sup> To be completed for the Performance and Evaluation Report.

<b>Part II: Supporting Pages</b>								
PHA Name: St. Clair County Housing Authority			<b>Grant Type and Number</b> Capital Fund Program Grant No: IL60P030501-11 CFFP (Yes/ No): Replacement Housing Factor Grant No:			<b>Federal FFY of Grant: 2011</b>		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
PH Wide	Adminstration	1410		141,403	141,403	141,404	141,404	
PH Wide	Architect and Engineer	1430		68,000	68,000	58,000	26,362	
PH Wide	Operating	1406		282,807	282,807	282,807		
PH Wide	Management Improvements							
	Management Staff Professional Develop.	1408		3,000	3,000			
	Resident Service Coord & Tech Support	1408		50,000	50,000			
	Resident Council Development & Training	1408		12,000	12,000			
	Drug Elimination	1408		40,000	40,000			
	Software	1408		2,500	2,500			
	Hardware	1475		17,500	17,500			
	Security equipment	1475		16,403	16,403	16,403		

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

<sup>2</sup> To be completed for the Performance and Evaluation Report.

<b>Part III: Implementation Schedule for Capital Fund Financing Program</b>					
PHA Name: St. Clair County Housing Authority					<b>Federal FFY of Grant: 2011</b>
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates <sup>1</sup>
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
IL03000022	Aug. 2, 2013		Aug. 2, 2015		
IL03000032	Aug. 2, 2013		Aug. 2, 2015		
IL03000052	Aug. 2, 2013		Aug. 2, 2015		
IL03000061	Aug. 2, 2013		Aug. 2, 2015		
IL03000062	Aug. 2, 2013		Aug. 2, 2015		

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

<b>Part I: Summary</b>			
<b>PHA Name: St Clair County Housing Authority</b>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:30%;"><b>Grant Type and Number</b> Capital Fund Program Grant No: IL06P03050112 Replacement Housing Factor Grant No: Date of CFFP:</td> <td style="width:70%;"><b>FFY of Grant: 2012</b> <b>FFY of Grant Approval: 2012</b></td> </tr> </table>	<b>Grant Type and Number</b> Capital Fund Program Grant No: IL06P03050112 Replacement Housing Factor Grant No: Date of CFFP:	<b>FFY of Grant: 2012</b> <b>FFY of Grant Approval: 2012</b>
<b>Grant Type and Number</b> Capital Fund Program Grant No: IL06P03050112 Replacement Housing Factor Grant No: Date of CFFP:	<b>FFY of Grant: 2012</b> <b>FFY of Grant Approval: 2012</b>		

<b>Type of Grant</b> <input checked="" type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> <b>Reserve for Disasters/Emergencies</b> <input type="checkbox"/> <b>Revised Annual Statement (revision no: _____)</b> <input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:</b> <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>			
--	--	--	--

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFP Funds	0			
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>	245,659			
3	1408 Management Improvements	123,000			
4	1410 Administration (may not exceed 10% of line 21)	127,329			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	60,000			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	288,306			
11	1465.1 Dwelling Equipment—Nonexpendable	380,000			
12	1470 Non-dwelling Structures	35,000			
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities <sup>4</sup>				

<sup>1</sup> To be completed for the Performance and Evaluation Report.


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

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

<sup>4</sup> RHF funds shall be included here.

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

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
**Expires 08/31/2011**

<b>Part I: Summary</b>					
<b>PHA Name:</b> St Clair County Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: IL06P03050112 Replacement Housing Factor Grant No: Date of CFFP:		<b>FFY of Grant:2012</b> <b>FFY of Grant Approval: 2012</b>	
<b>Type of Grant</b>					
<input checked="" type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement (revision no: )	
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:			<input type="checkbox"/> Final Performance and Evaluation Report		
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant:: (sum of lines 2 - 19)	1,273,294			
21	Amount of line 20 Related to LBP Activities	0			
22	Amount of line 20 Related to Section 504 Activities	0			
23	Amount of line 20 Related to Security - Soft Costs	40,000			
24	Amount of line 20 Related to Security - Hard Costs	0			
25	Amount of line 20 Related to Energy Conservation Measures	385,000			
<b>Signature of Executive Director</b> 		<b>Date 04/11/2012</b>		<b>Signature of Public Housing Director</b>	
				<b>Date</b>	

<sup>1</sup> To be completed for the Performance and Evaluation Report.

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

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

<sup>4</sup> RHF funds shall be included here.

<b>Part II: Supporting Pages</b>								
PHA Name: St Clair County Housing Authority			<b>Grant Type and Number</b> Capital Fund Program Grant No: IL06P03050112 CFPP (Yes/ No): Replacement Housing Factor Grant No:			<b>Federal FFY of Grant: 2012</b>		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
AMP22 Centreville, IL (SCCHA30-60)	HVAC, Water heaters, mechanical renovations, dryer vents	1465	44	380,000				
AMP22 Centreville, IL (SCCHA30-60)	Exterior Building, Siding & Canopy Replacement	1460	24	145,806				
AMP32 Centreville, IL (SCCHA30-06)	Exterior Building, Siding & Canopy Replacement	1460	15	142,500				
AMP31 Centreville, IL (SCCHA30-08)	Community/Management Building Roof Replacement	1470	1	35,000				
AMP22 Centreville, IL (SCCHA30-60)	SUPERVISION: HVAC, Water heaters, mechanical renovations, dryer vents	1465		5,000				
AMP22 Centreville, IL (SCCHA30-60)	SUPERVISION: Exterior Building, Siding & Canopy Replacement	1460		4,000				
AMP32 Centreville, IL (SCCHA30-06)	SUPERVISION: Exterior Building, Siding & Canopy Replacement	1460		4,000				
AMP31 Centreville, IL (SCCHA30-08)	SUPERVISION:Community/Management Building Roof Replacement	1470		1,000				

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

<sup>2</sup> To be completed for the Performance and Evaluation Report.



<b>Part II: Supporting Pages</b>								
PHA Name: St Clair County Housing Authority			<b>Grant Type and Number</b> Capital Fund Program Grant No: IL06P03050112 CFFP (Yes/ No): Replacement Housing Factor Grant No:			<b>Federal FFY of Grant: 2012</b>		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
PHA Wide	Adminstration	1410		245,659				
PHA Wide	Architect and Engineer	1430		60,000				
PHA Wide	Operating	1406		127,329				
PHA Wide	Management Improvements							
	Management Staff Professional Develop.	1408		3,000				
	Resident Service Coord & Tech Support	1408		50,000				
	Resident Council Development & Training	1408		10,000				
	Drug Elimination	1408		40,000				
	Software	1408		2,500				
	Computers & Electronic Equipment	1475		17,500				

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

<sup>2</sup> To be completed for the Performance and Evaluation Report.

<b>Part III: Implementation Schedule for Capital Fund Program</b>					
PHA Name: St. Clair County Housing Authority				<b>Federal FFY of Grant: 2012</b>	
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates <sup>1</sup>
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
AMP22 (30-60 Centreville)	03/12/2014		03/11/2016		
AMP32 (30-06 Centreville)	03/12/2014		03/11/2016		
AMP31 (30-08 Centreville)	03/12/2014		03/11/2016		
PHA Wide	03/12/2014		03/11/2016		

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

## Capital Fund Program – Five Year Action Plan

<b>Part I: Summary</b>						
PHA Name/Number St. Clair County Housing Authority IL06P030		Locality (City/County & State) Belleville, IL			<input checked="" type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>	
A.	Development Number and Name	Work Statement for Year 1 FFY __2012__	Work Statement for Year 2 FFY __2013__	Work Statement for Year 3 FFY __2014__	Work Statement for Year 4 FFY __2015__	Work Statement for Year 5 FFY __2016__
B.	Physical Improvements Subtotal	Annual Statement				
C.	Management Improvements					
D.	PHA-Wide Non-dwelling Structures and Equipment					
E.	Administration					
F.	Other					
G.	Operations					
H.	Demolition					
I.	Development					
J.	Capital Fund Financing – Debt Service					
K.	Total CFP Funds					
L.	Total Non-CFP Funds					
M.	Grand Total					

**Capital Fund Program – Five Year Action Plan**

**Part I: Summary (Continuation)**

PHA Name/Number St. Clair County Housing Authority IL06P030		Locality (City/county & State) Belleville, IL		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:		
A.	Development Number and Name	Work Statement for Year 1 FFY _2012__	Work Statement for Year 2 FFY _____2013_____	Work Statement for Year 3 FFY _____2014_____	Work Statement for Year 4 FFY _____2015_____	Work Statement for Year 5 FFY _____2016_____
	IL030000010	Annual Statement				
	IL030000021					
	IL030000022					
	IL030000031					
	IL030000032					
	IL030000041					
	IL030000051					
	IL030000052					
	IL030000061					
	IL030000062					



## Capital Fund Program – Five Year Action Plan

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY _____ 2011 _____	Work Statement for Year _____ Four _____ FFY _____ 2015 _____			Work Statement for Year: _____ Five _____ FFY _____ 2016 _____		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See	IL03000022/IL30-08 Centreville. Window replacement.		60,000	IL03000010 Brooklyn Site Improvements		70,000
Annual	IL03000032/IL30-08 Centreville. Window Replacement.		453,000	IL03000010 Brooklyn Int/Ext Reno,ADA,Security		2,650,500
Statement	IL03000021/IL30-10 Centreville. Window Replacement.		400,000	IL03000010 IL30-10 Site Improvements		400,000
	IL03000061/IL30-17 Washington Park. Kitchen and Bath Renovation.		352,000	IL03000010 IL30-10 Int/Ext Reno,ADA,Security		2,057,500
	IL03000061/IL30-17 Washington Park. ADA Modifications.		24,000	IL03000022 (60/80) Site Improvements		38,000
	IL03000061/IL30-17 Washington Park. Security screens		14,000	IL03000022 (60/80) Int/Ext Reno,ADA,Security		1,959,000
	IL03000010/IL30-01 Brooklyn. Security cameras.		53,000	IL03000031 (08/20) Site Improvements		40,000
	IL03000032/IL30-06 Centreville. Security cameras		30,000	IL03000031 (08/20) Int/Ext Reno,ADA,Security		2,608,000
	IL03000031/IL30-08 Centreville. Security cameras.		53,000	IL03000032 /IL30-06 Site Improvements		15,000
	IL03000021/IL30-10 Centreville. Security Cameras		30,000	IL03000032 (IL30-06) Int/Ext Reno,ADA,Security		1,715,500
	Subtotal of Estimated Cost		1,469,000 Continued	Subtotal of Estimated Cost		\$11,553,500 Continued

## Capital Fund Program – Five Year Action Plan

### Part II: Supporting Pages – Physical Needs Work Statement(s)

Work Statement for Year 1 FFY <u>2011</u>	Work Statement for Year <u>Four</u> FFY <u>2015</u>			Work Statement for Year: <u>FIVE</u> FFY <u>2016</u>		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See	IL03000062/IL30-13 New Athens. Roof replacement.		65,000	IL03000032/IL30-06 Mechanical Upgrades		200,000
Annual	IL03000062/IL30-21 New Athens. Roof replacement.		65,000	IL03000041/IL30-11 Site Improvements		15,000
Statement	IL03000061/IL30-24 O'Fallon. Roof replacement.		58,000	IL03000041/IL30-11 Int/Ext Reno, ADA, Security		92,500
	IL03000061/IL30-14 Lebanon. Roof replacement.		100,000	IL03000051 IL30/61 Site Improvements		45,000
	IL03000062/IL30-13 New Athens. Kitchen & Bath renovations		180,000	IL03000051 IL30-61 Int/Ext Reno, ADA, Security		165,000
	IL03000062/IL30-13 New Athens. ADA modifications		40,000	IL03000051 IL30-61 Mechanical Upgrades		15,000
	IL03000032/IL30-06 Centreville. High Rise Demolition.		140,000	IL03000052/18&27 Int/Ext Reno, ADA, Security		165,000
	IL03000052/IL30-27 Belleville. HVAC.		250,000	IL03000052/18&27 Site Improvements		30,000
	IL03000041/IL30-11 Alorton. Electrical modifications.		35,200	IL030000061 Int/Ext Reno, ADA, Security		402,500
	IL03000010/IL30-01 Brooklyn. Electrical modifications.		80,000	IL030000061 Site Improvements		45,000
			0	IL03000062 Int/Ext Reno, ADA, Security		1,589,500
			0	IL030000062 Site Improvements		185,000
	Subtotal of Estimated Cost		1,013,200 continued	Subtotal of Estimated Cost		\$2,949,500 Continued









## Statement of Housing Needs

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

The St. Clair County Housing Authority reviewed St. Clair County's Consolidated Plan (CP) for 2010 – 2014 to assess the housing needs of the families in its jurisdiction, which includes all of St. Clair County, excluding the City of East St. Louis.

HUD defines low income households using three income levels:

- Extremely Low Income (households with incomes at or below 30% of Area Median Income;
- Very Low Income (households with incomes greater than 30% but equal to or less than 50% of area median income), and;
- Low Income (households with incomes greater than 50% but equal to or less than 80% of area median income).

The following findings were contained in the CP.

- Housing cost burden was more severe as household income decreased (i.e. extremely low income household experienced more of a cost burden than did very low or low income households).
- Renter households are more cost burdened than homeowner households.
- Elderly households are the most cost burdened of all household types.

According to the CP, the renter households had the following household income breakdown:

Extremely Low	Very Low	Low
10,347	4,208	6,239

The CP identified the following housing needs of households with incomes at or below 30% of area median income.

- While approximately 77% of these households have one or more housing problems (such as cost burden, overcrowded, substandard housing), the primary housing problem for this group is cost burden.
- Seventy-five percent (75%) of these households are cost burdened to the extent that they pay more than 30% of their household income for housing.
- Approximately fifty-three percent (53%) are severely cost burdened, meaning that they pay more than 50% of their household income for housing.
- Sixty-seven percent (67%) of elderly households in this group were found to be cost burdened, while nearly forty-two percent (42%) were severely cost burdened.

- Large family renter households (those with five or more related members) experienced significant housing problems with eighty-nine percent (89%) having one or more housing problems, eighty-two percent (82%) having a cost burden, and fifty-six percent (56%) being severely cost burdened.

Very Low Income Households (30 – 50% of Median Income) reported similar housing problems, but with less severity. For example, only eleven percent (11%) was determined to be severely cost burdened. Low-Income Households (50 – 80% of Median Income) reported the fewest housing problems.

The CP relied on the 2008 American Community Survey for information related to persons with disabilities. The 2008 ACS identified 33,584 individuals in St. Clair County with a disability, including 3,641 who are individuals under 18 years of age, 17,442 individuals between 18 and 64, and 12,501 individuals who are age 65 or older.

The number of identified HIV cases peaked in 2008 (at 307), declining to 268 in 2009. The number of identified AIDS cases continued to increase each year from 2006 through 2009, when it reached 274.

The CP did not provide any further analysis or insight into the housing needs of persons with disabilities, including HIV / AIDS, other than to make the reasonable assumption that the housing needs for those with disabilities was at least equal to that of other households. Twenty-three percent of all households in the jurisdiction reported having at least one housing problem. Therefore, it was assumed that at least the same percentage of households with persons with a disability would experience at least one housing related problem.

A racial or ethnic group is defined as having a disproportionately greater need if the percentage of persons in a category of need who are members of the particular racial or ethnic group is at least ten percentage points higher than the percentage of persons in the category of need as a whole. The analysis in the CP identified disproportionate housing need among minority groups as follows:

- The number of black, non-Hispanic households with incomes in the Very Low Income Range (30-50%) reporting any housing problem (67.3% compared to 49.4% for the total population);
- Low Income (50 to 80%) Hispanic households reporting any housing problem (42.8% compared to 23% of the total population);
- Asian households reporting any housing problem in both the Very Low (30-50%) and Low Income (50 – 80%) ranges (94.4% compared to 49.4% of the total population and 46.7% compared to 23% for the total population, respectively);
- Native American non-Hispanic households in the Very Low (30-50%) range having any housing problem (83.3% compared to 49.4% for the total population).

The CP did not further identify the type of housing problems reported by these minority populations. Since all of the disproportionate needs were identified in the two higher income ranges (Very Low and Low Income), it is reasonable to conclude that cost burden did not

constitute the primary reason for the increased housing needs among these minority groups. St. Clair County CP states that the...

“...County will continue to reach out to existing organizations working with Black, Native American, and Hispanic households and continue to produce quality, affordable housing available to all ethnic and racial groups. The County will also re-evaluate disproportionate housing needs after the 2010 Census and 2010 CHAS data are released, as the 2000 CHAS data may no longer accurately reflect the housing burdens of various racial and ethnic groups.”

**B. Housing Needs of Families on the Public Housing and Section 8 Tenant – Based Waiting Lists**

The Section 8 Housing Choice Voucher Program (HCVP) waiting list as of 11/1/11 included the following demographic breakdown.

	Number of Families	Percent of Families
Total Wait List	5,993	100%
Extremely Low Income	5,348	89%
Very Low Income	572	10%
Low Income	64	1%
Families w/ children	3,765	63%
Elderly Families	222	4%
Families w/ disability	1,049	18%
White households	1,023	17%
Black households	4,372	81%
Other – race / ethnicity	153	3%
Hispanic households	170	3%

The Section 8 HCVP wait list remains open and it is estimated that approximately fifteen percent (15%) turnover annually (based upon the number of program participants who leave the program and replaced with an applicant from the wait list).

The wait list for the Public Housing program is site based, with eighteen separate sites. The consolidated wait list, with an unduplicated count (meaning that an applicant is counted only once no matter how many different locations they applied for), results in the following demographic breakdown.

	Number of Families	Percent of Families
Total Wait List	4,650	100%
Extremely Low Income	4,204	90%
Very Low Income	399	9%
Low Income	41	<1%
Families w/ children	2,826	61%
Elderly Families	241	5%
Families w/ disability	850	18%
White households	866	19%
Black households	3,688	79%
Other – race / ethnicity	117	3%
Hispanic households	145	3%
0 & 1 Bedroom	1,684	36%
2 Bedroom	1,911	41%
3 Bedroom	912	20%
4 Bedroom	135	3%
5 Bedroom	8	< 1%

All public housing wait lists remain open and the annual turnover is estimated at fifteen (15%) based upon the number of move-outs annually.

The wait list demographics suggest that the needs of the applicants on both the public housing and Section 8 HCVP wait lists are consistent with the needs of households in the jurisdiction as identified in St. Clair County’s Consolidated Plan (CP). About ninety percent (90%) of all applicants for housing assistance fall in the extremely low income category (30% or below of area median income). Housing cost burden is the primary factor in applicants seeking housing assistance. Approximately twenty percent (20%) of all applicant households report having a disability. About eighty percent (80%) of all applicant households are black. Black households were identified in the CP as one of the minority groups having a disproportionate housing need. The number of Hispanic and other minority households on the wait lists is consistent with general population statistics as recognized by the 2000 Census.

SCCHA will re-evaluate the consistency of need between applicants on the public housing and Section 8 HCVP wait lists and the general population for the jurisdiction after the results of the 2010 Census is available.

*Reference Note: The “Housing” section of the St. Clair County Consolidated Plan 2010 to 2014 served as the basis of identifying the housing needs of households in the jurisdiction. A copy of the “Housing” portion of the Consolidated Plan is on file and available for review upon request in conjunction with the review and comment period for the St. Clair County Housing Authority’s 2012 Agency Plan Update.*

## **Statement of Strategy for Addressing Housing Needs**

### **(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:**

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Minimize “off line” time due to renovation / modernization of public housing units.
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies

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

- Support the efforts of others to increase the number of affordable housing units.

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

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

- 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
- Adopt rent policies to support and encourage work

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

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

- Employ admissions preferences aimed at families who are working

- Adopt rent policies to support and encourage work

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

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

- Maintain HUD-approved designation of public housing for the elderly;
- Maintain Senior Service Coordination Program

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

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

- 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
- Affirmatively market to local non-profit agencies that assist families with disabilities (primarily LINC, Inc.)

**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:**

- No specific marketing / outreach activities are planned at this time

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

- Counsel Section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the Section 8 program to owners outside of areas of poverty /minority concentrations

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

**(2) Reasons for Selecting Strategies**

The following factors influenced the SCCHA's selection of the strategies it will pursue:

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA



- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups

## ANNUAL PLAN

### *STATUS REPORT – FEBRUARY 2012*

---

**Goal:** Develop Asset Management Systems and adopt Project Based Budgeting Process to assess the financial performance and continued viability of each public housing “AMP” (or asset management project).

**Status:** *Notable Progress.* Public Housing Operating Budget compiled using Asset Management Approach (separate budgets established for each Public Housing Development groupings or “AMPs” and Central Office Cost Center (COCC). Further enhancement and refinement of the process will be necessary to achieve full compliance. Finance Department staff periodically consults with a Certified Public Accountant (CPA) with extensive experience in training and auditing PHAs throughout the Country for advice and counsel aimed toward achieving full compliance with statutory requirements. Although HUD continues to develop and issue compliance guidance materials substantial progress has been achieved.

**Goal:** Continue to utilize Capital Fund Program to upgrade / modernize the public housing stock.

**Status:** *Continued Progress.* Full obligation and expenditure of Capital Fund allocations within implementation dates achieved. Majority of Capital Fund expenditures during Fiscal Year Ending 2012 were designated for second phase of extensive exterior renovation project at the Private Mathison Manor and Ernest Smith Sr. Apartments in Centreville (AMPs 21 and 31). The majority of CFP funding anticipated this year will be targeted toward much needed exterior improvements and HVAC upgrades in AMP 22 (Centreville). The major work item projected in CFP Year 2 is HVAC and window replacement in AMP 32 (Centreville).

**Goal:** Through partnerships with local law enforcement and prevention program service providers and other initiatives, reduce the level of drug-related crime in the targeted developments to a level equal to or less than the surrounding neighborhoods.

**Status:** *Limited Progress.* SCCHA enjoys cooperative relationships with the police departments in the targeted developments (Centreville, Alorton, and Brooklyn). Drug-related and other crimes remain a problem in the developments, but the primary cause is the general lack of resources available to local law enforcement. The local police are providing a level of service considered substantially equivalent to the surrounding neighborhoods, but it remains insufficient to adequately address the community-wide drug-related crime problem. SCCHA has achieved positive results by staffing a part-time “Law Enforcement Liaison” position to coordinate activities with local police departments and other law enforcement entities and to work cooperatively with probation and parole officials to ensure that probationers and parolees (for drug related and/or violent crimes) are not released to public housing locations.

**Goal:** Improve security within developments, particularly those in Centreville, through utilization of security cameras with monitoring accomplished with the assistance of local law enforcement.

**Status:** *Notable Progress.* Security cameras have been installed in the Private Mathison Manor and Ernest Smith Sr. Apartment complexes, a total of eight in PMM and thirteen in ESSA. The cameras are fully operational with continuous monitoring capability at the on-site offices. Unfortunately, continuous monitoring at the management offices is not feasible due to staffing constraints (these are one-person offices). The Centreville Police Department have remote monitoring capability at their station. Surveillance cameras have proven useful in solving and deterring crime within the two developments. Additionally, SCCHA has completed installation of a first phase of cameras at the public housing locations in Brooklyn, Belleville (Amber Court) and O'Fallon, along with camera upgrades at the Bel-Plaza I & II buildings in Belleville through a Safety and Security Grant.

**Goal:** Enhance fire prevention safety through vigilant inspections by maintenance and management personnel and by the installation of stove top fire extinguisher units to reduce the number of cooking related fires.

**Status:** *Efforts Continue.* The installation of stove top fire extinguishers for gas stoves are being phased in. The implementation is scheduled to be 100% complete by the end of the current plan period (by 6/30/12). Maintenance and management inspections continue, with many households targeted for accelerated inspections when conditions that increase the potential for fire are identified (greasy / dirty stove and/or range hood exhaust, extension cords, flammables in vicinity of gas-fired furnace or water heater, etc.). However, fire prevention is difficult and resident education is a long process. Outcomes are not within direct control of management and one accident or act of neglect on the part of a resident can have devastating results. Fire prevention efforts will continue.

**Goal:** Obtain HUD approval / renewal of designated housing plan (for elderly only, non-elderly disabled only, etc.).

**Status:** *Goal Achieved.* HUD approval of a two year extension of SCCHA's Designated Housing Plan was received.

**Goal:** Comply with statutory and any HUD regulatory requirements to maintain site-based wait lists for public housing program.

**Goal:** *Limited Progress.* SCCHA is successfully administering the public housing site based wait list program, including, but not limited to monitoring racial, ethnic or disability-related composition at each PHA site. Arrangements have not been made for the use of independent testers (or other means satisfactory to HUD) to assure the site-based waiting list is not being administered in a discriminatory way and that no patterns or practices of discrimination exist. Identifying qualified parties to carry out the

independent testing and the associated costs have been the primary obstacles to achieving said goal.

**Goal:** Arrange for Fair Housing and Reasonable Accommodation Training for all staff involved in wait list, admissions and/or continued occupancy activities for any federal housing program administered.

**Status:** *Continued Progress.* In-service training for all staff on this subject was held July 2009 and conducted by a representative from HUD's Office of Fair Housing and Equal Opportunity. Department Supervisors attended the Metro East Fair Housing Conference in April 2011. The Section 8 Program Director attended a Fair Housing session sponsored by the Illinois Association of Housing Authorities (IAHA) in April 2011. Another In-service Fair Housing and Reasonable Accommodation Training is planned for final quarter of the Annual Plan year (April – June 2012) using a training video produced by Nan McKay & Associates.

## **FIVE-YEAR PLAN**

### ***STATUS REPORT – FEBRUARY 2012***

---

**HUD Strategic Goal:** Expand the supply of assisted housing by reducing public housing vacancies and leveraging private or other public funds to create additional housing opportunities.

**Status:** *Significant Progress.* The number of public housing vacancies decreased significantly from February 2010 to February 2011. There were forty-eight (48) vacant units February 2010. That number was reduced to sixteen (16) as of February 2011, representing a vacancy percentage of 1.6%. As of February 1, 2012, there were fourteen (14) public housing vacancies. This achievement was the result of a concentrated effort by the maintenance and management staff. It will be a challenge to maintain an occupancy rate of ninety-eight (98% or higher), but SCCHA is committed to putting forth the best effort possible.

Affordable housing opportunities, particularly for the senior citizens, have expanded locally as several new federally-assisted and/or State administered tax-credit properties have come on-line in recent years. SCCHA will continue its efforts to increase the supply of affordable housing through cooperative efforts with public and private partners, when the opportunity is available.

**HUD Strategic Goal:** Improve the quality of assisted housing through: improved PHAS (Public Housing Assessment System) scores for public housing program and SEMAP (Section 8 Management Assessment Program) scores for Section 8 Program; increased customer satisfaction; renovating public housing units; and development of project-based budgeting and asset management approach to public housing operations.

**Status:** *Significant Progress Achieved.* PHAS scores have remained in the high 80's, resulting in "standard performer" designation. Vacancy days and unit turn-around time have historically been the major obstacles to achieving a higher PHAS score in the public housing program. The PHAS score under the Interim Rule due for the FYE 6/30/11 has not yet been received. A "high performer" designation under the SEMAP was achieved for the FYE-6/30/10 and maintained for FYE-6/30/11. The staff is dedicated to maintaining high-performer status through-out the Agency Plan period.

Historically, Resident Assessment and Satisfaction Survey reports reflected high satisfaction rates in areas of maintenance and services. Scores in communication, safety and neighborhood appearance have traditionally remained below 75% target level. A follow-up Plan was developed to increase satisfaction scores in these areas. The resident survey process has been suspended by HUD.

Full and timely obligation and expenditure of Capital Fund allocations was achieved during the year one and two of the current five year plan and is expected to continue.

The majority of Capital Fund grants in 2010 and 2011 allocation were designated to the extensive and multi-phase exterior improvement program designed to ensure continued long-term viability of the Private Mathison Manor (PMM) and Ernest Smith Sr. (ESS) developments in Centreville. The majority of the CFP funding anticipated to be received in 2012 will be targeted for the continuation of work in Centreville.

Most aspects of the project-based budgeting and asset management approach to public housing operations were well developed and in place at the start of the current five year planning cycle. Further refinements and operational modifications are anticipated during this planning cycle as SCCHA works with HUD, financial auditors, and financial consultants to achieve full compliance.

**HUD Strategic Goal:** Increase assisted housing choices through provision of voucher mobility counseling, outreach efforts to potential voucher landlords, increase voucher payment standards above 100% of local FMRs (Fair Market Rents), and implementation of public housing site based waiting lists.

**Status:** *Mixed Results:* By the close of 2011 the Housing Choice Voucher Program (HCVP) was operating at full financial capacity. However, in an attempt to increase the number of households served and generate administrative fees minimally sufficient to maintain program operations, the payment standard has been maintained at approximately 100% of the established FMRs. HCVP participants receive voucher mobility counseling with the issuance of every voucher / Landlord Packet. Most outreach to landlords that do not currently participate in the HCVP is done by voucher holders--- they are encouraged to search for the best possible housing by seeking out landlords that have not previously participated in the program. This often leads to the prospective landlord contacting program staff for additional information. Several new landlords have been brought into the program in this manner and given the inadequate administrative fee structure it is really the only viable option currently available for conducting landlord outreach. Continued successful administration of the public housing site based waiting list program was achieved during the 2011 – 2012 annual plan year. The site based wait list is considered a key factor in achieving the significant reduction in public housing vacancies.

**HUD Strategic Goal:** Improve community quality of life and economic vitality through implementation of: measures to de-concentrate poverty by bringing higher income public housing households into lower income developments; public housing security improvements; designation of developments for particular resident groups (household income level), and continued aggressive applicant screening and resident lease enforcement efforts.

**Status:** *Notable Progress.* The de-concentration analysis completed in February 2011 and again in February 2012 documented that no public housing properties had average household income levels outside the acceptable range (85% - 115% of average PHA-wide income). Surveillance cameras are now operational at multiple public housing locations, including Brooklyn, Centreville, Belleville and O’Fallon. Additional security cameras

will be installed at these and other locations as funds become available. HUD approval of SCCHA's request to renew its Designation Plan was received July 2010. The plan was fully implemented before the start of the 2011 agency plan cycle. The Designation Plan is considered a vital component to successful management of SCCHA's public housing inventory. Senior citizens and younger persons with disabilities are divergent populations with different needs and lifestyles and are not compatible for mutual residency in high density multi-family housing properties. Aggressive applicant screening and resident lease enforcement efforts continued in the first two years of the agency plan cycle and will continue through the full cycle. Waiting list preferences were previously established for applicants who are employed and/or are in job training / education programs. To achieve greater administrative efficiencies and to recognize housing crisis other than rent burden, SCCHA has proposed changes in its public housing and Section 8 HCVP selection admission preferences in conjunction with the 2012 Agency Plan Update.

**HUD Strategic Goal:** Promote self-sufficiency and asset development of families and individuals by: increasing the number and percentage of employed persons in assisted housing developments; providing or attracting supportive services to improve assistance recipients' employability and/or to increase independence for the elderly or families with disability.

**Status: Limited Progress.** In February 2009 thirty-eight (38%) of public housing families had earned income. That number decreased to thirty-five percent (35%) in February 2010, declining further to thirty-four percent (34%) by February 2011. The percentage remained unchanged in February 2012. The decline is attributed to the national economic downturn and is consistent with the increase in the national, state and local unemployment rates. SCCHA maintains Board membership on the Mid-America Work Force Investment Board and its Youth Council. In addition, SCCHA maintains strong ties with the Employment and Training staff of Local Service Delivery Area 24 (St. Clair County Intergovernmental Grants Department) and other organizations that provide education and training services. The primary purpose of the association with these organizations is to stay aware of job training / education programs and services available and to leverage increased participation of public housing residents in these programs. A recent example of the cooperative relationship between SCCHA and these entities is SCCHA office(s) being utilized as recruitment and registration sites for the Summer Youth Employment Program funded by the American Recovery and Reinvestment Act (ARRA), resulting in jobs for several public housing and Section 8 youth. Similarly, when the State of Illinois Department of Human Services (IDHS) initiated a subsidized job program for both adults and youth in households receiving TANF benefits, many public housing (and Section 8 HCVP) households participated in the program. The cooperative relationship between SCCHA and the organizations administering these programs locally (SCC-IGD and Lessie Bates Neighborhood House) facilitated the participation of many assisted resident households.

The Public Housing Service Coordinator works to meet the needs of elderly and families with disabilities to increase independence. The Service Coordination Program does an outstanding job and received numerous awards and recognitions. The Family Self-Sufficiency (FSS) Program, a local initiative that served public housing residents was phased out in 2011. The phase-out was planned as part of a 2006 re-organization/downsizing effort made necessary by budget constraints.

**HUD Strategic Goal:** Ensure equal opportunity and affirmatively further fair housing by undertaking affirmative measures to ensure access to assisted housing and provide a suitable living environment for families living in assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability.

**Status:** *Progress Achieved.* SCCHA continues to operate and/or administer all programs and services in a non-discriminatory manner. SCCHA staff received Fair Housing and Reasonable Accommodation training by a HUD staff member in July 2009. Departmental Supervisors attended fair housing training session(s) in April 2011. SCCHA is committed to periodic fair housing and reasonable accommodation training for staff with an in-service training planned before the end of the current plan year (before June 30, 2012).



## **VIOLENCE AGAINST WOMEN'S ACT POLICIES**

### **Narrative Statement**

In accordance with the Violence Against Women's Act (VAWA), the St. Clair County Housing Authority (SCCHA) will refer any applicant or program participant who indicates that they are a victim of domestic violence, dating violence, or stalking to the Violence Prevention Center located in Belleville, IL, (618) 235-0892. The Violence Prevention Center provides services for the following:

- a) Women and children affected by any form of abuse;
- b) Emergency Shelter;
- c) Counseling and
- d) Has a court advocate to assist in filing Orders of Protection on the client's behalf.

SCCHA has adopted policies for both its Public Housing Program (Admissions and Continued Occupancy Policy) and Section 8 Housing Choice Voucher Program (Administrative Plan) that are compliant with the requirements of VAWA (see attached excerpts).

**Part 1 --- Policy Provisions Related to Eligibility (Part 8 of Public Housing Admissions and Continued Occupancy Policy)**

***PROHIBITION AGAINST DENIAL OF ASSISTANCE TO VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING [PUB.L. 109-162]***

The Violence Against Women Reauthorization Act of 2005 (VAWA) prohibits denial of admission to an otherwise qualified applicant on the basis that the applicant is or has been a victim of domestic violence, dating violence, or stalking. Specifically, Section 606(1) of VAWA adds the following provision to the U. S. Housing Act of 1937:

- A. That an applicant or participant who is or has been a victim of domestic violence, dating violence, or stalking is not an appropriate reason for denial of program assistance or for denial of admission, if the applicant otherwise qualifies for assistance or admission.

**Definitions**

As used in VAWA:

1. The term domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
2. The term *dating violence* means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - a. The length of the relationship
  - b. The type of relationship
  - c. The frequency of interaction
3. The term *stalking* means:
  - a. To follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass, or intimidate; or
  - b. To place under surveillance with the intent to kill, injure, harass, or intimidate another person; and

- c. In the course of, or as a result of, such following, pursuit, surveillance, or repeatedly committed acts, to place a person in reasonable fear of the death of, serious bodily injury to, or to cause substantial emotional harm to (1) that person, (2) a member of the immediate family of that person, or (3) the spouse or intimate partner of that person.
4. The term *immediate family member* means, with respect to a person:
- a. A spouse, parent, brother or sister, or child of that person, or an individual to whom that person stands in the position or place of a parent; or
  - b. Any other person living in the household of that person and related to that person by blood and marriage.

### **Notification and Victim Documentation**

SCCHA acknowledges that a victim of domestic violence, dating violence, or stalking may have an unfavorable history that would warrant denial under the SCCHA's policies. Therefore, if the SCCHA makes a determination to deny admission to an applicant family, SCCHA will issue a written notice of denial, which will include notice of the applicant's right to appeal the decision through the established appeal process. The applicant will be offered the opportunity to provide documentation affirming that the cause of the unfavorable history is that a member of the applicant family is or has been a victim of domestic violence, dating violence, or stalking.

The documentation must include two elements:

- a. A signed statement by the victim that provides the name of the perpetrator and certifies that the incidents in question are bona fide incidents of actual or threatened domestic violence, dating violence, or stalking, and
- b. One of the following:
  - 1. A police or court record documenting the actual or threatened abuse, or
  - 2. A statement signed by an employee, agent, or volunteer of a victim service provider, an attorney, a medical professional, or another knowledgeable professional from whom the victim has sought assistance in addressing the actual or threatened abuse. The professional must attest under penalty of perjury that the incidents in question are bona fide incidents of abuse, and the victim must sign or attest to the statement.

The applicant must submit the required documentation within 10 days of the informal review or must request an extension in writing at that time. If the applicant so requests, the SCCHA will grant an extension of 10 business days, and will delay issuance of the

informal review determination until after it has received the documentation or the extension period has elapsed. If after reviewing the documentation provided by the applicant the SCCHA determines the family is eligible for assistance, a favorable decision notice will be issued and SCCHA will proceed with admission of the applicant family. If SCCHA determines the family is not eligible for assistance, an adverse decision notice will be issued.

### **Perpetrator Removal or Documentation of Rehabilitation**

In cases where an applicant family includes the perpetrator as well as the victim of domestic violence, dating violence, or stalking, SCCHA will proceed as above but will require, in addition, either (a) that the perpetrator be removed from the applicant household and not reside in the assisted housing unit or (b) that the family provide documentation that the perpetrator has successfully completed, or is successfully undergoing rehabilitation or treatment.

If the family elects the second option, the documentation must be signed by an employee or agent of a domestic violence service provider or by a medical or other knowledgeable professional from whom the perpetrator has sought or is receiving assistance in addressing the abuse. The signer must attest under penalty of perjury to his or her belief that the rehabilitation was successfully completed or is progressing successfully. The victim and perpetrator must also sign or attest to the documentation. This additional documentation must be submitted within the same time frame as the documentation required from the victim.

### **Confidentiality Requirements**

All information provided to SCCHA regarding domestic violence, dating violence, or stalking, including the fact that an individual is a victim of such violence or stalking, must be retained in confidence and may neither be entered into any shared database nor provided to any related entity, except to the extent that the disclosure (a) is requested or consented to by the individual in writing, (b) is required for use in an eviction proceeding, or (c) is otherwise required by applicable law.

## **Part 2 --- Policy Provisions Related to Terminating Tenancy (Part 20 of Public Housing Admissions and Continued Occupancy Policy)**

### **20.3 *TERMINATING THE TENANCY OF DOMESTIC VIOLENCE, DATING VIOLENCE, OR STALKING VICTIMS AND PERPETRATORS [PUB.L. 109-162, PUB.L. 109-271]***

The Violence Against Women Reauthorization Act of 2005 (VAWA) provides that “criminal activity directly relating to domestic violence, dating violence, or stalking, engaged in by a member of a tenant’s household or any guest or other person under the tenant’s control shall not be a cause for termination of assistance, tenancy, or occupancy rights if the tenant or an immediate member of the tenant’s family is the victim or threatened victim of that domestic violence, dating violence, or stalking.”

VAWA also gives SCCHA the authority to “terminate tenancy of any individual who is a tenant or lawful occupant and who engages in criminal acts of physical violence against family members or others, without evicting, removing, terminating assistance to, or otherwise penalizing the victim of such violence who is also a tenant or lawful occupant.”

VAWA does not limit the authority of SCCHA to terminate the assistance of any participant if SCCHA “can demonstrate an actual and imminent threat to other tenants or those employed at or providing service to the property if that tenant is not evicted or terminated from assistance.”

#### **1. Victim Documentation**

When a participant family is facing lease termination because of the actions of a participant, household member, guest, or other person under the participant’s control and a participant or immediate family member of the participant’s family claims that she or he is the victim of such actions and that the actions are related to domestic violence, dating violence, or stalking, SCCHA will require the individual to submit documentation affirming that claim.

The documentation must include two elements:

- a. A signed statement by the victim that provides the name of the perpetrator and certifies that the incidents in question are bona fide incidents of actual or threatened domestic violence, dating violence, or stalking, and
- b. One of the following:
  1. A police or court record documenting the actual or threatened abuse, or
  2. A statement signed by an employee, agent, or volunteer of a victim service provider, an attorney, a medical professional, or another knowledgeable professional from whom the victim has sought

assistance in addressing the actual or threatened abuse. The professional must attest under penalty of perjury that the incidents in question are bona fide incidents of abuse, and the victim must sign or attest to the statement.

The required certification and supporting documentation must be submitted to SCCHA within 14 business days after SCCHA issues its written request. The 14-day deadline may be extended at SCCHA's discretion. If the individual does not provide the required certification and supporting documentation within 14 business days, or the approved extension period, SCCHA may proceed with lease termination.

If SCCHA can demonstrate an actual and imminent threat to other participants or those employed at or providing service to the property if the participant's tenancy is not terminated, SCCHA will bypass the standard process and proceed with the immediate termination of the family's tenancy.

## **2. Terminating the Lease of a Domestic Violence Perpetrator**

Although VAWA provides lease termination protection for victims of domestic violence, it does not provide protection for perpetrators. VAWA gives SCCHA the explicit authority to "terminate assistance to any individual who is a tenant or lawful occupant and who engages in criminal acts of physical violence against family members or others...without terminating assistance to, or otherwise penalizing the victim of such violence who is a tenant or lawful occupant." This authority supersedes any local, state, or federal law to the contrary. However, if SCCHA chooses to exercise this authority, it must follow any procedures prescribed by HUD or applicable local, state, or federal law regarding termination of assistance [Pub.L. 109-271].

When the actions of a participant or other family member result in SCCHA's decision to terminate the family's lease and another family member claims that the actions involve criminal acts of physical violence against family members or others, SCCHA will request that the victim submit the above required certification and supporting documentation in accordance with the stated time frame. If the certification and supporting documentation are submitted within the required time frame, or any approved extension period, SCCHA will terminate the perpetrator's lease right. If the victim does not provide the certification and supporting documentation, as required, SCCHA will proceed with termination of the family's lease.

If SCCHA can demonstrate an actual and imminent threat to other tenants or those employed at or providing service to the property if the participant's tenancy is not terminated, SCCHA will bypass the standard process and proceed with the immediate termination of the family's lease.

### **3. PHA Confidentiality Requirements**

All information provided to SCCHA regarding domestic violence, dating violence, or stalking, including the fact that an individual is a victim of such violence or stalking, must be retained in confidence and may neither be entered into any shared data base nor provided to any related entity, except to the extent that the disclosure (a) is requested or consented to by the individual in writing, (b) is required for use in an eviction proceeding, or (c) is otherwise required by applicable law.

## **Part 1 --- Policy Provisions Related to Eligibility (Chapter 3 of Administrative Plan)**

### **3-III.G. PROHIBITION AGAINST DENIAL OF ASSISTANCE TO VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING [Pub.L. 109-162]**

The Violence Against Women Reauthorization Act of 2005 (VAWA) prohibits denial of admission to an otherwise qualified applicant on the basis that the applicant is or has been a victim of domestic violence, dating violence, or stalking. Specifically, Section 606(1) of VAWA adds the following provision to Section 8 of the U.S. Housing Act of 1937, which lists contract provisions and requirements for the housing choice voucher program:

- That an applicant or participant is or has been a victim of domestic violence, dating violence, or stalking is not an appropriate reason for denial of program assistance or for denial of admission, if the applicant otherwise qualifies for assistance or admission.

#### **Definitions**

As used in VAWA:

- The term *domestic violence* includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- The term *dating violence* means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - The length of the relationship
  - The type of relationship
  - The frequency of interaction between the persons involved in the relationship
- The term *stalking* means:
  - To follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass, or intimidate; or
  - To place under surveillance with the intent to kill, injure, harass, or intimidate another person; and
  - In the course of, or as a result of, such following, pursuit, surveillance, or repeatedly committed acts, to place a person in reasonable fear of the death of, or serious bodily injury to, or to cause substantial emotional harm to (1) that person, (2) a member of the immediate family of that person, or (3) the spouse or intimate partner of that person.



- The term *immediate family member* means, with respect to a person:

- A spouse, parent, brother or sister, or child of that person, or an individual to whom that person stands in the position or place of a parent; or - Any other person living in the household of that person and related to that person by blood and marriage.

### **Notification and Victim Documentation**

The SCCHA acknowledges that a victim of domestic violence, dating violence, or stalking may have an unfavorable history that would warrant denial under the SCCHA's policies. Therefore, if the SCCHA makes a determination to deny admission to an applicant family, the SCCHA will include in its notice of denial a statement of the protection against denial provided by VAWA and will offer the applicant the opportunity to provide documentation affirming that the cause of the unfavorable history is that a member of the applicant family is or has been a victim of domestic violence, dating violence, or stalking.

The documentation must include two elements:

A signed statement by the victim that provides the name of the perpetrator and certifies that the incidents in question are bona fide incidents of actual or threatened domestic violence, dating violence, or stalking, and

One of the following:

A police or court record documenting the actual or threatened abuse, or A statement signed by an employee, agent, or volunteer of a victim service provider; an attorney; a medical professional; or another knowledgeable professional from whom the victim has sought assistance in addressing the actual or threatened abuse. The professional must attest under penalty of perjury that the incidents in question are bona fide incidents of abuse, and the victim must sign or attest to the statement.

The applicant must submit the required documentation with her or his request for an informal review (see section 16-III.D) or must request an extension in writing at that time. If the applicant so requests, the SCCHA will grant an extension of 10 business days, and will postpone scheduling the applicant's informal review until after it has received the documentation or the extension period has elapsed. If after reviewing the documentation provided by the applicant the SCCHA determines the family is eligible for assistance, no informal review will be scheduled and the SCCHA will proceed with admission of the applicant family.

### **Perpetrator Removal or Documentation of Rehabilitation**

In cases where an applicant family includes the perpetrator as well as the victim of domestic violence, dating violence, or stalking, the SCCHA will proceed as above but will require, in addition, either (a) that the perpetrator be removed from the applicant household and not reside

in the assisted housing unit or (b) that the family provide documentation that the perpetrator has successfully completed, or is successfully undergoing, rehabilitation or treatment.

If the family elects the second option, the documentation must be signed by an employee or agent of a domestic violence service provider or by a medical or other knowledgeable professional from whom the perpetrator has sought or is receiving assistance in addressing the abuse. The signer must attest under penalty of perjury to his or her belief that the rehabilitation was successfully completed or is progressing successfully. The victim and perpetrator must also sign or attest to the documentation. This additional documentation must be submitted within the same time frame as the documentation required above from the victim.

### **SCCHA Confidentiality Requirements**

All information provided to the SCCHA regarding domestic violence, dating violence, or stalking, including the fact that an individual is a victim of such violence or stalking, must be retained in confidence and may neither be entered into any shared database nor provided to any related entity, except to the extent that the disclosure (a) is requested or consented to by the individual in writing, (b) is required for use in an eviction proceeding, or (c) is otherwise required by applicable law.

## **Part 2 – Policy Provisions Related to Terminating Assistance (Chapter 12 of Administrative Plan)**

### **12-II.E. TERMINATING THE ASSISTANCE OF DOMESTIC VIOLENCE, DATING VIOLENCE, OR STALKING VICTIMS AND PERPETRATORS [Pub.L. 109-162, Pub.L. 109-271]**

The Violence Against Women Reauthorization Act of 2005 (VAWA) provides that “criminal activity directly relating to domestic violence, dating violence, or stalking, engaged in by a member of a tenant’s household or any guest or other person under the tenant’s control shall not be a cause for termination of assistance, tenancy, or occupancy rights if the tenant or an immediate member of the tenant’s family is the victim or threatened victim of that domestic violence, dating violence, or stalking.” VAWA also gives SCCHA the authority to “terminate assistance to any individual who is a tenant or lawful occupant and who engages in criminal acts of physical violence against family members or others, without evicting, removing, terminating assistance to, or otherwise penalizing the victim of such violence who is also a tenant or lawful occupant.” VAWA does not limit the authority of the SCCHA to terminate the assistance of any participant if the SCCHA “can demonstrate an actual and imminent threat to other tenants or those employed at or providing service to the property if that tenant is not evicted or terminated from assistance.”

#### **Victim Documentation**

When a participant family is facing assistance termination because of the actions of a participant, household member, guest, or other person at the unit as a result of the participant’s occupancy and a participant or immediate family member of the participant’s family claims that she or he is the victim of such actions and that the actions are related to domestic violence, dating violence, or stalking the SCCHA will require the individual to submit documentation affirming that claim. The documentation must include two elements:

A signed statement by the victim that provides the name of the perpetrator and certifies that the incidents in question are bona fide incidents of actual or threatened domestic violence, dating violence, or stalking, and

One or more of the following:

A police or court record documenting the actual or threatened abuse (includes but is not limited to restraining orders and/or orders of protection), or

A statement signed by an employee, agent, or volunteer of a victim service provider; an attorney; a medical professional; or another knowledgeable professional from whom the victim has sought assistance in addressing the actual or threatened abuse. The professional must attest under penalty of perjury that the incidents in question are bona fide incidents of abuse, and the victim must sign or attest to the statement.

The required certification and supporting documentation must be submitted to the SCCHA within 14 business days after the SCCHA issues their written request. The 14-day deadline may be extended at the SCCHA's discretion. If the individual does not provide the required certification and supporting documentation within 14 business days, or the approved extension period, the SCCHA may proceed with assistance termination. The individual must take all actions within their control to prevent future incidents, including but not limited to cooperating with law enforcement, seeking court-issued orders of protection/restraining orders, and not granting the violator permission to visit the premises.

If the SCCHA can demonstrate an actual and imminent threat to other participants or those employed at or providing service to the property if the participant's tenancy is not terminated, the SCCHA will bypass the standard process and proceed with the immediate termination of the family's assistance.

### **Terminating the Assistance of a Domestic Violence Perpetrator**

Although VAWA provides assistance termination protection for victims of domestic violence, it does not provide protection for perpetrators. VAWA gives the SCCHA the explicit authority to "terminate assistance to any individual who is a tenant or lawful occupant and who engages in criminal acts of physical violence against family members or others...without terminating assistance to, or otherwise penalizing the victim of such violence who is also a tenant or lawful occupant." This authority supersedes any local, state, or other federal law to the contrary.

However, if the SCCHA chooses to exercise this authority, it must follow any procedures prescribed by HUD or by applicable local, state, or federal law regarding termination of assistance [Pub.L. 109-271].

When the actions of a participant or other family member result in a SCCHA decision to terminate the family's assistance and another family member claims that the actions involve criminal acts of physical violence against family members or others, the SCCHA will request that the victim submit the above required certification and supporting documentation in accordance with the stated time frame. If the certification and supporting documentation are submitted within the required time frame, or any approved extension period, the SCCHA will terminate the perpetrator's assistance. If the victim does not provide the certification and supporting documentation, as required, the SCCHA will proceed with termination of the family's assistance.

If the SCCHA can demonstrate an actual and imminent threat to other tenants or those employed at or providing service to the property if the participant's tenancy is not terminated, the SCCHA will bypass the standard process and proceed with the immediate termination of the family's assistance.

## **SCCHA Confidentiality Requirements**

All information provided to the SCCHA regarding domestic violence, dating violence, or stalking, including the fact that an individual is a victim of such violence or stalking, must be retained in confidence and may neither be entered into any shared data base nor provided to any related entity, except to the extent that the disclosure (a) is requested or consented to by the individual in writing, (b) is required for use in an eviction proceeding, or (c) is otherwise required by applicable law.

**Part 3 --- Policy Provisions Related to Notification of Applicants and Participants  
(Chapter 16 of Administrative Plan)**

**PART IX: NOTIFICATION REGARDING APPLICABLE PROVISIONS OF THE  
VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2005 (VAWA)  
16-IX.A. NOTIFICATION TO APPLICANTS AND PARTICIPANTS [Pub.L. 109-162]**

VAWA requires SCCHA to notify public housing program participants of their rights under this law, including their right to confidentiality and the limits thereof.

The SCCHA will have available for all applicants and program participants flyers and/or informational brochures containing information regarding their protections and rights under VAWA at the time of admission and at annual reexamination.

The printed information will explain the protections afforded under the law, inform the participant of SCCHA confidentiality requirements, and provide contact information for local victim advocacy groups or service providers.

**16-IX.B. NOTIFICATION TO OWNERS AND MANAGERS [Pub.L. 109-162]**

VAWA requires SCCHA to notify owners and managers of their rights and responsibilities under this law.

Inform property owners and managers of their screening and termination responsibilities related to VAWA. The SCCHA may utilize any or all of the following means to notify owners of their VAWA responsibilities:

- As appropriate in day to day interactions with owners and managers
- Inserts in HAP payments, 1099s, owner workshops, classes, orientations, and/or newsletters
- Signs in the SCCHA lobby and/or mass mailings which include model VAWA certification forms

## **CARBON MONOXIDE DETECTORS**

The St. Clair County Housing Authority has conformed the policies and practices of both the Public Housing and Section 8 Programs to comply with the Illinois Carbon Monoxide Alarm Detector (CMAD) Act, which went into effect January 1, 2007.

Compliance activities completed on or before January 1, 2007 included, but were necessarily limited to the installation of Carbon Monoxide Detectors where required by law in all units owned / operated by SCCHA, revision of appropriate public housing (ACOP) and Section 8 HCVP (Administrative Plan) policies, and sending a summary version of the Illinois Carbon Monoxide Alarm Detector (CMAD) Act to all residents.

Resident Advisory Board Comments  
(Minutes from RAB Meetings held for Agency Plan Update 2012)

---

Resident Advisory Board  
Regular Meeting  
February 17, 2012  
Minutes

The regular meeting of the Resident Advisory Board (RAB) for the St. Clair County Housing Authority's Agency Plan was convened on February 17, 2012 at the Central Office, Belleville, IL.

The meeting was called to order by Earline Jenkins, Chairman, with the members present recorded on the attached sign-in sheet. Ms. Jenkins welcomed those in attendance, noting that this meeting was well attended. Ms. Jenkins requested that Larry McLean, Deputy Director present the various items of business to the members.

A motion was made, seconded, and passed to approve the revised minutes of the January 25th meeting.

A motion was made, seconded, and passed to approve the minutes of the February 8, 2012 meeting.

The draft "Disaster Plan" developed by SCCHA's safety committee was presented to the members for review. Mr. McLean commented that the document has been "in the works" for a long time and was developed in response to HUD's suggestion that all PHAs prepare a Disaster Plan. The basic outline of the plan was reviewed. Mr. McLean noted that SCCHA would accept comment on the Disaster Plan through-out the 45 day Agency Plan review period. He encouraged each member to review the document personally and review it with their respective resident councils, as applicable. Kay Riesch suggested that it should be noted that the Amber Court Community Center is equipped with an emergency generator. She also asked how the emergency generator is activated in the event of a power outage. Mr. Myers commented that in his experience emergency generators activate automatically. Mr. McLean agreed with Ms. Riesch that it should be noted in the Disaster Plan that the Amber Court Community Center is equipped with an emergency generator and indicated that he thought Mr. Myers was correct in regards to the automatic activation in the event of an outage, but he wanted to confirm this before saying for sure. The need to clarify who would open the Community Center under various emergency circumstances was noted.

David Wright, Modernization Director, presented a revised 5 Year Capital Fund Program Plan. Mr. Wright explained that the content of the plan was changed primarily for two reasons. First, SCCHA already received its formula allocation for the 2012 cycle, which is the earliest that he ever recalls. Overall CFP funds were reduced by about ten percent (10%). After set-asides for administrative costs, AMP operations and management improvements, the amount available for construction activities was reduced from \$780,222 to \$703,306. The second reason the work items in the plan were changed was



## Resident Advisory Board Comments (Minutes from RAB Meetings held for Agency Plan Update 2012)

---

in hopes of leveraging the most possible funding under the State's energy efficiency improvement rebate program. There is an application process and the next round of rebates is not available until July 1, 2012. However, SCCHA has the potential of recovering up to \$300,000 in rebates for installing high-efficiency gas furnaces. The maximum rebate is \$300,000 annually. Mr. Wright explained that with the reduced funding under the CFP, staff felt that it was a priority to try to leverage as many sources of other funding as possible to improve SCCHA's housing stock. He noted the "weatherization" grant received through the County and the Cedar Ridge rehab grant through the State as other examples of seeking non-traditional funding sources.

The impact on the 5 Year CFP Plan is that furnace replacement (and associated mechanical renovations) in Centreville will dominate the first two years, with window replacement in Centreville not scheduled to start until year two.

Valerie Hych expressed her concern regarding the temperature difference between the upstairs and downstairs of the units in Private Mathison Manor, citing her unit as an example. Mr. McLean indicated that it is typical of townhouse designed units to have a noticeable temperature difference between the first and second floors during both the heating and cooling seasons. Mr. Wright stated that he would ask the contractor to investigate and assess the situation to determine if what Ms. Hych is experiencing is a typical design issue or a problem that can be resolved.

Donald Clark asked when the carpeting at Gwendolene Court might be replaced. Mr. Wright noted that the carpet at Gwendolene Court was actually among the most recently replaced of any property in SCCHA's inventory, although acknowledging that it has already been approximately 5 – 7 years since it was installed. Mr. Wright further noted that the physical improvement plan for Gwendolene Court calls for the exterior siding to be repaired / repainted this coming year (in conjunction with Amber Court), with roof replacement being the next priority. Mr. McLean acknowledged that the carpets at Gwendolene Court have not held up as well as hoped primarily due to the very light color, noting that there are no plans for across-the-board replacement in the near future, although replacement might occur on an individual unit basis at unit turnover if necessary due to condition.

The Status Report on 2011 Annual Goals and 5 Year Goals was reviewed. Mr. McLean noted that the number of public housing vacancies decreased from 48 in February 2009 to 12 in February 2012. The need to apply to HUD for an extension of SCCHA's Designated Housing Plan again in 2012 was also noted by Mr. McLean. Several members mentioned the importance of extending the current senior and non-senior disabled designations, noting the incompatibility of these two groups in high-density multi-family housing situations.

A copy of the Financial Audit Report for the fiscal year ending June 30, 2011 was provided to the members. Mr. McLean reported that there were no findings, questioned costs, or recommendations.

## Resident Advisory Board Comments (Minutes from RAB Meetings held for Agency Plan Update 2012)

---

The members received a complete copy of the 2012 Agency Plan Update document, including the HUD-50075 template, all required attachments, and PHA Plan Elements. Mr. McLean noted that virtually everything in the packet had previously been reviewed by members, either as separate items at today's meeting or at prior meetings during this year's Agency Plan cycle. He noted that the 45 day comment period opens today and concludes with the Public Hearing scheduled for April 2, 2012. He invited the members to review the Agency Plan packet individually and with their respective resident organizations, as applicable, and to submit any additional comments they feel are warranted.

Related to "other" issues, the following were noted /suggested:

- Valerie Hych reported a problem with air infiltration around the mail slot in her front entrance door. Mr. Wright indicated that he would defer that matter to the contractor and have the contractor make direct contact with her (with her permission).
- Ms. Hych requested an explanation regarding the reasons for the proposed changes in the flat rent schedule. Mr. McLean noted SCCHA's obligation to establish flat rents at "market level" for similar units. He explained that the proposed increases impacted relatively few public housing properties, mainly three, four and five bedroom units. Mr. McLean explained that based upon market data from the Section 8 HCV Program and public housing screening activities (where applicants disclose and landlords confirm rent levels), increases in the flat rent for the larger unit sizes (3, 4 and 5 bedroom units) and single family homes were determined appropriate.
- Ms. Hych asked if there was supposed to be one or two stove top individual fire extinguisher units in each apartment, noting that she has seen some units with only one device and others with two devices. Mr. McLean indicated that he thought each unit was equipped with two devices, but could not say for certain. He indicated that he would confirm the installation practice with the Maintenance Director. Ms. Hych expressed concern that residents might be charged for a device that was never installed.

Mr. McLean thanked the members for their service during this agency plan cycle. The next meeting date was left open. Ms. Cash suggested that unless an earlier meeting is needed related to the Agency Plan cycle, that the RAB meet in May to tour either SCCHA properties or another housing authority, expressing the value of this type of site visit to the members.

**Resident Advisory Board Comments**  
**(Minutes from RAB Meetings held for Agency Plan Update 2012)**

---

With there being no further business, the meeting was adjourned at approximately 12:30 p.m. for lunch.

Prepared by:     **Larry McLean**     Date: February 20, 2012  
Larry McLean, Deputy Director

Authorized by:     **Jessie Hooper**     Date: February 20, 2012  
Jessie Hooper, Secretary

c:\lrm\word\mydocuments\rab\rabmin2-17-12

# Resident Advisory Board Comments (Minutes from RAB Meetings held for Agency Plan Update 2012)

---

## Resident Advisory Board Regular Meeting February 8, 2012 Minutes

The regular meeting of the Resident Advisory Board (RAB) for the St. Clair County Housing Authority's Agency Plan was convened on February 8, 2012 at the Central Office, Belleville, IL.

The meeting was called to order by Earline Jenkins, Chairman, with the members present recorded on the attached sign-in sheet. After welcoming those in attendance, Ms. Jenkins requested Larry McLean, Deputy Director present the various items of business to the members.

A motion was made, seconded, and passed to approve the minutes of the January 25th meeting.

Related to membership issues, Donald Hunt, an elected representative to the Belleville / Swansea Resident Organization (BSSRO) from Gwendolene Court was introduced and welcomed. Mr. Hunt was invited to attend the RAB meeting as an observer to determine his interest in serving on the RAB.

The members reviewed the Housing Resource Newsletter (from Nan McKay & Associates) from May 2011. The publication provides a good summary discussion of the Public Housing Assessment System (PHAS) Interim Rule that became effective for SCCHA for the fiscal year ending June 30, 2011. Major changes were noted, including:

- The "Physical Condition" component was given greater weight, increasing from 30 points to 40 points.
- Financial and Management components were given less weight, decreasing from 30 points to 25 points.
- PHA self-certifications related to Management operations were eliminated and replaced with data that HUD can retrieve from its PIC electronic systems.

Following discussion of the varied PHAS components, Mr. McLean noted that SCCHA has not received its first PHAS score (for the FYE 6/30/11) under the Interim Rule.

The proposed Flat Rent Schedule for the public housing program was reviewed. Mr. McLean explained that increases were proposed several locations based upon market conditions. The proposed changes are:

- Taking 5-BR units in Brooklyn and Centreville to \$500 (from \$475)
- Taking 3-br single family homes in Lebanon to \$525 (from \$475)

## Resident Advisory Board Comments

### (Minutes from RAB Meetings held for Agency Plan Update 2012)

---

- Taking Dupo 3 br units to \$450 (from \$425) and 4 br units to \$500 (from \$475)
- Taking 3-br single family homes in Lenzburg to \$400 (from \$350)
- Taking 2-br and 3-br single family homes in Millstadt to \$500 (from \$400) and \$600 (from \$500), respectively
- Taking the 2 bedroom townhouses in O'Fallon where tenants do not pay the water or sewer to \$450 (from \$425)

The members expressed an understanding that the proposed increases seemed reasonable and warranted. The Public Housing Flat Rent – Summary Analysis Report was reviewed. The report shows the number of flat rent tenants at each property / AMP, along with a break-down of family verses elderly households. Overall, there are 131 flat rent households, with 69% being family households and 31% elderly households.

The Management Needs Assessment and the related Capital Fund Program Management Improvements Five Year Plan were reviewed. Mr. McLean noted the availability of Resident Council Development and Training funds (budgeted at \$10,000 annually), indicating that in recent years most of the budgeted monies were re-allocated to other physical or management improvement work items to meet obligation deadlines because they went unspent for the original purpose.

The Public Housing Asset Management Table was reviewed. Mr. McLean explained that the table clearly indicates that the physical needs of the public housing properties far exceed current funding levels of the Capital Fund Program. The possibility of future demolition of the Adeline James Senior Citizen building in Centreville was noted, with Mr. McLean explaining that it is becoming increasingly difficult to maintain occupancy levels given the age of the building and the outdated design. There are no definitive plans to demolish the building at this time, but Mr. McLean wanted to be sure that the members were aware of the potential possibility in light increasing competition from recently developed senior buildings.

The Public Housing Income Concentration Analysis Report was reviewed. Mr. McLean explained that this analysis is completed annually to ensure that the public housing locations are not concentrated by lower or higher income groups. He explained that elderly designated, scattered site, and small (under 100 units) developments are excluded from the analysis, leaving only three locations ---the Thomas Terry Apartments in Brooklyn and the Ernest Smith Sr. Apartments and Private Mathison Manor in Centreville. The SCCHA-wide adjusted average income is \$12,433 and all three of the developments have an adjusted average household income that falls within the 85% to 115% threshold.

The proposed revisions to the Public Housing Lease Agreement, Public Housing Admissions and Continued Occupancy Policy (ACOP), and the Section 8 Housing Choice Voucher Program (HCVP) Administrative Plan were presented to the members.

## Resident Advisory Board Comments (Minutes from RAB Meetings held for Agency Plan Update 2012)

---

### Proposed Revisions in the Admission Selection Preferences for the Public Housing and Section 8 Housing Choice Voucher Program

- 1) Replace the one (1) point preference awarded to applicant household having an Excessive Rent / Housing Cost Burden with a preference for applicant households not currently participating in a federal, state or local housing assistance program.
- 2) Revise the two (2) point preference awarded to applicant households in which the head of the household and/or co-head or spouse has an earned income source, or is a full-time student, or age sixty-two or older, or a person with a disability, to exclude full-time student.
- 3) Revise to comply with HUD Final Rule on Equal Access. The definition of "Family includes, but is not limited to, the following, regardless of actual or perceived sexual orientation, gender identity, or marital status."
- 4) Revise to comply with HUD requirements that all members of an assisted household must have a social security number.

### Proposed Revision in the Public Housing Lease Agreement

- 1) Revise the lease agreement to designate the three hi-rise senior citizen buildings (i.e. Bel-Plaza 1 located at 114 South Church Street Belleville; Bel-Plaza 2 located at 115 North 47<sup>th</sup> Street, Belleville, and; 4701 Bates, Centreville) as **non-smoking buildings**. This provision would prohibit smoking anywhere in the building interior, including resident apartments. The proposed effective date is July 1, 2013.

Upon discussion the members expressed support for the proposed changes.

**It was noted that the next meeting is currently scheduled for 11:00 a.m., Thursday, February 16th.**

With there being no further business, the meeting was adjourned at approximately 12:15 p.m.

Prepared by: Larry McLean Date: February 12, 2012  
Larry McLean, Deputy Director

Authorized by: Jessie Hooper Date: February 12, 2012  
Jessie Hooper, Secretary

# Resident Advisory Board Comments (Minutes from RAB Meetings held for Agency Plan Update 2012)

---

## Resident Advisory Board Regular Meeting January 25, 2012 Minutes

The regular meeting of the Resident Advisory Board (RAB) for the St. Clair County Housing Authority's Agency Plan was convened on January 25, 2012 at the Central Office, Belleville, IL.

The meeting was called to order by Earline Jenkins, Chairman, with the members present recorded on the attached sign-in sheet. After welcoming those in attendance, Ms. Jenkins requested Larry McLean, Deputy Director, present the various items of business to the members.

A motion was made, seconded, and passed to approve the minutes of the January 11th meeting.

Related to membership issues, Mr. McLean reported that a letter was mailed to Donald Hunt, an elected representative to the Belleville / Swansea Resident Organization (BSSRO) from Gwendolene Court inviting him to attend the RAB meeting. Mr. Hunt was not in attendance and Mr. McLean and Ms. Jenkins both reported that they had not heard from Mr. Hunt in reply to the letter. Kay Riesch indicated that Mr. Hunt does have some health issues, but she will make contact with him to see if he is interested in serving on the RAB.

The proposed utility allowance schedule for the public housing program was presented to the members, with Mr. McLean noting that the allowance for most locations stayed about the same or increased only slightly. He further noted that the allowance for a few locations actually went down, including Amber Court, Bel-Plaza 1 & 2, and Lenzburg. Mr. McLean explained that SCCHA contracted with a professional consultant, 2rw Consultants, out of Eugene, Oregon to complete the utility allowance schedule update for 2012 for both the public housing and Section 8 Housing Choice Voucher Program. Mr. McLean noted that the recommended lower allowances for the locations mentioned were consistent with average actual utility costs of residents (as obtained from Ameren Illinois).

It was noted that with everything else being equal, when the utility allowance goes up, the resident rent goes down and vice-a-versa. Ms. Riesch mentioned that the proposed decrease in utility allowance for Amber Court residents will pretty eat-up the small increase in Social Security benefits received January 2012, the first increase in three years.

Mr. McLean explained that the RAB was receiving an advance copy of the proposed utility allowance schedule, with the mass mailing to all residents scheduled for January

## Resident Advisory Board Comments (Minutes from RAB Meetings held for Agency Plan Update 2012)

---

31<sup>st</sup> to open the 60 day comment period. Plans are for the updated utility allowance schedule to be approved by the Board of Commissioners at the April meeting, with implementation starting May 1, 2012.

The proposed changes in the Section 8 Administrative Plan (AP) were reviewed. Mr. McLean explained that most of the changes were of a “housekeeping” nature, making sure that the AP was consistent in regards to reporting requirements between annual recertifications. Several sections are being changed from 10 days to 30 days to provide consistency. Mr. McLean also noted the proposed new language that would limit “moves” when a participant is under a repayment agreement.

Upon review of the Statement Regarding Use of Project-Based Vouchers which was unchanged from prior years, the members expressed no comments or concerns.

The Statement of Housing Needs of families in the jurisdiction and on the wait list was reviewed. Mr. McLean noted that the numbers referenced for the jurisdiction come from the St. Clair County Consolidated Plan, which has not been updated to reflect the 2010 census information. It was noted that the wait list information for both the public housing and Section 8 HCV programs was consistent with prior years in terms of numbers on the wait list and the demographic breakdown of applicants.

The members reviewed the Statement of Strategy for Addressing Housing Needs, with Mr. McLean noting that the basic strategy remains the same ---make sure we do the best with and get the most out of the current programs, with no plans for SCCHA to directly expand existing or develop new programs.

The Illinois HUD office mandated statement regarding Carbon Monoxide Detectors (which is unchanged from prior years) was reviewed by the members with their being no stated comments or concerns.

The Policies Governing Eligibility, Selections, and Admissions (including Wait List Procedures) were reviewed. Mr. McLean responded to various questions regarding the wait list and the preference point system. Mr. McLean noted that consideration was being given to eliminating the current preference awarded for having an excessive rent / utility cost burden in an independent rental situation and replacing it with a preference to any household not currently receiving federal, state or local housing assistance.

Mr. McLean said that staff was considering eliminating the preference granted to full-time college or vocational students because there is no administrative process in place for post-admission follow-up.

The members expressed their understanding of the reasons for the changes under consideration and their general support for such changes. Mr. McLean thanked the members for their comments and stated that the RAB would be notified if it is decided to proceed with any changes in the selection preference system.



## Resident Advisory Board Comments (Minutes from RAB Meetings held for Agency Plan Update 2012)

---

The Rent Determination Policies were reviewed. As there were no changes recommended to these policies, the members expressed no comments or concerns.

The Operation and Management (Policies) section of the Agency Plan Update was reviewed. Mr. McLean mentioned the difficulty of accurately determining annual “turnover” for the Section 8 HCVP, noting that estimated annual turnover has decreased to about eight percent (8%), suggesting that this was considered a reflection of the poor economy (with fewer participants are voluntarily leaving the program). On the other hand, the turnover rate for the public housing program increased to eighteen percent (18%) up about three percent (3%). Mr. McLean stated that he has not yet had an opportunity to determine whether the increase was the result of tenant-initiated or SCCHA-initiated move-outs.

The long list of policies related to Public Housing Maintenance and Management was reviewed with Mr. McLean noting that no changes were recommended in any of the policies at this time. Mr. McLean advised the members if they were interested in obtaining a copy of any of the individual policies just to let him know and a copy would be provided.

Related to “other” issues, the following were noted / suggested:

- Mr. Myers indicated that he had made contact with most residents at Cedar Ridge in regards to the possibility of SCCHA implementing a non-smoking policy and reported that obviously those who smoke do not want a ban, but those who do not smoke do not have a problem with those who do smoke in their apartments. There seems to be no infiltration of smoke to other apartments.
- Mr. Myers reported that Cedar Ridge residents were opposed to the planned removal of the decks, noting that even the residents who reside in apartments under the decks like having the decks there so they can hang plants. Mr. McLean noted that while the grant that is funding the rehabilitation of Cedar Ridge has no “resident comment” requirement, he encouraged the residents to submit their comments regarding the planned rehab during the resident comment period for the Agency Plan Update and Public Housing 5 Year Capital Fund Plan.
- Problems with “unauthorized live-ins” and “excessive visitors” at the Bel-Plaza 2 building were noted. Mr. McLean indicated that specific concerns should be directed to the Property Manager.
- The residents representing Bel-Plaza 2 asked if a container of ice melt could be placed in the entry foyer for resident distribution when needed. Reference was made to the recent snow / ice event and the frequent winter time problem of moisture refreezing at night when temperatures fall below freezing. While noting that residents have frequently reported the theft of miscellaneous items left in the common area, Mr. McLean indicated that he would consult with the Maintenance Director to discuss this request.

## Resident Advisory Board Comments (Minutes from RAB Meetings held for Agency Plan Update 2012)

---

The members informed Mr. McLean that they had already received their “welcome” packet from the National Low Income Housing Coalition (NLIHC). Each RAB member had previously been registered as an individual member of the NLIHC as a courtesy by SCCHA.

It was noted that the next meeting was scheduled for 10:00 a.m., Wednesday, February 8th. Mr. McLean also mentioned that it was very likely that the meeting listed as “only if needed” on the tentative schedule for **THURSDAY, FEBRUARY 16<sup>TH</sup> at 10:30 a.m. would be needed.** He asked the members to keep this date penciled in on their calendars.

With there being no further business, the meeting was adjourned at approximately 12:15 p.m.

Prepared by: Larry McLean Date: January 30, 2012  
Larry McLean, Deputy Director

Authorized by: Jessie Hooper Date: January 30, 2012  
Jessie Hooper, Secretary

c:\rm\word\mydocuments\rab\rabmin1-11-12

# Resident Advisory Board Comments

## (Minutes from RAB Meetings held for Agency Plan Update 2012)

---

### Resident Advisory Board Regular Meeting January 11, 2012 Minutes

The regular meeting of the Resident Advisory Board (RAB) for the St. Clair County Housing Authority's Agency Plan was convened on January 11, 2012 at the Central Office, Belleville, IL.

The meeting was called to order by Earline Jenkins, Chairman, with the members present recorded on the attached sign-in sheet. Larry McLean, Deputy Director, welcomed those in attendance.

A motion was made, seconded, and passed to approve the minutes of the December 14th meeting.

Related to membership issues, Mr. McLean reported that a letter was mailed to Esther Wagner, the elected representative to the Belleville / Swansea Resident Organization (BSSRO) from Gwendolene Court inviting her to attend the RAB meeting. Kay Riesch and Earlene Jenkins both reported that they had spoken to Ms. Wagner and she had declined the opportunity to serve, citing medical and other issues. It was suggested that the Donald Hunt, the other Gwendolene Court representative to the BSSRO be contacted. Mr. McLean indicated that a letter would be sent under the signature of Ms. Jenkins inviting Mr. Hunt to the next RAB meeting.

David Wright, Modernization Director, briefed the members on Modernization / Contract activities. The Contract Status Report for January 2012 was reviewed. Highlights of the report include:

- The A&E work for Capital Fund Program (CFP) Year 501-10 (2010) was substantially complete. Major work items included exterior building improvement @ 30-10 and exterior doors in 30-6, and lighting improvements at 30-16. Two contract modifications were approved, one to add the A&E related to the Safety and Security Grant received and the other for concrete replacement at the Central Office.
- The A&E work for CFP Year 501-11 (2011) is in process and will include HV/AC work in Centreville, windows and exterior improvements at Amber Court, and site work at various properties. The A&E work will include an update to the ADA Transition Plan for all public housing properties.
- The construction contract with Geissler Roofing, Inc. for the exterior building improvements and exterior door replacement in Centreville is substantially complete, with final (close-out) paperwork in progress.

## Resident Advisory Board Comments

### (Minutes from RAB Meetings held for Agency Plan Update 2012)

---

- The Security Cameras and Fencing Contract with Wissehr Electric is substantially complete, with final (close-out) paperwork in progress.
- Pre-construction projects in progress include the selection of an A&E firm to handle the rehabilitation of the Cedar Ridge apartments in Lebanon, design work in process for site improvements at Marissa, Millstadt, Lenzburg and Washington Park, modernization and A&E work in progress for HV/AC improvements in Centreville (30-60), window replacement and exterior improvements at Amber Court, and the lawn maintenance contract for 2012 currently out to bid.

After responding to various questions regarding the construction work in progress and / or that in the planning stages, Mr. Wright presented the draft Five Year Capital Fund Plan. He noted that year one was dedicated to completing the HV/AC and exterior building improvements at the Centreville properties (30-6, 60 and 8). He further noted that after considerable internal discussion that window replacement at the Centreville properties was moved up to years two (30-8, 80 and 6), three (30-60) and four (30-10). It was noted that the windows at the Centreville properties are in poor condition, resulting in increasing maintenance costs and lower HUD inspection (REAC) scores. Along with the window replacement in years two and three, several of the smaller outer-county properties are scheduled for roof replacement and/or parking lot resurfacing.

Mr. Wright reported that the CFP was hit with a 14% cut in 2011 and the amount that will be available in 2012 is unknown at this time. He noted that the CFP 5 Year Plan assumes \$780,222 available for construction projects for years one through three (the final amount available in 2011), adding that year 4 of the plan includes all of the other identified rehab needs at the properties with a total estimated physical improvement cost of \$3,350,000. Actual need far exceeds available funding. Mr. Wright noted that year five of the plan is designed to provide maximum flexibility in the event that an emergency situation develops. Year five includes broad categories of interior building renovations, exterior building renovations, site improvements, ADA modifications and security upgrades at most of the properties.

Ms. Riesch commented that most of the CFP monies seem to be targeted towards the Centreville properties. Mr. Wright responded that there are over four hundred public housing units in Centreville, representing about 45% of the inventory, so it is logical that much of the CFP allocation would be targeted to these properties.

Mr. McLean explained that the RAB was receiving an advance copy of the proposed five year plan, with a mailing to all public housing residents scheduled for February 1, 2012. He encouraged the public housing representatives to review the plan with their residents at upcoming meetings with the idea of making sure that any systemic problems impacting the property that they represent is identified and included somewhere in the plan.

Mr. Wright's presentation concluded with some general questions and answers regarding modernization activities and the CFP Plan.

## Resident Advisory Board Comments

### (Minutes from RAB Meetings held for Agency Plan Update 2012)

---

Mr. Myers noted that the residents at Cedar Ridge were very pleased with the replacement windows that are being installed under the weatherization grant. It was noted that the attic insulation has been completed and the furnaces are in the process of being replaced. He said that the windows and insulation combine to make the units much quieter.

Nancy Schmidt, Finance Director, gave a presentation regarding budgets and related finance matters for the public housing and Section 8 Housing Choice Voucher Program (HCVP). Ms. Schmidt started her briefing with a review of the total financial resources actually received for fiscal year ending (fye) 6/30/11 and budgeted amounts for fye 6/30/12. The specific amounts---for public housing operating fund, capital fund, dwelling rental income, interest income, other income (maintenance charges, legal fees, laundry) and annual contributions for the Section 8 hcvp, including housing assistance payments (hap) and administrative fee earnings---for both the last budget year and the current budget year were provided in the first handout Ms. Schmidt reviewed.

Ms. Schmidt reminded the group of the difficult budgeting process faced by all housing authorities, explaining that SCCHA had to prepare the budgets for the fiscal year that began July 1, 2011 and runs through June 30, 2012 in April 2011, while federal funding runs on a calendar year. Ms. Schmidt noted that budget assumptions for the second half of the fiscal year have to be made without knowing what monies are actually going to be available from the federal government.

It was noted that funding for the public housing program for 2012 included an “off set” (or federal funding reduction) of approximately \$600,000 in what determined to be “excess reserves.” Mr. McLean explained that HUD had traditionally encouraged PHAs to accumulate reserves for emergency purposes and had never defined what constituted “excess reserves.” However, with the administration and congress looking for ways to cut federal spending, they passed a budget for 2012 that provided for a one-time one billion dollar savings in public housing operating subsidy by forcing housing authorities to spend down “excess reserves,” which was eventually defined as reserves that exceed four months operating expenses. Mr. McLean commented that the approach penalized housing authorities that tried to be financially prudent, but the biggest concern was what would happen in 2013 and beyond. In these difficult federal budget times there is great concern among housing authorities that it is highly unlikely that federal appropriations for public housing will be restored to the 2011 levels.

The operating budgets for the public housing program were provided to the members, including budgets for the Central Office Cost Center (COCC), Maintenance Cost Center (MCC), and the ten (10) AMPs (asset management properties). The AMP budgeting process was briefly discussed, with an explanation of how monies are allocated directly to the AMPs, with specific amounts being available to the COCC for fees related to property management, asset management, accounting and data processing, and fees for service. The budgets for several AMPs were reviewed, including those represented by the RAB members present. For example, it was noted that AMP 51 (consisting of 30-16

## Resident Advisory Board Comments

### (Minutes from RAB Meetings held for Agency Plan Update 2012)

---

and 61) was budgeted to make a profit of \$1,617 for the year, while AMP 52 (consisting of 30-18 and 27) projected a profit of \$1525. It was noted that AMP 32 (Ernest Smith Sr. Apartments in Centreville) was projected to end the year \$623 in the black, but this was after an allocation of \$50,000 in CFP monies to support operations.

Ms. Riesch commented that the current funding / budgeting process was like “robbing Peter to pay Paul.” Ms. Schmidt and Mr. McLean agreed with the analogy.

The Voucher Program Budget for FYE-2012 was the final report reviewed. Ms. Schmidt noted that back in the Spring of 2011 when the budget was prepared that average HAP cost was running \$495, which would support 1,580 vouchers. She reported that for reasons that are not completely understood average HAP costs have increased to about \$510 by December 2011, reducing the number of vouchers that can be supported with available funds, resulting in reduced administrative fee earnings.

The briefing on financial matters concluded with Ms. Schmidt answering a variety of questions from the members.

Mr. McLean briefed the members on issues related to the Section 8 HCV Program. The Payment Standard Schedule was reviewed, with Mr. McLean noting that the payment standards have remained unchanged for several years --- now standing at approximately 100% of the HUD issued Fair Market Rents. Several detailed financial reports for the Voucher Program were reviewed, demonstrating the fluctuations in federal funding, the expenditure ratio (which hit the 98% mark by fye-6/30/11), the constantly changing HAPs under contract, and the average HAP cost.

The proposed utility allowance schedule for the Section 8 program for 2012 was reviewed. Mr. McLean reported that the schedule was prepared by a professional consultant, albeit a different consultant that had been used for the last several years. He explained that SCCHA changed companies this year because they were the lowest bidder and had the requisite experience. The changes in the schedule were minimal, with several allowances increasing by relatively small amount (gas, electric and trash) and others decreasing slightly (water, sewer and the allowance for tenant-owned stove / refrigerator). Mr. McLean explained that the allowances remained subject to staff review at this time and would not become effective until approved by the Board of Commissioners, which is expected at their February meeting.

Mr. McLean invited the members to share their average utility costs with him for comparison purposes. Several members noted that their monthly utility costs were consistent with or below the amounts contained in the Section 8 UAS. It was also noted that several residents have their utility costs capped through participation in income-based utility assistance programs. Mr. McLean reported that the proposed 2012 update of the UAS for the public housing program was just received yesterday and had not yet been reviewed by staff, noting that he expects the proposed UAS to be on the agenda for the next meeting.

## Resident Advisory Board Comments

### (Minutes from RAB Meetings held for Agency Plan Update 2012)

---

Mr. McLean used the payment standard schedule and utility allowance schedule to work through a sample rent calculation for the Section 8 Voucher program, which was intended to demonstrate how the final housing assistance payment is influenced by tenant income, payment standard and utility allowances.

A complete copy of the “Tenant Reports” that is included in the monthly commissioner’s board packet were provided to the members (from the month of December 2011). The reports included are the Vacancy (and Upcoming Vacancy) Report, Tenant Accounts Receivable, Public Housing and Section 8 Occupancy Report, Move-in and Move-out Reports (for both programs), Vouchers by City, and Waiting List Summary reports. Each report was briefly reviewed, with Mr. McLean inviting the members to take a closer look at the reports at home and to contact him if they had any questions regarding the content of the reports.

A copy of PIH Notice 2009-21 – Non-Smoking in Policies in Public Housing was distributed to the members. Mr. McLean explained that he would welcome the input of the members on the issue of smoking in public housing units, especially in highly concentrated environments such as high-rise buildings. Mr. McLean noted that HUD is encouraging housing authorities to adopt non-smoking policies and that a few states have taken the lead in requiring that all public housing units be non-smoking. Current policy prohibits smoking in the common areas of buildings, but allows smoking in individual units. Mr. McLean reported that management is receiving an increasing number of complaints regarding smoking, noting that it usually takes the form of a request to transfer to a different unit because of a smoker next door. Comments varied, ranging from support for a no-smoking policy to opposition to telling residents that they cannot smoke in their own apartment. Mr. McLean requested that the members discuss the issue with their resident organizations and the general resident population.

Excerpts from the St. Clair County Consolidated Annual Performance Evaluation Report (CAPER) were provided to the members. More specifically, a copy of the table of contents, the Executive Summary, and the Public Housing Strategy sections were included in the packet. Mr. McLean emphasized the importance of the housing authority’s activities and programs being consistent with the County’s Consolidated Plan and explained how the two organizations work together. The members were invited to review the information and let Mr. McLean know if any additional information was desired from the nearly four hundred page CAPER document.

Mr. McLean reported that each member of the RAB was enrolled as an individual member of the National Low-Income Housing Coalition (NLIHC) and as such would start receiving a copy of the organization’s newsletter for residents entitled “Tenant Talk.” A copy of the Winter 2011 issue is included in the meeting packet.

The 2012 Agency Plan Update Tentative Calendar of Events was reviewed, with there being no changes from the document originally distributed.

## Resident Advisory Board Comments (Minutes from RAB Meetings held for Agency Plan Update 2012)

---

Related to “other” issues, the following were noted / suggested:

- Would maintenance install a tenant purchased faucet? (Mr. McLean to inquire and respond).
- The need to remove trash from the enclosure area(s) at Gwendolene Court due to two recent moves.
- Residents who have bagged yard waste should call in a work order to request that maintenance pick it up.

It was noted that the next meeting was scheduled for 10:00 a.m., Wednesday, January 25th.

Prepared by: Larry McLean Date: January 16, 2012  
Larry McLean, Deputy Director

Authorized by: Jessie Hooper Date: January 16, 2012  
Jessie Hooper, Secretary

c:\rm\word\mydocuments\rab\rabmin1-11-12



# Resident Advisory Board Comments (Minutes from RAB Meetings held for Agency Plan Update 2012)

---

## Resident Advisory Board Annual Meeting December 14, 2011 Minutes

The **annual meeting** of the Resident Advisory Board of the St. Clair County Housing Authority was convened on December 14, 2011 at the Central Office, Belleville, IL.

The meeting was called to order by Earline Jenkins, Chairman. Those members present are recorded on the attached sign-in sheet. Ms. Jenkins welcomed those in attendance, extending a special welcome to Thomas Myers, from the Cedar Ridge Apartments in Lebanon, a Rural Development Property, the newest member. Ms. Jenkins requested that Mr. McLean present the agenda items.

Mr. McLean reported that the 2011 Agency Plan Update was approved by HUD on September 9, 2011 as evidenced by the copy of the approval letter included in the meeting packet.

A motion was made, seconded, and passed to approve the minutes of the March 9, 2011 meeting.

The Administrative Plan for the RAB was reviewed in detail. No need for changes was identified so the document will remain unchanged for the 2012 plan cycle.

A resignation letter was received from Viola Raaf, representing Gwendolene Court. A motion was made, seconded, and passed to accept the resignation of Ms. Raaf. Upon discussion, it was decided that the Chairman will send a letter to Esther Wagner, a resident of Gwendolene Court and elected Board Member of the BSSRO (Belleville / Swansea Resident Organization) inviting her to become a member of the RAB.

In regards to membership, the strong representation of the public housing and Section 8 HCV Programs was noted. It was further noted that the current membership roster includes representatives from the multi-family housing programs administered by SCCHA and the Rural Development properties. Upon discussion, it was decided that other than the invitation to be issued to the Gwendolene Court BSSRO member, no further membership recruitment activities would be undertaken this plan cycle.

The election of officers for the 2012 term was conducted. A motion was made, seconded and passed to open nominations for the office of Secretary. Upon three calls for nominations, Jessie Hooper was nominated for the office of Secretary. Following a motion made, seconded and passed, the nominations for the Secretary position were closed. By voice vote, Jessie Hooper was elected Secretary for the 2012 term.

A motion was made, seconded and passed to open nominations for the office of Vice-Chairman. Upon three calls for nominations, Lillie Smith was nominated for the office of

## Resident Advisory Board Comments

### (Minutes from RAB Meetings held for Agency Plan Update 2012)

---

Secretary. Following a motion made, seconded and passed, the nomination process for the Vice-Chairman position was closed. By voice vote, Lillie Smith was elected Vice-Chairman for the 2012 term.

A motion was made, seconded and passed to open nominations for the office of Chairman. Upon three calls for nominations, Earline Jenkins was nominated for the office of Chairman. Following a motion made, seconded and passed, the nominations for the Chairman position were closed. By voice vote, Earline Jenkins was elected President for the 2012 term.

Victor Mosley attended the “National Association of Housing and Redevelopment Officials” (NAHRO) Annual Conference which was held October 23-25 in St. Louis, MO. Mr. Mosley reported that due to personal illness he was not able to attend all the sessions, but indicated that the sessions he attended were interesting and provided useful information. He would recommend this training conference for RAB members in the future.

Keith Hausman, Maintenance Director, briefed the members on the inspection protocol used by HUD’s Real Estate Assessment Center (REAC) to evaluate the physical condition of all public housing properties. Mr. Hausman explained that the REAC inspection process is continuously evolving and that as hard as HUD works to standardize the process, results (i.e. final grades) continue to be influenced by the personal judgments of the contract inspectors assigned to a property. Mr. Hausman noted that all public housing properties underwent REAC inspections in 2011 and that based upon the information available at this time, he anticipates that all SCCHA public housing properties will be inspected again in 2012 as HUD works to establish a “baseline” performance assessment.

Mr. Hausman reported that the inspectors’ assigned to SCCHA’s properties this year were very tough, resulting in lower grades for most properties compared to prior years. He noted that two properties in Centreville, Private Mathison Manor (AMP 522) and Ernest Smith, Sr. (AMP 531) received failing scores. As a result, the staff will have to submit a letter to HUD explaining how the deficiencies noted would be addressed and providing HUD with a copy of SCCHA’s Maintenance Plan.

Several examples of physical conditions that significantly lower scores were noted, including, but not necessarily limited to the following;

- Blocked Egress (i.e. bedroom windows being blocked by furniture)
- Broken glass on the grounds
- Windows not working properly (sashes not staying up, non-functioning locks, etc.)
- Stove burners and/or oven not lighting (due to grease build-up or other cause)

## Resident Advisory Board Comments

### (Minutes from RAB Meetings held for Agency Plan Update 2012)

---

Mr. McLean noted that REAC inspection results impact operations in a number of ways, including the use of Capital Fund Program grant monies and the tenant service charge policy. Mr. Hausman noted the importance of tenants' help in improving scores. Things tenants can do to improve REAC inspection scores, include:

- Keeping at least one window in each bedroom free of any obstructions (to provide for easy egress in case of emergency);
- Calling in work orders to ensure that routine repairs are completed;
- Keeping the stove clean and free from grease build up;
- Not allowing broken glass to accumulate around the exterior of their unit;
- Wiping down walls and other surfaces in the tub area to prevent the accumulation of mold;
- Keeping at least one working light bulb in each light fixture (both interior and exterior).

It was noted that a resident is much less likely to incur a service charge if they call in a work order for a needed repair, as opposed to allowing the condition to remain unattended until it is found during the in-house inspection process.

The Public Housing Assessment System (PHAS) results for the period ending 6/30/11 are not available at this time. Mr. McLean explained that HUD revised the PHAS protocol, eliminating all PHA "self-certification" components. Under the new system, HUD will use data available through its various monitoring systems (financial, PIC, REAC, etc.) to compile a PHA's score. However, as of this date, HUD has not issued the PHAS scores for PHAs with fiscal years ending 6/30/11. Mr. McLean indicated that a detailed look at the new PHAS is planned for the next RAB meeting and that he will advise the members upon receipt of SCCHA's PHAS score for the period ending 6/30/11.

The Section Eight Management Assessment Program (SEMAP) score for the Section 8 Housing Choice Voucher Program (HCVP) for the period ending 6/30/11 was shared with the group. SCCHA scored 100% on the assessment for the period, resulting in High Performer designation.

Mr. McLean reported on the status of the \$250,000 Safety and Security Grant that SCCHA received previously. Security cameras were now up and running in O'Fallon and Amber Court, including providing the local police departments with access via the internet. The installation process is well underway at the Thomas Terry Apartments in Brooklyn with activation anticipated within the next thirty (30) days. The additional cameras have been added at the Bel-Plaza 1 and 2 buildings in Belleville.

Tentative award of a \$947,912 grant through the Illinois Housing Development Authority (IHDA) for the comprehensive rehabilitation of the Cedar Ridge apartments in Lebanon was reported to the members. Mr. McLean commented that he was scheduled to attend the IHDA Board Meeting in Chicago on December 16<sup>th</sup>. The award becomes official with the IHDA Board approval. Mr. McLean explained that that the staff was very

## Resident Advisory Board Comments

### (Minutes from RAB Meetings held for Agency Plan Update 2012)

---

excited about this grant opportunity, indicating that it would ensure that Cedar Ridge remains a viable affordable housing resource for many years to come.

Mr. McLean also reported that Cedar Ridge (along with the Lebanon, O'Fallon, and Washington Park public housing properties) had been selected for a local "weatherization" grant that includes attic insulation, replacement windows, new furnaces, and other improvements designed to improve energy efficiency. Coordination of the two grants will pose some challenges for the staff (and the two separate funding agencies), but Mr. McLean noted that this is a good problem to have. During the conversation regarding the physical improvements planned for Cedar Ridge, Mr. McLean mentioned that the current sliding glass doors (which are not energy efficient) and balconies would be replaced with a bay window. Mr. Myers expressed concern over the removal of the patio doors and balconies, noting that the project's rent structure differentiates between units with and without balconies. Mr. McLean noted Mr. Myers' concerns, indicating that there would be additional opportunities to further discuss the issue, concluding that SCCHA will do what is in the long-term best interest of the property.

The proposed meeting schedule for the 2012 Agency Plan cycle was presented and reviewed. Mr. McLean noted that the draft agency plan needs to be complete by February 17th to meet the 45 advance notice requirement for the public hearing to be held April 2nd, 2012. Approval by the Board of Commissioners is anticipated at the April 11<sup>th</sup> meeting, with submission to HUD no later than April 17<sup>th</sup>.

The next scheduled meeting date was noted as Wednesday, January 11<sup>th</sup> at 10:00 a.m.

Membership options for the National Low Income Housing Coalition (NLIHC) were discussed. It was noted that considerable savings could be realized if the members of the RAB signed up as "individual low-income" members (\$3 each) as opposed to the RAB signing up as an organizational member under the auspices of SCCHA with its annual budget in excess of \$2,000,000 (resulting in an annual membership fee of \$2,000). It was decided that the RAB members would join the NLIHC as individual low income members.

Copies of Tenant Talk, Resident Newsletter from NLIHC (Summer and Fall 2011 Issues) and The Resident newsletter from HUD (September 2011 issue) were distributed to the members.

Chairman Jenkins adjourned the meeting at approximately 12:00 noon. Several members joined Mr. McLean for lunch following the meeting.

Prepared by: Larry McLean Date: January 2, 2012  
Larry McLean, Deputy Director

Authorized by: Jessie Hooper Date: January 2, 2012

**Resident Advisory Board Comments**  
**(Minutes from RAB Meetings held for Agency Plan Update 2012)**

---

Jessie Hooper, Secretary

c:\rm\word\mydocuments\residentadvisoryboard\rabmin12-14-11

## Statement of Financial Resources

Federal regulations [24 CFR Part 903.7 9 (b)] require that a Statement of Financial Resources be included in the Annual Plan prepared by the local Public Housing Authority. The financial resources listed below are based upon approved budget amounts for the current fiscal year and open grant programs as of the date this document was prepared. For planning purposes, SCCHA anticipates receiving the same level of funding, unless otherwise noted, for the upcoming fiscal year (Plan Year).

### **a) Current Year Federal Grants / Funding Allocations**

- Public Housing Operating Fund (FYE 6/30/12)      \$ 3,457,700
- Public Housing Capital Fund Program (CFP)      \$ 1,414,035 (501-11)
- Annual Contribution for Section 8 Tenant-Based  
Assistance      \$ 921,601 (Admin. Fee)  
\$ 9,385,200 (HAP)

### **b) Unobligated Prior Year Grants / Funding Allocations**

- Capital Fund Program (501-10 – as of 3/30/12)      \$ 179,580

### **c) Public Housing Dwelling Rental Income**      \$ 1,604,000

### **d) Other Income**

- Interest Income      \$ 2,500
- Miscellaneous (maintenance charges, laundry  
income, etc.)      \$ 127,500

**Total Resources**      **\$17,092,116**  
=====

**Date Prepared: 4/16/12**

**FISCAL YEAR AUDIT (FYE 6/30/11)**

**As evidenced by the attached excerpts from the Financial Audit completed for Fiscal Year Ending June 30, 2011, there were no audit findings or questionable costs.**

---

---

**ST. CLAIR COUNTY HOUSING AUTHORITY**

**INDEPENDENT AUDITORS' REPORT,  
FINANCIAL STATEMENTS AND  
SUPPLEMENTAL INFORMATION  
FOR THE YEAR ENDED  
JUNE 30, 2011,  
INCLUDING SINGLE AUDIT REPORTS  
AND SUMMARY OF AUDITORS' RESULTS**

---



---

**INDEPENDENT AUDITOR'S REPORT**

---



**VELMA BUTLER & COMPANY, LTD.**

CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS

MEMBER OF: THE AMERICAN INSTITUTE OF CPAs

THE ILLINOIS CPA SOCIETY

### INDEPENDENT AUDITOR'S REPORT

Board of Commissioners  
St. Clair County Housing Authority  
Belleville, Illinois

U.S. Department of Housing and Urban  
Development  
Chicago Office  
Ralph Metcalfe Federal Building  
77 West Jackson Boulevard  
Chicago, Illinois

We have audited the accompanying financial statements of the business-type activities, of St. Clair County Housing Authority (the Authority), for the year ended June 30, 2011. These financial statements are the responsibility of the Authority's management. Our responsibility is to express an opinion on these financial statements based on our audit

We conducted our audit in accordance with auditing standards generally accepted in the United States of America, and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities of St. Clair County Housing Authority, as of June 30, 2011, and the respective changes in financial position and cash flows thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated December 20, 2011, on our consideration of the Authority's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Audit Standards* and should be considered in assessing the results of our engagement.

In accordance with U.S. Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Government and Non-Profit Organizations* we have also issued our report dated December 20, 2011, on compliance with requirements applicable to each major program and internal control over compliance. That report is an integral part of an audit performed on the expenditure of federal awards and should be considered in assessing the results of our engagement.

The management's discussion and analysis and budgetary comparison information, on pages 3-7, are not a required part of the basic financial statements but are supplementary information required by the Governmental Accounting Standards Board. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Our audit was conducted for the purpose for forming an opinion on the financial statements taken as a whole. The accompanying financial data schedules as of June 30, 2011, are presented for purposes of additional analysis and are not a required part of the basic financial statements of the Authority. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments and Non-Profit Organizations*, is also not a required part of the financial statements of St. Clair County Housing Authority. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.



Velma Butler & Company, Ltd.  
Chicago, Illinois

December 20, 2011

---

**MANAGEMENT'S DISCUSSION AND ANALYSIS**

---

**ST. CLAIR COUNTY HOUSING AUTHORITY**  
1790 South 74th Street  
Belleville, Illinois 62223  
PHONE (618) 277-3290 FAX (618) 277-1806

To the Board of Commissioners of the  
St. Clair County Housing Authority  
Belleville, Illinois 62223

**MANAGEMENT'S DISCUSSION AND ANALYSIS**

This section of the St. Clair County Housing Authority (the "Authority") annual financial report presents management's discussion and analysis of the Authority's financial performance during the fiscal year that ended on June 30, 2011.

We are pleased to submit the financial statements of St. Clair County Housing Authority for the year ended June 30, 2011. The accuracy of the data presented in the financial statements, as well as its completeness and fairness of presentation, is the responsibility of management. All necessary disclosures to enable the reader to gain an understanding of the Authority's financial affairs have been included in the footnotes accompanying the general purpose financial statements. The purpose of the financial statements is to provide complete and accurate financial information, which complies with reporting requirements of the U.S. Department of Housing and Urban Development ("HUD") and the Governmental Accounting Standards Board.

**FINANCIAL HIGHLIGHTS**

- Net assets at June 30, 2011, totaled \$28 million and represent an increase of \$1.3 million from June 30, 2010 balance of \$26.7 million.
- Revenue increased by \$759 thousand during fiscal year 2011. The increase is primarily due to an increase in HUD Operating Grants.
- Operating expenses, excluding depreciation, increased slightly by \$224 thousand or by 1.4% to \$15.7 million at June 30, 2011, from \$15.5 million at June 30, 2010.
- Net capital assets were \$22.3 million at June 30, 2011, representing a increase of \$615 thousand from the June 30, 2010, balance of \$21.7 million. The increase is attributed to the completion of construction projects.
- Total liabilities decreased from \$1.4 million at June 30, 2010 to \$1.3 million, at June 30, 2011.

**OVERVIEW OF THE FINANCIAL STATEMENTS**

The Authority's basic financial statements are presented as a single enterprise fund whose operations include two separate and distinct housing programs, the low rent and housing choice voucher programs, and a blended component unit. The Low Rent Housing program is funded by income-based rents received from residents and operating subsidies from HUD.

Under the housing choice voucher program, the Authority enters into housing assistance payment contracts with eligible landlords. HUD pays housing assistance payments, which includes tenant rents and management fees for operating the program.

The financial statements are presented in three sections: management's discussion and analysis (this section), the basic financial statements and supplementary information.

The management's discussion and analysis section includes information on the past and future accomplishments of the Authority. It focuses on analysis of the financial statements and the improvements in the Authority's management.

The financial section provides both long-term and short-term information about the Authority's overall financial status. The financial statements also include notes that explain some of the information in the financial statements and provide more detailed data. The statements are followed by a section of other supplementary information that further explains and supports the information in the financial statements.

The Authority's financial statements are prepared in conformity with accounting principles generally accepted in the United States of America ("GAAP") as applied to government units.

*Fund Financial Statements* are groupings of accounts used to maintain control over resources segregated for specific activities or objectives. The Authority, like other state, local, or quasi-governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The Authority's funds only consisted of a *Proprietary Fund*.

The Authority's *Proprietary Fund* is comprised of enterprise funds with "business-type" activities intended to recover all or a portion of their costs through fees and charges for services. Since the Authority maintains its activities in enterprise funds, its Proprietary Fund financial statements provide information about the activities of the Authority as a whole.

The bottom of the Statement of Revenue, Expenses and Changes in Net Assets reports on the Authority's net assets and how they have changed from the previous year. Net assets are the difference between the Authority's assets and liabilities, which is one way to measure the Authority's financial health or position.

Additionally, the Authority is required to undergo an annual single audit in conformity with the provisions of the Single Audit Amendments of 1996 and the United States Office of Management and Budget's (OMB) *Audits of States, Local Governments, and Non-Profit Organizations* as provided in OMB Circular A-133. Information related to this single audit, including a schedule of expenditures of federal awards, the independent auditor's reports on internal controls and compliance with applicable laws and regulations, and a schedule of findings and questioned costs will be issued with this report.

## FINANCIAL ANALYSIS OF THE AUTHORITY

### Net Assets

Net assets represent the difference between total assets and total liabilities. As shown in Table 1, the Authority's total net assets at June 30, 2011 increased by 4.8% to \$28 million.

Current assets increased by 8.1%, or approximately \$526 thousand. Non-current assets increased by \$615 thousand or 2.8% from \$21.7 million to \$22.3 million, as shown below.

**Table 1**  
**St. Clair County Housing Authority's Net Assets**

	<u>2011</u>	<u>2010</u>	<u>Difference</u>	<u>Percent Change</u>
Current Assets	\$ 7,008,709	\$ 6,482,599	\$ 526,110	8.1%
Non-current Assets	22,296,662	21,681,779	614,883	2.8%
<b>Total Assets</b>	<b>\$ 29,305,371</b>	<b>\$ 28,164,378</b>	<b>\$ 1,140,993</b>	<b>4.1%</b>
Current Liabilities	\$ 827,887	\$ 941,536	\$ (113,649)	-12.1%
Non-current Liabilities	465,085	492,649	(27,564)	-5.6%
<b>Total Liabilities</b>	<b>1,292,972</b>	<b>1,434,185</b>	<b>(141,213)</b>	<b>-9.8%</b>
Invested in Capital Assets, Net	21,975,578	21,309,500	666,078	3.1%
Restricted	798,203	522,581	275,622	52.7%
Unrestricted	5,238,618	4,898,112	340,506	7.0%
<b>Total Net Assets</b>	<b>28,012,399</b>	<b>26,730,193</b>	<b>1,282,206</b>	<b>4.8%</b>
<b>Total Liabilities and Net Assets</b>	<b>\$ 29,305,371</b>	<b>\$ 28,164,378</b>	<b>\$ 1,140,993</b>	<b>4.1%</b>

**Change In Net Assets**

The change in net assets at June 30, 2011, was an increase of approximately \$1.3 million from \$26.7 million in fiscal year 2010 to \$28 million in fiscal year 2011. Net assets invested in capital assets; consist of investments in fixed assets and capital improvements net of accumulated depreciation, increased by \$666 thousand. Unrestricted and restricted net assets increased by about \$616 thousand.

**Capital Assets**

Capital assets increased by \$615 thousand from \$21.7 million at June 30, 2010 to \$22.3 million as shown on the table below:

	<u>June 30, 2010</u>	<u>Additions and Transfers in</u>	<u>June 30, 2011</u>
Land	\$ 4,731,990	\$	\$ 4,731,990
Building	32,404,345	(57,145)	32,347,200
Leasehold Improvements	34,542,824	3,164,518	37,707,342
Office Furniture and Equipment	1,098,342		1,098,342
Construction in Progress	3,503,172	(623,132)	2,880,040
Less Accumulated Depreciation	(54,598,894)	(1,869,358)	(56,468,252)
<b>Total Fixed Assets</b>	<b>\$ 21,681,779</b>	<b>\$ 614,883</b>	<b>\$ 22,296,662</b>

Construction costs during the year totaled \$2,321,583 and construction in progress at year-end totaled \$2,880,040. Leasehold improvements increased by \$3,164,518 and accumulated depreciation increased by the expense of \$1,869,358.

**Revenue**

As shown in Table 2, the Authority's total revenues, which included HUD Operating and Capital Grants, tenant rents, interest and other income increased by \$759 thousand or 4.2%.

**Table 2**  
**Changes in St. Clair County Housing Authority's Net Assets**

	<u>2011</u>	<u>2010</u>	<u>Difference</u>	<u>Percent Change</u>
Operating Revenues	\$ 16,520,123	\$ 15,820,226	\$ 699,897	4.4%
Non-Operating Revenues	<u>2,322,602</u>	<u>2,263,101</u>	<u>59,501</u>	2.6%
Total Revenues	18,842,725	18,083,327	759,398	4.2%
Operating Expenses	15,691,161	15,467,135	224,026	1.4%
Depreciation	<u>1,869,358</u>	<u>2,180,193</u>	<u>(310,835)</u>	-14.3%
Total Expenses	17,560,519	17,647,328	(86,809)	-0.5%
Change in Net Assets	1,282,206	435,999	846,207	194.1%
Total Net Assets, Beginning	26,730,193	26,294,193	436,000	1.7%
Net Assets at End of Period	<u>\$ 28,012,399</u>	<u>\$ 26,730,192</u>	<u>\$ 1,282,207</u>	4.8%

**Expenses**

As shown in Table 3, the Authority's total expenses decreased by \$138 thousand or .78% to approximately \$17.6 million in 2011 from \$17.7 million in fiscal year 2010. A major decrease occurred in depreciation expense due to assets becoming fully depreciated in prior years.

**Table 3**  
**St. Clair County Housing Authority Operating Expense**

<b>Description</b>	<u>2011</u>	<u>2010</u>	<u>Difference</u>	<u>Change</u>
Administrative	\$ 2,736,616	\$ 2,675,045	61,571	2.30%
Tenant	172,246	170,816	1,430	0.84%
Utilities	801,353	831,964	(30,611)	-3.68%
Ordinary Maintenance	2,224,272	2,163,109	61,163	2.83%
Protective Service	19,352	18,812	540	2.87%
General Expenses	357,022	332,446	24,576	7.39%
Other General Expenses	190,475	123,668	66,807	54.02%
Interest Expense	5,679	5,969	(290)	-4.86%
ExtraOrdinary Maintenance	11,609	2,953	8,656	293.13%
Housing Assistance Payments	9,172,537	9,192,590	(20,053)	-0.22%
Depreciation Expense	<u>1,869,358</u>	<u>2,180,917</u>	<u>(311,559)</u>	-14.29%
Total	<u>\$ 17,560,519</u>	<u>\$ 17,698,289</u>	<u>(137,770)</u>	-0.78%

**BUDGETARY CONTROL**

Budgetary control is exercised over programs through internal control methods that ensure compliance with legal provisions incorporated in annual program budgets approved by HUD and the Board of Commissioners. The activities of the Authority's enterprise fund are included in the annual budgeting process. Capital project budgets contained in the Authority's low rent housing program are adopted for the length of the capital projects then annualized to strengthen monitoring and completion benchmarks.



## MAJOR INITIATIVES

SCCHA is involved in a number of major initiatives for the coming fiscal year:

We will be in pursuit of funding to rehabilitate our Cedar Ridge, 24 unit apartment complex in Lebanon, IL. That funding is sought from the Illinois Housing Development Authority and the Illinois Division of Rural Development. The complex is not part of SCCHA's public housing portfolio and therefore not eligible for rehabilitation through the Capital Fund Program administered by the U.S. Department of Housing and Urban Development.

SCCHA is actively seeking a buyer for its 16 unit, Rural Family Housing Development in St. Libory, IL. The property's location has presented maintenance problems for SCCHA personnel and its sale would serve as a cost saving measure for the Agency.

SCCHA will continue to negotiate and cooperate with the St. Clair County Intergovernmental Grants Department in order to utilize Federal and State weatherization dollars for the developments within our jurisdiction. Our goal is to make our units more energy efficient and to maximize the impact of our Capital Fund Program.

It is our intent to complete and adopt a Disaster Plan governing procedures and providing guidance to residents and staff in the event of a wide array of disasters both natural and manmade.

We will pursue strategies to increase our physical inspection scores in order to facilitate even higher public housing assessment scores which could translate into additional funds for needed modernization projects.

Sincerely,



David L. Wagner  
Executive Director

---

**FINANCIAL STATEMENTS**

---

**ST. CLAIR COUNTY HOUSING AUTHORITY**  
**STATEMENT OF NET ASSETS**  
**JUNE 30, 2011**

EXHIBIT A

	ENTERPRISE FUNDS			2011 TOTAL
	LOW RENT	SECTION 8	RURAL RENTAL	
<b>ASSETS</b>				
<b>CURRENT ASSETS</b>				
Cash and Cash Equivalents	\$ 4,833,165	\$ 1,248,014	\$ 202,609	\$ 6,283,788
Accounts Receivable, Net Allowance	338,959	152	9,120	348,231
Prepaid Expenses	174,911	2,883	3,645	181,439
Material Inventories, Net	195,251			195,251
Total Current Assets	5,542,286	1,251,049	215,374	7,008,709
<b>NON CURRENT ASSETS</b>				
Land, Structures and Equipment, Net	21,241,734	912,124	142,804	22,296,662
Total Non Current Assets	21,241,734	912,124	142,804	22,296,662
<b>TOTAL ASSETS</b>	<b>\$ 26,784,020</b>	<b>\$ 2,163,173</b>	<b>\$ 358,178</b>	<b>\$ 29,305,371</b>
<b>LIABILITIES AND NET ASSETS</b>				
<b>CURRENT LIABILITIES</b>				
Accounts Payable	\$ 702,302	\$ 27,964	\$ 13,282	\$ 743,548
Accrued Liabilities - Current	61,187	2,595	211	63,993
Notes Payable - Current			20,068	20,068
Deferred Revenue	278			278
Total Current Liabilities	763,767	30,559	33,561	827,887
<b>NON-CURRENT LIABILITIES</b>				
Notes Payable - Non Current			301,017	301,017
Accrued Liabilities - Non Current	140,712	23,356		164,068
Total Non-Current Liabilities	140,712	23,356	301,017	465,085
Total Liabilities	904,479	53,915	334,578	1,292,972
<b>NET ASSETS</b>				
Unrestricted Net Assets	4,637,807	398,931	201,880	5,238,618
Restricted Net Assets	-	798,203	-	798,203
Investment in Fixed Assets, Net of Related Debt	21,241,734	912,124	(178,280)	21,975,578
Total Net Assets	25,879,541	2,109,258	23,600	28,012,399
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>\$ 26,784,020</b>	<b>\$ 2,163,173</b>	<b>\$ 358,178</b>	<b>\$ 29,305,371</b>

See accompanying notes to the financial statements.

**ST. CLAIR COUNTY HOUSING AUTHORITY  
STATEMENT OF REVENUES, EXPENSES, AND CHANGE IN NET ASSETS  
FOR THE YEAR ENDED JUNE 30, 2011**

**EXHIBIT B**

	ENTERPRISE FUNDS			2011 TOTAL
	LOW RENT	SECTION 8	RURAL RENTAL	
<b>OPERATING REVENUES</b>				
Tenant Rents	\$ 1,786,285	\$ 40,265	\$ 82,793	\$ 1,909,343
HUD Operating Grants	3,946,262	10,451,796		14,398,058
Other Government Grants			113,060	113,060
Other Income	45,654	53,516	492	99,662
<b>TOTAL OPERATING REVENUES</b>	<b>5,778,201</b>	<b>10,545,577</b>	<b>196,345</b>	<b>16,520,123</b>
<b>OPERATING EXPENSES</b>				
Administrative Expenses	2,139,019	594,301	3,296	2,736,616
Tenant Services	171,846	400		172,246
Utilities Expenses	775,876	11,050	14,427	801,353
Ordinary Maintenance	2,159,225	42,074	22,973	2,224,272
Protective Services	19,352			19,352
General Expenses	325,489	24,834	6,699	357,022
Other General Expense	182,770	4,442	3,263	190,475
Interest Expense		808	4,871	5,679
Casualty Losses	11,609			11,609
Housing Assistance Payments		9,172,537		9,172,537
Depreciation Expense	1,815,415	44,151	9,792	1,869,358
<b>TOTAL OPERATING EXPENSES</b>	<b>7,600,601</b>	<b>9,894,597</b>	<b>65,321</b>	<b>17,560,519</b>
<b>OPERATING INCOME (LOSS)</b>	<b>(1,822,400)</b>	<b>650,980</b>	<b>131,024</b>	<b>(1,040,396)</b>
<b>NON-OPERATING REVENUES (EXPENSES)</b>				
Interest Income	780	210	29	1,019
HUD Capital Grants	2,321,583			2,321,583
<b>NON-OPERATING REVENUES (EXPENSES)</b>	<b>2,322,363</b>	<b>210</b>	<b>29</b>	<b>2,322,602</b>
<b>INTER-COMPANY REVENUES (EXPENSES)</b>				
Allocated Overhead Revenue	3,366,800			3,366,800
Allocated Overhead Expense	2,966,700	339,588	60,512	3,366,800
Interfund Elimination	(54,966)	47,998	6,968	-
<b>INTER-COMPANY REVENUES (EXPENSES)</b>	<b>345,134</b>	<b>(291,590)</b>	<b>(53,544)</b>	<b>-</b>
<b>CHANGE IN NET ASSETS</b>	<b>845,097</b>	<b>359,600</b>	<b>77,509</b>	<b>1,282,206</b>
<b>NET ASSETS AT BEGINNING OF PERIOD</b>	<b>25,034,444</b>	<b>1,749,658</b>	<b>(53,909)</b>	<b>26,730,193</b>
<b>NET ASSETS AT END OF PERIOD</b>	<b>\$ 25,879,541</b>	<b>\$ 2,109,258</b>	<b>\$ 23,600</b>	<b>\$ 28,012,399</b>

See accompanying notes to the financial statements.

**ST. CLAIR COUNTY HOUSING AUTHORITY  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED JUNE 30, 2011**

**EXHIBIT C**

**2011**

**CASH FLOWS FROM OPERATING ACTIVITIES**

Receipts from Tenants and Others	\$ 18,842,725
Payments to Employees	(2,892,332)
Payments to Vendors and Suppliers	(15,147,427)
Net Cash Provided by Operating Activities	<u>802,966</u>

**CASH FLOWS FROM INVESTING ACTIVITIES**

Interest Income	1,019
Net Cash (Used In) Provided by Investing Activities	<u>1,019</u>

**CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES**

Capital Grants	2,321,583
Purchase of Capital Assets	(2,432,971)
Payments on Notes Payable	(51,195)
Net Cash (Used In) Provided by Capital and Related Activities	<u>(162,583)</u>

**NET (DECREASE) INCREASE IN CASH AND CASH EQUIVALENTS** 641,402

**CASH AND CASH EQUIVALENTS AT BEGINNING OF FISCAL YEAR** 5,642,386

**CASH AND CASH EQUIVALENTS AT END OF FISCAL YEAR** \$ 6,283,788

**Reconciliation of Operating Loss to Net Cash**

<b>Used by Operating Activities</b>	
Net Income	\$ (1,040,396)
Adjustments To Reconcile	
Depreciation	1,869,358
Change in Assets and Liabilities	
(Increase)/Decrease in Accounts Receivable	154,101
(Increase)/Decrease in Material Inventory	(28,346)
(Increase)/Decrease in Prepaid Expenses	(10,500)
Increase/(Decrease) in Accounts Payable	(88,078)
Increase/(Decrease) in Accrued Liabilities	11,570
Increase/(Decrease) in Tenant Security Deposits	7,837
Increase/(Decrease) in Notes Payable	(51,195)
Increase/(Decrease) in Interest Receivable	(37)
Increase/(Decrease) in Other Liabilities	(9,979)
Increase/(Decrease) in Deferred Revenues	(11,369)
Net Cash Provided by Operating Activities	<u>\$ 802,966</u>

**SUPPLEMENTAL DISCLOSURES OF NONCASH ACTIVITIES**

Interest Paid During the Year	<u>\$ 52,318</u>
-------------------------------	------------------

See accompanying notes to the financial statements.

---

**SINGLE AUDIT REPORTS**

---



**VELMA BUTLER & COMPANY, LTD.**

CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS

MEMBER OF: THE AMERICAN INSTITUTE OF CPAs  
THE ILLINOIS CPA SOCIETY

**Report on Internal Control Over Financial Reporting and on Compliance and  
Other Matters Based on an Audit of Financial Statements Performed  
In Accordance with Government Auditing Standards**

Board of Commissioners  
St. Clair County Housing Authority  
Belleville, Illinois

U.S. Department of Housing and Urban  
Development  
Chicago Office  
Ralph Metcalfe Federal Building  
77 West Jackson Boulevard  
Chicago, Illinois

We have audited the financial statements of the business-type activities, of St. Clair County Housing Authority (the Authority) as of and for the year ended June 30, 2011, and have issued our report thereon dated December 20, 2011. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Authority's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis.

A material weakness is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of the internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Authority's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standard*.

This report is intended solely for the information and use of the Board of Directors, management, others within the organization and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

A handwritten signature in cursive script, appearing to read "Velma Butler" followed by a flourish.

Velma Butler & Company, Ltd.  
Chicago, Illinois

December 20, 2011





**VELMA BUTLER & COMPANY, LTD.**

CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS

MEMBER OF: THE AMERICAN INSTITUTE OF CPAs

THE ILLINOIS CPA SOCIETY

**Report on Compliance With Requirements That Could Have a Direct  
And Material Effect on Each Major Program and on Internal Control  
Over Compliance in Accordance With OMB Circular A-133**

**Independent Auditor's Report**

Board of Commissioners  
St. Clair County Housing Authority  
Belleville, Illinois

U.S. Department of Housing and Urban  
Development  
Chicago Office  
Ralph Metcalfe Federal Building  
77 West Jackson Boulevard  
Chicago, Illinois

**Compliance**

We have audited the compliance of St. Clair County Housing Authority (the Authority) with the types of compliance requirements described in the *U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement* that are applicable to each of its major federal programs for the year ended June 30, 2011. The Authority's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts and grants applicable to each of its major federal programs is the responsibility of the Authority's management. Our responsibility is to express an opinion on the Authority's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Authority's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination on the Authority's compliance with those requirements.

In our opinion, the Authority complied in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the year ended June 30, 2011.

**Internal Control Over Compliance**

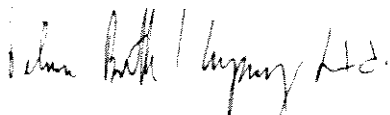
Management of the Authority is responsible for establishing and maintaining effective internal controls over compliance with requirements of laws, regulations, contracts and grants applicable to federal programs. In planning and performing our audit, we considered the Authority's internal controls over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal controls over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control over compliance.

A *deficiency in internal control over compliance* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material*

*weakness over internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program, will not be prevented, or detected and corrected, on a timely basis.

Our consideration of the internal controls over compliance was for the limited purpose described in the first paragraph of this section and was not design to identify all deficiencies in internal control over compliance that might be deficiencies, significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over compliance that we consider to be a material weakness, as defined above.

This report is intended solely for the information and use of the Board of Directors, management, others within the organization and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.



---

Velma Butler & Company, Ltd.  
Chicago, Illinois

December 20, 2011

---

**SCHEDULE OF FINDINGS AND QUESTIONED COST**

---

**ST. CLAIR COUNTY HOUSING AUTHORITY  
SUMMARY OF AUDITOR'S RESULTS  
FOR THE YEAR ENDED JUNE 30, 2011**

---

**Section I - Summary of Auditors' Results**

**Financial Statements**

The type of report issued: **Unqualified**

Internal control over financial reporting:

Material weakness(es) identified?       Yes       No

Deficiencies identified not considered to be material weaknesses?  
 Yes       None reported

Noncompliance material to financial statements noted?  
 Yes       None reported

---

**Federal Awards**

Internal control over major programs:

Material weakness(es) identified?       Yes       No

Deficiencies identified not considered to be material weaknesses?  
 Yes       None reported

Type of auditors' report issued on compliance for major programs:      **Unqualified**

Any audit findings disclosed that are required to be reported in accordance with Circular A-133, Section .510(a)?  
 Yes       No

Identification of major program:

**U.S. Department of Housing and Urban Development**

<u>CFDA Number</u>	<u>Name of Federal Program</u>
<b>Low Rent Rental Assistance Programs</b>	
14.850	Low Rent Housing
14.872	Capital Fund Programs
14.885	Capital Fund Stimulus Grant
<b>Housing Choice Voucher Housing Assistance Programs</b>	
14.871	Housing Choice Voucher Program

Dollar threshold used to distinguish between Type A and Type B programs:      \$ 300,000

Auditee qualified as low-risk auditee?       Yes       No

**ST. CLAIR COUNTY HOUSING AUTHORITY  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED JUNE 30, 2011**

---

**Section II – Financial Statement Findings**

There were no reportable findings for the fiscal year ended June 30, 2011.

**Section III – Federal Award Findings and Questioned Costs**

There were no reportable findings for the fiscal year ended June 30, 2011.

**ST. CLAIR COUNTY HOUSING AUTHORITY  
STATUS OF PRIOR YEAR OF FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED JUNE 30, 2011**

---

**Section IV – Summary of Prior Year Audit Findings**

There were no reportable findings for the fiscal year ended June 30, 2010.

**ST. CLAIR COUNTY HOUSING AUTHORITY  
STATEMENT OF COMPLIANCE WITH  
SECTION 8 MANAGEMENT ASSESSMENT PROGRAM  
FOR THE YEAR ENDED JUNE 30, 2011**

---

Velma Butler & Company, Ltd. audited the Authority's compliance with the Section 8 Housing Management Assessment Program and did not observe any material instances of noncompliance.

**ST. CLAIR COUNTY HOUSING AUTHORITY  
STATEMENT OF COMPLIANCE WITH  
PUBLIC HOUSING ASSESSMENT PROGRAM  
FOR THE YEAR ENDED JUNE 30, 2011**

---

Velma Butler & Company, Ltd. audited the Authority's compliance with the Public Housing Assessment System Program and did not note any material instances of noncompliance.



## **ATTACHMENT O**

### **Asset Management** [24 CFR Part 903.7 9 (q)]

The St. Clair County Housing Authority (SCCHA) is engaging in activities that will contribute to the long-term asset management of its public housing stock, including how the SCCHA is planning for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs. Those activities (that have **not** been addressed elsewhere in the PHA Plan document include **Development-based Accounting and Comprehensive Stock Assessment**.

Reference is made to the Public Housing Asset Management Table that follows.

## Public Housing Asset Management Table - 2012

Development Identification		Activity Description						
Name, Number, and Location	Number and Type of units	Capital Fund Program Parts II and III <i>Component 7a</i>	Development Activities <i>Component 7b</i>	Demolition / Disposition <i>Component 8</i>	Designated housing <i>Component 9</i>	Conversion <i>Component 10</i>	Home- ownership <i>Component 11a</i>	Other (describe) <i>Component 17<sup>1</sup></i>
#1 – Brooklyn	100	2,240,500	None Planned	None Planned	None Planned	None Planned	None Planned	DBA/CSA
#2 – Marissa	18	\$222,500	None Planned	None Planned	None Planned	None Planned	None Planned	DBA/CSA
#3 – Dupo	20	\$395,222	None Planned	None Planned	None Planned	None Planned	None Planned	DBA/CSA
#5 – Smithton	10	\$152,500	None Planned	None Planned	None Planned	None Planned	None Planned	DBA/CSA
#6 – Centreville	178	\$5,837,422	None Planned	32 Units – Year 4	32 units elderly only	None Planned	None Planned	DBA/CSA
#7 – Marissa	14	\$137,500	None Planned	None Planned	None Planned	None Planned	None Planned	DBA/CSA
#8 – Centreville.	142	\$3,408,822	None Planned	None Planned	None Planned	None Planned	None Planned	DBA/CSA
#9 – Brooklyn	42	\$187,500	None Planned	None Planned	None Planned	None Planned	None Planned	DBA/CSA
#10 – Centreville	110	\$2,968,300	None Planned	None Planned	None Planned	None Planned	None Planned	DBA/CSA
#11 – Alorton	44	\$502,900	None Planned	None Planned	None Planned	None Planned	None Planned	DBA/CSA
#12 – Brooklyn	16	\$425,500	None Planned	None Planned	None Planned	None Planned	None Planned	DBA/CSA
#13 – New Athens	16	\$437,500	None Planned	None Planned	4-1br disabled only	None Planned	None Planned	DBA/CSA
#14 – Lebanon	24	\$322,500	None Planned	None Planned	4-1br disabled only	None Planned	None Planned	DBA/CSA
#16 & #61– Belleville	86	\$165,000	None Planned	None Planned	86 units elderly only	None Planned	None Planned	DBA/CSA
#17 – Washington Park	32	\$497,500	None Planned	None Planned	20-1br disabled only	None Planned	None Planned	DBA/CSA
#18 – Swansea	16	\$197,500	None Planned	None Planned	16 units elderly only	None Planned	None Planned	DBA/CSA
#19 – Lenzburg	8	\$107,500	None Planned	None Planned	4-1br disabled only	None Planned	None Planned	DBA/CSA
#20 – Centreville	8	\$277,500	None Planned	None Planned	None Planned	None Planned	None Planned	DBA/CSA
#21 – New Athens	16	\$555,500	None Planned	None Planned	16 units elderly only	None Planned	None Planned	DBA/CSA
#22 – Millstadt	18	\$416,500	None Planned	None Planned	None Planned	None Planned	None Planned	DBA/CSA
#24 – O’Fallon	20	\$175,500	None Planned	None Planned	None Planned	None Planned	None Planned	DBA/CSA
#27 – Belleville	64	\$402,500	None Planned	None Planned	64 units elderly only	None Planned	None Planned	DBA/CSA
#28 – Lenzburg	8	\$77,500	None Planned	None Planned	None Planned	None Planned	None Planned	DBA/CSA

<sup>1</sup> Development-based Accounting and Comprehensive Stock Assessment