

**Annual PHA Plan**  
*(Standard PHAs and Troubled PHAs)*

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

OMB No. 2577-0226  
Expires: 03/31/2024

**Purpose.** 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, including changes to these policies, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families.

**Applicability.** The Form HUD-50075-ST is to be completed annually by **STANDARD PHAs or TROUBLED PHAs**. PHAs that meet the definition of a High Performer PHA, Small PHA, HCV-Only PHA or Qualified PHA do not need to submit this form.

**Definitions.**

- (1) **High-Performer PHA** - A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments if administering both programs, or PHAS if only administering public housing.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceed 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceed 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined and is not PHAS or SEMAP troubled.

**A. PHA Information.**

A.1 PHA Name: LaSalle County PHA Code: IL014  
 PHA Type:  Standard PHA  Troubled PHA  
 PHA Plan for Fiscal Year Beginning: (MM/YYYY): 07/01/2024  
 PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)  
 Number of Public Housing (PH) Units 943 Number of Housing Choice Vouchers (HCVs) 653  
 Total Combined Units/Vouchers 1596  
 PHA Plan Submission Type:  Annual Submission  Revised Annual Submission

**Availability of Information.** PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection 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 their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.

PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below)

Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program	
				PH	HCV
Lead PHA:					

**B. Plan Elements**

**B.1 Revision of Existing PHA Plan Elements.**

(a) Have the following PHA Plan elements been revised by the PHA?

Y N

- Statement of Housing Needs and Strategy for Addressing Housing Needs
- Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.
- Financial Resources.
- Rent Determination.
- Operation and Management.
- Grievance Procedures.
- Homeownership Programs.
- Community Service and Self-Sufficiency Programs.
- Safety and Crime Prevention.
- Pet Policy.
- Asset Management.
- Substantial Deviation.
- Significant Amendment/Modification

(b) If the PHA answered yes for any element, describe the revisions for each revised element(s):

(c) The PHA must submit its Deconcentration Policy for Field Office review. **We have no Projects over 100 units.**

**B.2 New Activities.**

(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?

Y N

- Hope VI or Choice Neighborhoods.
- Mixed Finance Modernization or Development.
- Demolition and/or Disposition.
- Designated Housing for Elderly and/or Disabled Families.
- Conversion of Public Housing to Tenant-Based Assistance.
- Conversion of Public Housing to Project-Based Rental Assistance or Project-Based Vouchers under RAD.
- Occupancy by Over-Income Families.
- Occupancy by Police Officers.
- Non-Smoking Policies.
- Project-Based Vouchers.
- Units with Approved Vacancies for Modernization.
- Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project-based units and general locations, and describe how project basing would be consistent with the PHA Plan.

**The PHA has submitted an application to SAC for the Demolition/ Disposition of five single family scattered site homes under the de minimus guidelines and it was approved. Demolition has been completed and the PHA is awaiting approval to sell the five vacant lots.**

**We have submitted an application to HUD SAC for Demo/ Disposition/ under Scattered site category for 19 Single Family Scattered Site Public Housing units located throughout LaSalle County. (See Attachments ii014i01 for a listing of the unit numbers and location.)**

**The PHA plans to resubmit an application to SAC for disposition of a stand-alone non dwelling building currently being used as a Day Care facility located in Streator Illinois.**

**We are working with a developer who wants to do tax credit developments in Ottawa and Peru. These are in the early stages and an application will be submitted to IHDA sometime in 2024 and if approved we anticipate requesting 16 to 20 project base vouchers for each development.**

	<p>We have been working with HUD and a neighboring PHA who has been approved for Streamlined Voluntary Conversion of its sole development consisting of 95 units. We have received 95 Tenant Protection Vouchers which will eventually be converted to Tenant Based Vouchers and will stay with the development. We will administer the vouchers for that development.</p> <p>We will continue to work with developers to project base up to 20% of our baseline units, in accordance with HOTMA, to expand affordable housing throughout our areas of jurisdiction or other areas with HUD approval.</p>
<b>B.3</b>	<p><b>Progress Report.</b></p> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year and Annual Plan.</p> <p>We have continued to maintain our occupancy rate between 96% and 98% and trying to maintain our unit turn over time. We have brought up our REAC inspection scores to a level returning us. We are trying to maintain high utilization rates for the Voucher program, however abnormally high port out billings to areas with much higher payment standards have created numerous hurdles for the program. We have completed modernization in our elderly developments and have turned our attention to our family developments which were last done 30 years ago. We have updated all our policies and procedural manuals to bring them in line with regulatory changes. We are continuing to have high turnover of employees over the last few years, and we continue to train staff and keep them up to date on program changes. We had completed a new PNA and Energy Audit in 2016 and have completed an Energy Performance Contract greatly reducing water, gas, and electric use in all of our developments. We are working with developers to project base vouchers in newly constructed properties to increase the availability of low-income housing. One such development called Anthony Place Ottawa has recently been completed and is now fully occupied. We have project based 16 units in that development. We are working with HUD and a neighboring PHA who been approved for a RAD conversion of its sole development. We have applied for and received 95 tenant protection voucher which will then be converted to project base vouchers for the development to continue to make the development viable for many years to come. We have completed the process to make all of our Developments Smoke Free and have met the new carbon monoxide requirements. We have completed the Demolition of five scattered site homes under the diminimus guidelines and are awaiting HUD approval to dispose of the vacant lots. We have submitted an application to SAC for the disposition of the remaining 19 scattered site home.</p>
<b>B.4</b>	<p><b>Capital Improvements.</b> Include a reference here to the most recent HUD-approved 5-Year Action Plan in EPIC and the date that it was approved. See HUD Form 50075.2 approved by HUD on 02/28/2023 in EPIC.</p>
<b>B.5</b>	<p><b>Most Recent Fiscal Year Audit.</b></p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N  <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, please describe:</p>
<b>C. Other Document and/or Certification Requirements.</b>	
<b>C.1</b>	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) have comments to the PHA Plan?</p> <p>Y N  <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
<b>C.2</b>	<p><b>Certification by State or Local Officials.</b></p> <p>Form HUD 50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
<b>C.3</b>	<p><b>Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.</b></p> <p>Form HUD-50077-ST-HCV-HP, <i>PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>

<p><b>C.4</b></p>	<p><b>Challenged Elements.</b> If any element of the PHA Plan is challenged, a PHA must include such information as an attachment with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public.</p> <p>(a) Did the public challenge any elements of the Plan?</p> <p>Y N  <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>If yes, include Challenged Elements.</p>			
<p><b>C.5</b></p>	<p><b>Troubled PHA.</b></p> <p>(a) Does the PHA have any current Memorandum of Agreement, Performance Improvement Plan, or Recovery Plan in place?</p> <p>Y N N/A  <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, please describe:</p>			
<p><b>D. Affirmatively Furthering Fair Housing (AFFH).</b></p>				
<p><b>D.1</b></p>	<p><b>Affirmatively Furthering Fair Housing (AFFH).</b></p> <p>Provide a statement of the PHA's strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item.</p> <table border="1" data-bbox="196 1199 1455 1650"> <tr> <td data-bbox="196 1199 1455 1241"> <p><b>Fair Housing Goal:</b></p> </td> </tr> <tr> <td data-bbox="196 1241 1455 1650"> <p><i>Describe fair housing strategies and actions to achieve the goal</i></p> </td> </tr> </table> <table border="1" data-bbox="196 1671 1455 1713"> <tr> <td data-bbox="196 1671 1455 1713"> <p><b>Fair Housing Goal:</b></p> </td> </tr> </table>	<p><b>Fair Housing Goal:</b></p>	<p><i>Describe fair housing strategies and actions to achieve the goal</i></p>	<p><b>Fair Housing Goal:</b></p>
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**Fair Housing Goal:**

Describe fair housing strategies and actions to achieve the goal

## Instructions for Preparation of Form HUD-50075-ST Annual PHA Plan for Standard and Troubled PHAs

**A. PHA Information.** All PHAs must complete this section. (24 CFR §903.4)

**A.1** Include the full PHA Name, PHA Code, PHA Type, PHA Fiscal Year Beginning (MM/YYYY), PHA Inventory, Number of Public Housing Units and or Housing Choice Vouchers (HCVs), PHA Plan Submission Type, and the Availability of Information, specific location(s) of all information relevant to the public hearing and proposed PHA Plan. (24 CFR §903.234)(e)

**PHA Consortia:** Check box if submitting a Joint PHA Plan and complete the table. (24 CFR §943.128(a))

**B. Plan Elements.** All PHAs must complete this section.

**B.1 Revision of Existing PHA Plan Elements.** PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the "yes" box. If an element has not been revised, mark "no." (24 CFR §903.7)

**Statement of Housing Needs and Strategy for Addressing Housing Needs.** Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA's strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income); (ii) elderly families (iii) households with individuals with disabilities, and households of various races and ethnic groups residing in the jurisdiction or on the public housing and Section 8 tenant-based assistance waiting lists based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The statement of housing needs shall be based on information provided by the applicable Consolidated Plan, information provided by HUD, and generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. Once the PHA has submitted an Assessment of Fair Housing (AFH), which includes an assessment of disproportionate housing needs in accordance with 24 CFR §5.154(d)(2)(iv), information on households with individuals with disabilities and households of various races and ethnic groups residing in the jurisdiction or on the waiting lists no longer needs to be included in the Statement of Housing Needs and Strategy for Addressing Housing Needs. (24 CFR §903.7(a)).

The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. (24 CFR §903.7(a)(2)(i)) Provide a description of the ways in which the PHA intends, to the maximum extent practicable, to address those housing needs in the upcoming year and the PHA's reasons for choosing its strategy. (24 CFR §903.7(a)(2)(ii))

**Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.** PHAs must submit a Deconcentration Policy for Field Office review. For additional guidance on what a PHA must do to deconcentrate poverty in its development and comply with fair housing requirements, see 24 CFR 903.2. (24 CFR §903.23(b)) Describe the PHA's admissions policy for deconcentration of poverty and income mixing of lower-income families in public housing. The Deconcentration Policy must describe the PHA's policy for bringing higher income tenants into lower income developments and lower income tenants into higher income developments. The deconcentration requirements apply to general occupancy and family public housing developments. Refer to 24 CFR §903.2(b)(2) for developments not subject to deconcentration of poverty and income mixing requirements. (24 CFR §903.7(b)) Describe the PHA's procedures for maintain waiting lists for admission to public housing and address any site-based waiting lists. (24 CFR §903.7(b)) A statement of the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV. (24 CFR §903.7(b)) Describe the unit assignment policies for public housing. (24 CFR §903.7(b))

**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. (24 CFR §903.7(c))

**Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units, including applicable public housing flat rents, minimum rents, voucher family rent contributions, and payment standard policies. (24 CFR §903.7(d))

**Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance and 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. (24 CFR §903.7(e))

**Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants. (24 CFR §903.7(f))

**Homeownership Programs.** A description of any Section 5h, Section 32, Section 8y, or HOPE I public housing or Housing Choice Voucher (HCV) homeownership programs (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval. (24 CFR §903.7(k))

**Community Service and Self Sufficiency Programs.** Describe how the PHA will comply with the requirements of (24 CFR §903.7(l)). Provide a description of: 1) Any programs relating to services and amenities provided or offered to assisted families; and 2) Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs subject to Section 3 of the Housing and Urban Development Act of 1968 (24 CFR Part 135) and FSS. (24 CFR §903.7(l))

**Safety and Crime Prevention (VAWA).** Describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must provide development-by-development or jurisdiction wide-basis: (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. (24 CFR §903.7(m)) 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. (24 CFR §903.7(m)(5))

**Pet Policy.** Describe the PHA's policies and requirements pertaining to the ownership of pets in public housing. (24 CFR §903.7(n))

**Asset Management.** State 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. (24 CFR §903.7(q))

**Substantial Deviation.** PHA must provide its criteria for determining a "substantial deviation" to its 5-Year Plan. (24 CFR §903.7(r)(2)(i))

**Significant Amendment/Modification.** PHA must provide its criteria for determining a "Significant Amendment or Modification" to its 5-Year and Annual Plan. For modifications resulting from the Rental Assistance Demonstration (RAD) program, refer to the 'Sample PHA Plan Amendment' found in Notice PIH-2012-32 REV-3, successor RAD Implementation Notices, or other RAD Notices.

If any boxes are marked "yes", describe the revision(s) to those element(s) in the space provided.

PHAs must submit a Deconcentration Policy for Field Office review. For additional guidance on what a PHA must do to deconcentrate poverty in its development and comply with fair housing requirements, see 24 CFR 903.2. (24 CFR §903.23(b))

**B.2 New Activities.** If the PHA intends to undertake any new activities related to these elements in the current Fiscal Year, mark "yes" for those elements, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake these activities, mark "no."

**HOPE VI or Choice Neighborhoods.** 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Choice Neighborhoods; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI or Choice Neighborhoods is a separate process. See guidance on HUD's website at:

[https://www.hud.gov/program\\_offices/public\\_indian\\_housing/programs/ph/hope6](https://www.hud.gov/program_offices/public_indian_housing/programs/ph/hope6). (Notice PIH 2011-47)

**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 Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Mixed Finance Modernization or Development is a separate process. See guidance on HUD's website at: [https://www.hud.gov/program\\_offices/public\\_indian\\_housing/programs/ph/hope6/mfph#4](https://www.hud.gov/program_offices/public_indian_housing/programs/ph/hope6/mfph#4)

**Demolition and/or Disposition.** With respect to public housing only, describe any public housing development(s), or portion of a public housing development projects, owned by the PHA and subject to ACCs (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 approval under section 18 of the 1937 Act (42 U.S.C. 1437p); and (2) A timetable for the demolition or disposition. This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed as described in the PHA's last Annual and/or 5-Year PHA Plan submission. The application and approval process for demolition and/or disposition is a separate process. Approval of the PHA Plan does not constitute approval of these activities. 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). (24 CFR §903.7(h))

**Designated Housing for Elderly and Disabled Families.** Describe any public housing projects owned, assisted or operated by the PHA (or portions thereof), in the upcoming fiscal year, that the PHA has continually operated as, has designated, or will apply for designation for occupancy by elderly and/or disabled families only. 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, 5) the number of units affected and; 6) expiration date of the designation of any HUD approved plan. **Note:** The application and approval process for such designations is separate from the PHA Plan process, and PHA Plan approval does not constitute HUD approval of any designation. (24 CFR §903.7(i)(C))

**Conversion of Public Housing under the Voluntary or Mandatory Conversion programs.** Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA is required to convert or plans to voluntarily convert to tenant-based assistance; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received 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>. (24 CFR §903.7(j))

**Conversion of Public Housing under the Rental Assistance Demonstration (RAD) program.** Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA plans to voluntarily convert to Project-Based Rental Assistance or Project-Based Vouchers under RAD. See additional guidance on HUD's website at: [Notice PIH 2012-32 REV-3, successor RAD Implementation Notices, and other RAD notices.](#)

**Occupancy by Over-Income Families.** A PHA that owns or operates fewer than two hundred fifty (250) public housing units, may lease a unit in a public housing development to an over-income family (a family whose annual income exceeds the limit for a low income family at the time of initial occupancy), if all the following conditions are satisfied: (1) There are no eligible low income families on the PHA waiting list or applying for public housing assistance when the unit is leased to an over-income family; (2) The PHA has publicized availability of the unit for rental to eligible low income families, including publishing public notice of such availability in a newspaper of general circulation in the jurisdiction at least thirty days before offering the unit to an over-income family; (3) The over-income family rents the unit on a month-to-month basis for a rent that is not less than the PHA's cost to operate the unit; (4) The lease to the over-income family provides that the family agrees to vacate the unit when needed for rental to an eligible family; and (5) The PHA gives the over-income family at least thirty days notice to vacate the unit when the unit is needed for rental to an eligible family. The PHA may incorporate information on occupancy by over-income families into its PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. See additional guidance on HUD's website at: [Notice PIH 2011-7.](#) (24 CFR 960.503) (24 CFR 903.7(b))

**Occupancy by Police Officers.** The PHA may allow police officers who would not otherwise be eligible for occupancy in public housing, to reside in a public housing dwelling unit. The PHA must include the number and location of the units to be occupied by police officers, and the terms and conditions of their tenancies; and a statement that such occupancy is needed to increase security for public housing residents. A "police officer" means a person determined by the PHA to be, during the period of residence of that person in public housing, employed on a full-time basis as a duly licensed professional police officer by a Federal, State or local government or by any agency of these governments. An officer of an accredited police force of a housing agency may qualify. The PHA may incorporate information on occupancy by police officers into its PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. See additional guidance on HUD's website at: [Notice PIH 2011-7.](#) (24 CFR 960.505) (24 CFR 903.7(b))

**Non-Smoking Policies.** The PHA may implement non-smoking policies in its public housing program and incorporate this into its PHA Plan statement of operation and management and the rules and standards that will apply to its projects. See additional guidance on HUD's website at: [Notice PIH 2009-21 and Notice PIH-2017-03.](#) (24 CFR §903.7(e))

**Project-Based Vouchers.** Describe any plans to use Housing Choice Vouchers (HCVs) for new project-based vouchers, which must comply with PBV goals, civil rights requirements, Housing Quality Standards (HQS) and deconcentration standards, as stated in 983.57(b)(1) and set forth in the PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. If using project-based vouchers, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan (24 CFR §903.7(b)).

**Units with Approved Vacancies for Modernization.** The PHA must include a statement related to units with approved vacancies that are undergoing modernization in accordance with 24 CFR §990.145(a)(1).

**Other Capital Grant Programs** (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

For all activities that the PHA plans to undertake in the current Fiscal Year, provide a description of the activity in the space provided.

**B.3 Progress Report.** For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year PHA Plan. (24 CFR §903.7(r)(1))

**B.4 Capital Improvements.** PHAs that receive funding from the Capital Fund Program (CFP) must complete this section (24 CFR §903.7(g)). To comply with this requirement, the PHA must reference the most recent HUD approved Capital Fund 5 Year Action Plan in EPIC and the date that it was approved. PHAs can reference the form by including the following language in the Capital Improvement section of the appropriate Annual or Streamlined PHA Plan Template: "See Capital Fund 5 Year Action Plan in EPIC approved by HUD on XX/XX/XXXX."

**B.5 Most Recent Fiscal Year Audit.** If the results of the most recent fiscal year audit for the PHA included any findings, mark “yes” and describe those findings in the space provided. (24 CFR §903.7(p))

**C. Other Document and/or Certification Requirements.**

**C.1 Resident Advisory Board (RAB) comments.** If the RAB had comments on the annual plan, mark “yes,” submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA’s decision made on these recommendations. (24 CFR §903.13(c), 24 CFR §903.19)

**C.2 Certification by State of Local Officials.** Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan. (24 CFR §903.15). Note: A PHA may request to change its fiscal year to better coordinate its planning with planning done under the Consolidated Plan process by State or local officials as applicable.

**C.3 Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.** Provide a certification that the following plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public. This requirement is satisfied by completing and submitting form HUD-50077 ST-HCV-HP, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed*. Form HUD-50077-ST-HCV-HP, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed* must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the certification requirement to affirmatively further fair housing if the PHA fulfills the requirements of §§ 903.7(o)(1) and 903.15(d) and: (i) examines its programs or proposed programs; (ii) identifies any fair housing issues and contributing factors within those programs, in accordance with 24 CFR 5.154 or 24 CFR 5.160(a)(3) as applicable; (iii) specifies actions and strategies designed to address contributing factors, related fair housing issues, and goals in the applicable Assessment of Fair Housing consistent with 24 CFR 5.154 in a reasonable manner in view of the resources available; (iv) works with jurisdictions to implement any of the jurisdiction’s initiatives to affirmatively further fair housing that require the PHA’s involvement; (v) operates programs in a manner consistent with any applicable consolidated plan under 24 CFR part 91, and with any order or agreement, to comply with the authorities specified in paragraph (o)(1) of this section; (vi) complies with any contribution or consultation requirement with respect to any applicable AFH, in accordance with 24 CFR 5.150 through 5.180; (vii) maintains records reflecting these analyses, actions, and the results of these actions; and (viii) takes steps acceptable to HUD to remedy known fair housing or civil rights violations. 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. (24 CFR §903.7(o)).

**C.4 Challenged Elements.** If any element of the Annual PHA Plan or 5-Year PHA Plan is challenged, a PHA must include such information as an attachment to the Annual PHA Plan or 5-Year PHA Plan with a description of any challenges to Plan elements, the source of the challenge, and the PHA’s response to the public.

**C.5 Troubled PHA.** If the PHA is designated troubled, and has a current MOA, improvement plan, or recovery plan in place, mark “yes,” and describe that plan. Include dates in the description and most recent revisions of these documents as attachments. If the PHA is troubled, but does not have any of these items, mark “no.” If the PHA is not troubled, mark “N/A.” (24 CFR §903.9)

**D. Affirmatively Furthering Fair Housing (AFFH).**

**D.1 Affirmatively Furthering Fair Housing.** The PHA will use the answer blocks in item D.1 to provide a statement of its strategies and actions to implement each fair housing goal outlined in its accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5) that states, in relevant part: “To implement goals and priorities in an AFH, strategies and actions shall be included in program participants’ ... PHA Plans (including any plans incorporated therein) ... Strategies and actions must affirmatively further fair housing ...” Use the chart provided to specify each fair housing goal from the PHA’s AFH for which the PHA is the responsible program participant – whether the AFH was prepared solely by the PHA, jointly with one or more other PHAs, or in collaboration with a state or local jurisdiction – and specify the fair housing strategies and actions to be implemented by the PHA during the period covered by this PHA Plan. If there are more than three fair housing goals, add answer blocks as necessary.

Until such time as the PHA is required to submit an AFH, the PHA will not have to complete section D., nevertheless, the PHA will address its obligation to affirmatively further fair housing in part by fulfilling the requirements at 24 CFR 903.7(o)(3) enacted prior to August 17, 2015, which means that it examines its own programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction’s initiatives to affirmatively further fair housing that require the PHA’s involvement; and maintain records reflecting these analyses and actions. Furthermore, under Section 5A(d)(15) of the U.S. Housing Act of 1937, as amended, a PHA must submit a civil rights certification with its Annual PHA Plan, which is described at 24 CFR 903.7(o)(1) except for qualified PHAs who submit the Form HUD-50077-CR as a standalone document.

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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 the 5-Year and Annual PHA Plan.

Public reporting burden for this information collection is estimated to average 7.52 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.



# ATTACHMENT A

## ADVISORY BOARD RECOMMENDATIONS

An Advisory Board meeting was held on October 24, 2023. Initial rough draft copies of the Authority's 2020-2024 Five Year Plan, 2024 PHA Annual Plan, 2024 CFP Annual Statement and 2024 thru 2028 CFP Five Year Plan were given to all Advisory Board members in. Members would discuss the Plans at their individual resident meetings and submit any comments, recommendations or changes to the Executive Director.

An Advisory Board meeting was held on January 24, 2024 and a final draft of all documents was given to the Members with a request for any further comments or suggestions. Members had no comments or changes to the Plan. It was decided that the plan would be submitted as proposed.



# Attachment B

## Significant Amendment

**Significant Amendment:** Discretionary changes in the plans or policies of the Authority that fundamentally change the missions, goals, objectives or plans of the agency and which require the formal approval through resolution by the Board of Commissioners.

**Substantial Deviation:** Discretionary changes in the plans or policies of the Authority that fundamentally change the mission, goals, objectives or plans of the agency which do not require the formal approval through resolution by the Board of Commissioners. Changes to the Capital Fund Annual Statement and Five Year Action Plan as allowed through fungibility. Non-Discretionary changes required by regulation or law.



# ATTACHMENT C

## Carbon Monoxide Certification

The Housing Authority for LaSalle County has installed carbon monoxide detectors in all its units that fall under the Illinois Carbon Monoxide Alarm Detector Act and the new HUD requirements.



## Attachment E

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2023 grants)</b>		
a) Public Housing Operating Fund	\$3,190,000.00	PHA Operations
b) Public Housing Capital Fund	\$3,000,000.00	Capital Improvements
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$4,000,000.00	Program Operations
f) Resident Opportunity and Self-Sufficiency Grants		
g) Community Development Block Grant		
h) HOME		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
Capital Fund 501-23	\$150,000.00	Capital Improvements
<b>3. Public Housing Dwelling Rental Income</b>	\$2,500,000.00	PHA Operations
<b>4. Other Income (list below)</b>		
Interest Income	\$30,000.00	PHA Operations
Misc. Income	\$143,000.00	PHA Operations
<b>5. Non-federal sources (list below)</b>		
<b>Total resources</b>	\$13,013,000.00	





# ATTACHMENT F

## EXHIBIT 8-1: SMOKE-FREE POLICY

In accordance with HUD regulations, (24 CFR 965 & 24 CFR 966.4) the Housing Authority has adopted these smoke-free policies. The policies are effective as of July 30, 2018.

### PHA SMOKE-FREE POLICY

#### Smoking

The term “smoking” means any inhaling, exhaling, burning, or carrying any lighted cigar, cigarette, pipe, or other prohibited tobacco product in any manner or any form.

#### Prohibited Tobacco Products

Prohibited tobacco products include tobacco, cigars, cigarettes, pipes, water pipes, hookahs, all types of E-cigarettes, vaping devices, and ENDS (Electronic Nicotine Delivery Systems).

#### Locations

Smoking is prohibited in all apartments, residential units, and all interior areas, including but not limited to hallways, stairwells, balconies, elevators, rental and administrative offices, community centers, day care centers, laundry centers, and similar structures. Smoking is also prohibited in outdoor areas within 25 feet from public housing and administrative office buildings.

#### Applicability

This policy applies to all residents, household members, guests, employees and service persons. Residents are responsible for ensuring that household members and guests comply with this rule.

#### Designated Smoking Areas

The PHA does not provide designated smoking areas on the PHA’s property.

#### Effective Date

The effective date of this Smoke-Free policy is July 30, 2018.

#### Lease

Residents must execute a lease that includes HUD’s “Smoke-Free” requirements in accordance with 24 CFR 965 & 966 as part of the annual lease renewal process. Regardless of the lease renewal date, all residents must be in compliance with the Smoke-Free policy no later than July 30, 2018.

#### Reasonable Accommodation

The act of smoking itself is not a disability under the ADA. Persons who smoke or use tobacco are not a protected class under the Fair Housing Act and do not have special legal status. Reasonable accommodations that allow residents to smoke in their units will not be made.

## **Violations of Smoke-Free Policy**

Violation of the Smoke-Free policy after the Effective Date constitutes a violation of the terms of the Public Housing Dwelling Lease. Consequences of lease violations include termination of tenancy.

### **Enforcement**

The PHA must enforce smoke-free policies when a resident violates this policy. When enforcing the lease, the PHA will provide due process and allow residents to exercise their right to an informal settlement and formal hearing. The PHA will not evict a resident for a single incident of smoking in violation of this policy. As such, the PHA will implement a graduated enforcement framework that includes escalating warnings. Prior to pursuing eviction for violation of Smoke-Free policies, the PHA will take specific, progressive monitoring and enforcement actions, while at the same time educating tenants and providing smoking cessation information.

The lease will identify the actions that constitute a policy violation, quantify the number of documented, verified violations that warrant enforcement action, state any disciplinary actions that will be taken for persistent non-responsiveness or repeated noncompliance, and state how many instances of noncompliance will constitute a violation.

Tenancy termination and eviction will be pursued only as a last resort. The PHA may terminate tenancy at any time for other violations of the lease and failure to fulfill household obligations if resident behavior disturbs other residents' peaceful enjoyment and is not conducive to maintaining the property in a decent, safe, and sanitary condition.

### **Enforcement Plan**

- 1<sup>st</sup> Violation** Verbal warning from staff to resident. Warning is noted in tenant file. Cessation materials included.
- 2<sup>nd</sup> Violation** Notice of Lease Violation letter sent to tenant specifying smoking as a lease violation, including date of first, verbal warning. Cessation materials included.
- 3<sup>rd</sup> Violation** Notice of Lease Violation sent to tenant with a request for tenant to meet with staff to discuss PHA Smoke Free Policy. Cessation materials included.
- 4<sup>th</sup> Violation – Notice of Lease Termination issued:**
- If tenant agrees in writing not to violate Smoke-Free policy again, PHA may allow cure.
  - If tenant does not agree in writing to cease violating Smoke-Free policy then Lease Termination will be enforced.
- 5<sup>th</sup> Violation – Notice of Lease Termination issued (Final):**
- Tenant is in violation of prior written agreement will **not** be permitted to cure.

### **Grievance Procedure**

Tenant(s) found to be in violation of Smoke-Free policy may grieve at any stage of violation in accordance with the Grievance Procedure (ACOP Chapter 14 or Resident Handbook), except in cases where the grievance would be excluded by the Dwelling Lease or PHA Policy.



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# **OPERATIONS PLAN**

## **Fiscal Years 2020-2024**

Approved by  
the Housing Authority's  
Board of Commissioners

Resolution No.

Date 03/11/2020

*FORWARD* .....

We are pleased to present the operations plan for the Housing Authority for LaSalle County for Fiscal Years 2020-2024.

We encourage all employees to take the time to read this document carefully. It will serve as our road map for what will be accomplished in Fiscal Years 2020-2024.

We consider planning to be the cornerstone of effective management. Only together, working as a team, can we succeed.

## **BOARD OF DIRECTORS**

Michael Crowley, Chairman

Doug Biederstedt, Vice-Chairman

Richard McConville, Commissioner

Gary Grabowski, Commissioner

Jerry Hicks, Commissioner

Robert Jakupcak, Commissioner

Margie Corcoran, Resident Commissioner

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## **MISSION**

The mission of the Housing Authority for LaSalle County is to strengthen the community by creating opportunities for diverse housing options and providing the opportunity for self-sufficiency by promoting adequate and affordable housing, economic opportunity, and a suitable living environment.

## GOALS

The Housing Authority for LaSalle County will accomplish its mission through the establishment of clearly defined goals. The Authority's organizational goals are statements of what we intend to accomplish. These goals are not prioritized, as we consider all of equal importance. The goals stated here encompass all areas of the Housing Authority's operation.

- Increase the effectiveness of the Board of Commissioners through continued education of Authority operations
- Improve managerial effectiveness through continued professional development of management staff
- Improve front-line operations and interdepartmental cooperation by providing ongoing training for front-line staff
- Provide ongoing support to staff, working to maintain a high level of motivation and excellent customer service
- Develop and implement an ongoing community-wide public relations and marketing program
- Identify and develop resident leaders, and strengthen resident relations through improved communication with residents
- Encourage resident empowerment through the development and support of resident councils and a centralized Resident Executive Committee
- Increase the number of permanent subsidized units through aggressive solicitation of federal and state funding
- Develop and implement support programs for residents that improve the overall quality of life
- Maintain all physical facilities in good condition, improve ongoing maintenance operations, improve preventative maintenance programs, and continue capital improvements
- Assure overall financial security of the Authority through strong budgetary controls, including preservation of reserves and aggressive collection procedures
- Analyze and review operating policies and procedures, assuring compliance with changing federal regulations at all times
- Consistently maintain Public Housing occupancy and Section 8 occupancy in excess of 98%
- Research, develop and implement housing alternatives for residents, whose housing needs are not met by the private market

## OBJECTIVES

The objectives that follow represent relevant and measurable ends to be achieved during the next five years. The accomplishment of these objectives will enable us to reach our goals. These objectives are stated by operational divisions, not by programs, as many divisions overlap various programs.

## BOARD FUNCTIONS

- Keep well-informed of Housing Authority programs and respond to community questions and concerns. Refer appropriate issues to staff.
- Attend state and national conferences and seminars to keep informed of housing policy and HUD regulations.
- Review and revise Housing Authority policies as needed.
- Monitor financial statements and audits to assure compliance with approved budgets.
- Monitor the progress of the goals and objectives of the Housing Authority.
- Monitor the performance and effectiveness of management.



## ADMINISTRATION

1. Provide leadership for staff, maintaining an open door policy and expanded opportunity for personal and professional growth.
2. Conduct staff meetings, reviewing, monitoring and measuring the success of the Authority's goals and objectives.
3. Meet periodically with designated employees to discuss appropriate issues in connection with employee relations.
4. Encourage all employees to actively participate in the continuing education program. Provide training as needed for each employee.
5. Keep informed of all legislation and HUD regulations on an ongoing basis. Inform staff of pertinent changes and update policies as needed. Solicit staff input on policy issues. Maintain an updated library at all times.
6. Conduct annual salary/benefits comparability survey, analyze and discuss with staff.
7. Complete employee evaluations annually.
8. Keep master file for all applicant/resident standard correspondence and notices.
9. Load program updates in a timely manner; provide ongoing computer support for all staff. Maintain system backups in a safe location.
10. Coordinate Board functions and assist Board members as needed. Maintain minutes current and enforce freedom of information requirements.
11. Coordinate all internal reports, manage all information systems and provide data to staff as needed.
12. Provide all ongoing clerical support for management staff, coordinate schedules, and assist the general public as required.
13. Review job descriptions periodically, soliciting staff input, updating as needed.
14. Improve overall working conditions by assuring that adequate resources are available for all staff.

## CENTRAL OFFICE – FINANCE / PERSONNEL

1. Monitor and manage the financial and human resource operations of Authority on an ongoing basis to: 1) assure that operating reserves are maintained at a level to secure the financial viability of each of the Authority's programs; 2) assure the compliance with applicable federal and state laws; 3) assure the adherence to internal administrative policies and procedures and; 4) monitor the adherence to budget projections so that routine operating expenses are less than operating income.
2. Low Rent Program Budgets: Prepare AMP budget packets for Property Managers at least 75 days before the beginning of each fiscal year. Provide support to Property Managers in their preparation of line item budget estimates and assist as necessary to ensure that estimates are completed and budget packets are returned to the COCC at least 45 days before the beginning of each fiscal year. Compile AMP budget estimates and format reports in a manner that will present budgeted financial and per unit month data by individual AMP as well as agency-wide. Submit budget reports to the Authority's Board of Commissioners for Board approval prior to the beginning of each fiscal year.
3. Rural Development Budget: Review and update utility allowances and market rents for each development 120 days before the beginning of the fiscal year. Review the capital improvement and equipment needs of each development with the Property Manager and Technical Services Director at least 90 days before the beginning of the fiscal year. Prepare and submit the required budget forms, narratives, and supporting documents to the Rural Development servicing office 60 days before the beginning of the fiscal year.
4. Section 8 Administrative Budget: Review program operating needs and potential fee income with the Executive Director and prepare an operating budget for the Section 8 Program at least 45 days before the beginning of each fiscal year.
5. Fornof Manor Budget: Review the capital improvement and equipment needs of the development with the Property Manager and the Technical Services Director at least 120 days before the beginning of the calendar year. Prepare budget forms 60 days before the beginning of the calendar year. Review utility allowances and rent changes 90 days before the beginning of the fiscal year and submit to IHDA for approval before implementation.
6. Starved Rock Homes Budget: Review program operating needs and income projections with the Executive Director. Prepare an operating budget for approval by the Starved Rock Homes Board 30 days before the beginning of the calendar year.
7. Prepare AMP financial data to document Authority's eligibility for annual operating subsidy and submit the required information through REAC, HUD's electronic system based on timeframes established by HUD (normally during the last quarter of the calendar year). Coordinate and maintain financial data as necessary for HUD's assessment programs of Public Housing and Section 8.

## Attachment G

8. Submit monthly payment draws for AMP operating subsidy thru HUD's LOCCS payment system by the 10<sup>th</sup> of each month. Submit monthly project worksheets for Leland Elderly properties through Rural Development's MINC payment system by the 20<sup>th</sup> of each month. Prepare LOCCS capital fund draws as needed for disbursement of funds to contractors within three business days from receipt in accordance with HUD requirements. Monitor Section 8 FMC notices for availability of program funding allocations, update subsidy schedule for each FMC notice and on the 1<sup>st</sup> of each month for HUD's automatic deposit of Section 8 operating funds.
9. Process accounts payable transactions, issuing timely payments to vendors on the 10<sup>th</sup> and 20<sup>th</sup> of each month; assure that invoices are properly approved, expensed and supported by purchase requests and purchase orders. Assure strict compliance with the Agency's procurement and internal control policies by all departments at all times. Maintain detailed utility consumption and cost data for each AMP for HUD funding and budgeting purposes.
10. Monitor bank balances on a regular basis to assure sound cash management and timely investment of excess funds in interest bearing accounts in compliance with HUD investment guidelines. Process and balance monthly bank statements by the 5<sup>th</sup> working day of each month. Monitor interest rates from area financial institutions in order to maximize interest income
11. Process and maintain timely and accurate general ledger information for all programs to assure that monthly balance sheets and operating statements are ready for review by the 12<sup>th</sup> day following each monthly reporting period.
12. Prepare monthly, quarterly, and annual AMP reports for property managers and Executive Management staff by the 15<sup>th</sup> day of each month for monitoring of each AMP's: 1) budget vs. cash flow variances; 2) unit turnaround times / vacancies; 3) resident accounts receivables, balance ratio's and average rents and; 4) annual utility cost and consumption data for comparison to agency averages.
13. Prepare and distribute staff biweekly payroll and maintain accrued annual leave records. Consult with property managers, supervisors, and department heads as necessary to assure that time and leave requests have been recorded in accordance with policy requirements. Implement changes in procedures and electronic processing to comply with federal and state reporting, postings, and notices within published timeframes. Review personnel policies and employee benefit programs for compliance with applicable laws. Update policies for changes and compliance as necessary. Provide timely notices and benefit resource information to staff as required and requested.
14. Conduct new employee orientation during the first week of employment for all new hires. Distribute and review employment materials, explain procedures and policies, and obtain completed employment forms.
15. Prepare and coordinate worker's compensation incident and injury reports with property managers, supervisors, and department heads. File reports with the Authority's insurance carrier within the required timeframes. Maintain an individual record of all correspondence to facilitate the flow of information and medical status on each claim.

## Attachment G

16. Administer and assure proper insurance coverage for all Authority assets at all times. Prepare Requests for Proposals in compliance with HUD procurement guidelines. Timely process and document claims, accidents, and casualty losses. Coordinate insurance information with management and field staff. Maintain and distribute current insurance registers. Maintain an updated insurance policy binder in a secure location at all times. Retain expired policies for a period of ten years.
17. Compile accrued financial data on the Low Rent Public Housing, Capital Fund, Section 8, and Rural Development Programs for the electronic submission of annual financial data to HUD/REAC within 60 days of the end of the fiscal year. Prepare the Management Discussion and Analysis Report 90 days after the end of the fiscal year for submission to the Board of Commissioners and inclusion in the annual audit report.
18. Process tenant accounting transactions and bank deposits daily. Process late rent notices by the 7<sup>th</sup> day of each month, assess late fees on the 15<sup>th</sup> day of each month, and issue statements to residents before the 27<sup>th</sup> day of each month. In cooperation with the Intake / Certification/Occupancy Department, maintain timely and accurate tenant rental information.
19. Monitor resident lease compliance for the prompt and timely payment of amounts due and process nonpayment lease termination notices by the 7<sup>th</sup> day of each month. Court cases will be initiated and coordinated with the Authority's attorney by the 21<sup>st</sup> day of each month in non-payment cases and upon the expiration of the lease termination notice in all other cases. Finance and property management staff will consult on a regular basis regarding the status of each case until settlement. Attend initial court appearances and negotiate agreed orders with residents, prepare default orders for non-appearance cases or refer residents to the attorney for further legal consultation. Provide property managers and department heads with updated eviction information on a regular basis and coordinate evictions with the sheriff's department and property management staff. Attend and testify at trials as requested by the Authority's attorney.
20. Process and settle vacated resident accounts within 45 days of move out. Submit vacated resident debt information to the board on a semi-annual basis for collection loss write-off. Pursue collection of vacated resident accounts through post judgment actions, the Authority's attorney, collection agencies, state tax offset programs to recapture unpaid debt amounts from former program participants.
21. In cooperation with the Section 8 Department, maintain accurate housing assistance payment information on active participants. Process and direct deposit or mail Section 8 landlord HAP checks, including utility reimbursements and outgoing portability payments on the 1<sup>st</sup> business day of each month. Process Section 8 mid month adjustments on the 15<sup>th</sup> day of each month. Mail Section 8 repayment and debt statements during the last week of each month. Prepare and distribute IRS-1099s to Section 8 landlords by January 25<sup>th</sup> of each year.
22. Maintain Public Housing Low Rent, Section 8, and Rural vacated resident debt and program violation records and distribute updated reports to intake staff on a monthly basis. Update information for payments received and bankruptcy filings. Maintain debt and violation records for a minimum of 10 years.

## Attachment G

23. Prepare Requests for Proposals (RFP) for financial audits of Authority programs and entities. Prepare bid tabulations for Board approval. Work with auditors to assure that audits are completed and submitted within the time frame established by the funding agency.
24. Keep finance staff, property managers, and executive staff informed on finance related matters and provide ongoing financial training to central office and property management staff as necessary.
25. Respond to residents, applicants, and the general public in a courteous, polite, timely, and non-discriminatory manner and adhere to the confidentiality and privacy of applicant, resident, and Authority information at all times.

## PROPERTY MANAGEMENT

1. Assure the adherence to internal administrative policies and procedures; and monitor the adherence to budget projections so that routine operating expenses are less than operating income.
2. Walk each development at least weekly, ensuring that sites are well-maintained. Single family scattered sites to be done monthly.
3. Initiate contact with applicants within 3 business days from the date formal applicant file is received from ICO, contingent upon background checks.
4. Upon receipt of final verification of selection and admissions criteria, offer unit or deny assistance within 3 business days. If approved applicant accepts unit offer, schedule to complete lease within 3 business days of unit readiness. Return completed file to central office within 2 days.
5. Assist ICO in completing interim rent changes and annual re-exams when residents are uncooperative. Submit changes in family composition information to ICO within 2 days of determination.
6. Transfer tenants in accordance with transfer priorities and the centralized transfer list to ensure that transfers are processed in the correct order and that procedures are uniform across all properties.
7. Conduct housekeeping inspections for residents with housekeeping and sanitation problems for units that meet unsanitary conditions in accordance with the ACOP..
8. Investigate resident complaints within 48 hours of receipt.
9. Maintain site files current at all times, and document all incidents in computer system.
10. Conduct marketing activities based on vacancies, including speaking to groups, mailings, advertisement and contacts with agencies and employers.
11. Maintain a professional attitude at all times, assist residents in all areas as needed, return messages within 24 hours, and respond to inquiries within 48 hours.
12. Meet with maintenance staff at least weekly to coordinate maintenance work. Discuss resident complaints and other maintenance concerns. Submit work orders on a daily basis as needed.
13. Work closely with building caretakers on an ongoing basis.
14. Conduct resident meetings at least annually at every development.

## **Attachment G**

15. Work closely with other agencies, police departments, and city officials to secure and coordinate services for residents.
16. Support and assist with other Housing Authority program initiatives conducted at the developments.
17. Work with ICO and maintenance staff to maintain total vacancy days at less than 15 average for Public Housing, Rural Development, and Fornof Manor.
18. Maintain an open door policy for all residents, assist in the development of resident councils and keep residents well informed of all related issues.
19. Submit intent to vacate forms to ICO within 24 hours.
20. Coordinate and maintain data as necessary for federally regulated assessment programs agency wide.
21. Increase communication with residents through quarterly meetings with Resident Executive Committees and Resident Advisory Board.

## **MAINTENANCE AND INVENTORY**

1. Initiate and complete work orders for all site work, common area work and resident requested work within time determined by appropriate priority code.
2. Complete all emergency work orders within 24 hours from the time reported and call-in work orders within 3 days.
3. Complete all non-emergency work orders from annual inspections within 30 days from date generated.
4. Submit completed work orders to clerical staff for processing at the end of each day.
5. Inspect vacated units with property managers, as requested; correct all deficiencies listed on inspection form, as needed, and in accordance with the unit turnover checklist.
6. Complete vacancy turnaround within five days from the date maintenance receives possession of the unit.
7. Complete preventative maintenance work on schedule each year.
8. Maintain grounds in excellent condition - bushes and shrubs neatly trimmed, sidewalks and parking areas free of any debris, ice, or snow.

## Attachment G

9. Complete site inspections jointly with property managers on a monthly basis; make necessary repairs.
10. Wear uniforms provided every day; maintain a neat and clean appearance. At all times, maintain a professional attitude.
11. Respond to emergency calls after hours when “On-Call” within 1 hour from receiving call and submit work orders for emergency calls within 24 hours.
12. Keep maintenance schedules up to date for all vehicles and equipment at each site.
13. Maintenance Foreman meet daily with Property Managers to discuss maintenance issues and report problems or concerns in units. Prioritize maintenance work with Property Managers.
14. Maintain high quality for all work performed. Utilize a mutually understood standard for each job performed.
15. Close all completes unit turnover work orders and verify accuracy using reports by the 5<sup>th</sup> day of the month.
16. Assure strict compliance with the Housing Authority for LaSalle County Procurement Policy call times.



## Attachment G

### RESIDENT SERVICES:

1. Support senior resident councils; assist with recreational programs; identify resident leaders, establish and coordinate quarterly meetings of Resident Executive Committee and the Resident Advisory Board.
2. Research alternative options that will prolong independence and avoid premature nursing home care.
3. Strive for crime-free public housing through the continuing support of the Resident Assistance Program in all developments, with cooperation from participating agencies.
4. Continue cooperative arrangement with various local agencies.
5. Continue to support a Family Self-Sufficiency program for families living in public housing; assist families in securing affordable financing for homeownership.
6. Work closely with local agencies to assist with providing suitable housing for their clients throughout LaSalle County.
7. Implement a transition plan to develop accessible housing in accordance with our needs assessment.
8. Work with the local service providers to make reasonable modifications to existing housing stock for physically handicapped residents.

## INTAKE, CERTIFICATION, AND OCCUPANCY

1. Greet visitors at the administrative office in a prompt and courteous manner with consideration given to privacy of clients relating to confidential information. Answer questions and refer visitor to appropriate department or staff person.
2. Serve as telephone operator for the administrative office. Answer switchboard calls within five rings.
3. Dispense applications and provide assistance in completion when needed.
4. Process applications and send an initial response letter to applicants within ten business days of the date the application is received. Review applications against prior and current resident lists and data available in the HUD EIV database to determine records of prior participation and any resulting debt, lease or program violation. Review LaSalle County sex offender list for applicant prior to processing.
5. Purge applicant's files for all programs annually if application on file is in excess of 12 months.
6. Maintain a pool of applications verified in accordance with HUD regulations and agency policies based on average vacancy and turnover percentages for the previous 12-month period.
7. Provide inventory of blank pre-applications for use at Asset Management site offices.
8. Issue final notice of eligibility or denial within five business days of receipt of verifications.
9. Maintain an applicant report and provide to executive management staff as appropriate on a monthly basis.
10. Review and, if needed based on date of verifications, reverify applicant files prior to offer of assistance.
11. Issue complete formal application files to Property Managers within business 5 days of receipt of intent to vacate, or within 2 business days of vacate if no notice was received.
12. Conduct Section 8 briefings in accordance with available units based on turnover and the average lease-up percentage rates for the previous 12-month period.
13. Maintain Section 8 utilization at a minimum 98% and issue available vouchers within 30 calendar days.
14. Review Section 8 Request for Tenancy Approval and request initial inspection within 7 calendar day of receipt. Send lease-up documents for Section 8 units within 5 business days of passed inspection.

## Attachment G

15. Work closely with Property Managers by responding to all queries within 1 business day, and informing Managers in advance of staff absences.
16. Begin processing annual re-exams 90 days prior to anniversary date for Section 8 and Public Housing, Rural Developments, and Fornof Manor. Complete all annuals other than resident-delayed at least 30 days prior to anniversary date.
17. Review request for interims within ten business days. For interims relative to income changes, request verifications and interim paperwork within 35 days of the date the change is reported. For interims relative to changes in household composition, request verifications and interim paperwork within ten business days of the date the change is reported.
18. Process appropriate interim rent change within ten business days of receipt of all necessary paperwork.
19. Maintain ongoing investigations of program fraud and abuse. Work closely with property managers, landlords, and other social service agencies to verify information for applicants/residents.
20. Prepare lease-up files for Public Housing within one-calendar day upon notification of approved application from Property Management staff.
21. Purge and place in storage all non-violation Section 8 end participation files at least annually.
22. Maintain inactive application files in an accessible location for at least two years. Place files in storage after elapse of two years.
23. Complete all waiting list, vacancy, withdrawn, and turnover reports by the 10th of each month. Advise the Property Management staff when developments have no applicants.
24. Work with Property Management staff to maintain total vacancy days at less than 15 average days.
25. At all times be courteous, polite, and professional. Respond to questions and concerns of applicants, residents, landlords, and other interested parties. Return all telephone messages within 24 working hours. Provide emergency coverage information via voice mail message in case of an absence that will exceed one business day. To insure client privacy, require provision of the last four numbers of client social security number prior to discussion or release of confidential information. Treat all clients in a fair and consistent manner.
26. Approve new HAP amounts and issue written notification of Section 8 rent changes to Finance Department one day prior to the end of month. Provide Finance Department with written information necessary to process HAP adjustment checks by the 14th of each month. Coordinate utility reimbursements via the accounts payable system with the Finance Department.

## Attachment G

27. Investigate violations of Section 8 program obligations within 30 calendar days of report.
28. Issue notice of Section 8 termination within 5 business days of verification of program violation.
29. Issue notice of termination of public housing tenancy for fraud or for non-cooperation with recertification within five days of completion of verification of violation.
30. Schedule, attend, and respond to conferences, reviews, hearings, and trials as required in accordance with federal regulations and Housing Authority policy.
31. Access HUD income matching program verifications at least quarterly and resolve discrepancies exceeding 100% within 60 calendar days.
32. Access HUD website weekly to monitor necessary program changes.
33. Attend regularly scheduled staff meetings to discuss department operations.
34. Submit MTCS data to HUD by the 27<sup>th</sup> of each month. Review error reports, make needed corrections, and resubmit by the 30<sup>th</sup> of the month.
35. Submit TRACS data to IHDA by the 25<sup>th</sup> of each month. Review error reports and make needed corrections by the 10<sup>th</sup> of each month.
36. Maintain applicant and resident files in a standardized easily auditable format with all forms and documents required in accordance with federal regulations and Housing Authority policies. Document telephone, face-to-face contacts, and actions processed with factual statements on computerized notes in software system accessible by other departments.
37. Maintain monthly reports of residents receiving mandatory earned income disallowances and process recertification timely when disallowance elapses.
38. Perform supervisory reviews of at least 5% of files annually. Document results of reviews. Immediate resolution of discrepancies discovered in quality control reviews or audits.
39. Maintain reports and data as necessary for HUD's assessment programs.
40. Process and maintain monthly waiting list reports for each program and community in accordance with Housing Authority policies relevant to selection and ranking.
41. Track initial admissions for compliance with income targeting requirements and provide monthly report to Executive Director.
42. Under the direction of the Finance Department, accept public housing resident rent payments.
43. Submit monthly MINC reporting to the Rural Development Agency.

## Attachment G

44. Complete on-going reviews of forms, documents, procedures and policies. Revise as needed.

### SECTION 8 INSPECTIONS:

1. Contact appropriate person within 2 business days of move-in inspection request to arrange for an inspection appointment.
2. Schedule all initial move-in inspections within 7 calendar days of inspection request unless resident/landlord causes a delay.
3. Deny Request for Tenancy Approval if move-in inspection cannot be performed within 15 calendar days of inspection request. (The 15-day period is suspended for any period during which the unit is not for available for inspection.
4. Complete bi-annual inspections within 12 months of the most recently passed complete inspection.
5. Complete monthly quality control inspections on units which have passed inspection during the prior sixty day period achieving a yearly total of at least 5% of all units under contract.
6. Advise resident to contact property owner with complaint issues relative to Housing Quality Standards. Upon indication that property owner has failed to act, complete health/safety complaint inspections within 3 business days of complaint. Complete other complaint inspections within 5 business days.
7. Issue notification of HQS violations within 2 business days of completed inspections.
8. Issue Intent to Terminate HAP letters upon completion of 20-day abatement period. Issue termination of HAP upon completion of 30-day abatement period.
9. Issue Intent to Terminate Assistance to program participants who fail to cooperate with inspections within ten business days of documentation of failed cooperation.
10. Arrive at inspections timely as scheduled in advance by departmental staff and complete and submit inspection reports on a daily basis.
11. Enter passed inspection information in computer program software and file completed inspection reports in resident files within 5 business days.
12. Answer resident/owner questions and advise as necessary on needed correction of deficiencies.
13. Document rent reasonableness conditions on inspection report.
14. Review rent reasonableness survey on a bi-annual basis.

## TECHNICAL SERVICES

### CAPITAL FUND PROGRAM & DEVELOPMENT

1. Prepare and submit applications for CFP funding each year, and development funding as needed, in accordance with HUD requirements.
2. Prepare and assure compliance with an approved implementation schedule for each CFP and Development program funded.
3. Complete all emergency CFP work within 1 year from the date funded.
4. Obligate all CFP funds within 24 months and complete work within 3 years of funding.
5. Prepare specifications and bid documents in accordance with HUD requirements. Secure bids in accordance with the PHA procurement policy. Monitor construction, coordinating closely with contractors.
6. Complete all related paperwork; maintain complete and accurate CFP and Development files at all times.
7. Review payroll forms, conduct contractor interviews, process and authorize contract payouts.
8. Prepare narrative report and distribute by the 15th of each month; prepare Annual Performance & Evaluation Reports for CFP and submit with the PHA's Annual Plan.
9. Complete close-out documents for each contract as needed and complete program closeout within 4 years from date funded.
10. Coordinate all aspects of CFP & Development with other departments and with residents as needed.
11. Coordinate and maintain CFP and Maintenance data as necessary for HUD's programs of Public Housing and Section 8.

### PUBLIC HOUSING

1. Provide computer hardware, software and training support to Central Office and AMP staff on an on-going basis, including the design and retrieval of various data based reports.
2. Maintain a Maintenance Operations and Preventative Maintenance plan for all building systems

## **Attachment G**

within each AMP.

3. Maintain contract logs for all programs, certificates of insurance, grant program contractor payrolls and files in compliance with HUD and Davis Bacon requirements. Prepare detailed reports and distribute within specified time frames.
4. Provide support to the AMP staff with specific computer problems related to property management, UPCS inspections and unit management, including performing program updates, recommending program changes, diagnosing problems, troubleshooting, performing data entry and creating internal reports as required.
5. Oversee the recording and maintenance of the agency's security systems (door tabs & surveillance cameras) throughout the county.
6. Act as liaison with the Agency's housing specific software provider to stay current with new releases, updates and to resolve software issues that need attention.
7. Provide back-up support for the Network Administrator. Maintain and preserve data integrity and security.

## **INVENTORY & PURCHASING:**

1. Assist Asset Managers and Maintenance Foremen to maintain a minimum of 30 day stock at each site on all inventory items.
2. Assure strict compliance with the Authority procurement policy at all times.
3. Maintain a master list of all supplies of commonly-purchased items and supplies.
4. Secure a minimum of three prices for each purchase, annually.
5. Maintain AMP-based expense reports for materials for each site office.
6. Maintain a master list of all appliances by AMP and sub-development.
7. Maintain a master list of all capitalized items by AMP and sub-development.

## **HALC UTILITY ALLOWANCE SCHEDULE**

1. Prepare and distribute an RFP for utility allowance survey with vendors every five years.
2. Coordinate utility allowance update with vendors annually.
3. During the period of an Energy Performance Contract, coordinate with the contractor to update the Public Housing utility allowance annually.
4. If changes are needed in the Public Housing Program, notices and postings must be done in accordance with the lease and 24 CFR Subpart E 965.502 (c). Notice must be posted and given to each resident at least 60 days prior to the effective date, and residents must be given a 30 day comment period expiring not less than 30 days before the effective date. ICO needs to know the proposed allowances at least 60 days prior to effective date.
5. If changes are needed in the Voucher Program, no notices or postings are required. ICO needs to know the proposed allowances at least 60 days prior to the effective date.

## **UPCS AND ANNUAL INSPECTIONS**

### **PUBLIC HOUSING**

1. Coordinate UPCS inspection annually with vendors.
2. Provide inspection results to site offices the same day as inspection for emergencies and by the first Monday following the inspection for normal deficiencies.
3. Maintain a master inspection file for all Developments and provide copies of inspection letter to the site offices.

### **FORNOF MANOR**

1. Coordinate UPCS inspection annually with vendors.
2. Coordinate HQS inspection annually with vendors.
3. Provide inspection results to site office the same day as inspection for emergencies and by



## Attachment G

the first Monday following the inspection for normal deficiencies.

4. Maintain a master inspection file for both UPCS and HQS inspections. Provide a copy of HQS inspection to the site office and to the ICO Department.

### RURAL DEVELOPMENT

1. Coordinate HQS inspection annually with vendors.
2. Provide inspection results to site office the same day as inspection for emergencies and by the first Monday following the inspection for normal deficiencies.
3. Maintain a master inspection file and provide a copy of HQS inspection to site office and to the ICO Department.

### SECTION 8

1. Complete quality control inspections.
2. Provide backup to Section 8 inspector.



Attachment H

Housing Needs of Families on the PHA's Waiting Lists			
Waiting List type: (select one)			
<input type="checkbox"/>	Section 8 project based		
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/sub jurisdiction:			
	# of families	% of total families	Annual turnover
Waiting list total	750	100	249
Extremely low income (<=30% AMI)	676	90	
Very low income (>30% but <=50% AMI)	52	7	
Low income (>50% but <80% AMI)	22	3	
Families with children	365	49	
Elderly families	53	7	
Families with Disabilities	144	19	
White Non-Hispanic	497	66	
Black	254	34	
Hispanic	42	6	
Other	16	2	
Characteristics by Bedroom Size (Public Housing Only)			
1 BR	385	51	178
2 BR	258	34	35
3 BR	88	12	27
4 BR	8	1	8
5 BR	0	0	1
5+ BR	0	0	0
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed?			
<input type="checkbox"/> No <input type="checkbox"/> Yes			

Attachment H

Housing Needs of Families on the PHA's Waiting Lists			
Waiting List type: (select one)			
<input checked="" type="checkbox"/>	Section 8 project-based assistance		
<input checked="" type="checkbox"/>	Section 8 tenant-based assistance		
<input type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual turnover
Waiting list total	581	100	82
Extremely low income ( $\leq 30\%$ AMI)	509	88	
Very low income ( $> 30\%$ but $\leq 50\%$ AMI)	54	9	
Low income ( $> 50\%$ but $< 80\%$ AMI)	17	3	
Families with children	201	35	
Elderly families	86	15	
Families with Disabilities	90	16	
White Non-Hispanic	333	57	
Black	179	31	
Hispanic	46	8	
Other	18	3	
Characteristics by Bedroom Size (Public Housing Only)			
1 BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <b>PHA uses a lottery system to pull from waiting list. This report was run at very beginning of a new lottery pool application. The numbers will increase drastically in the next few months.</b>			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

	Development Number	Building Number	Unit Number	BedRoom Count	Address	PIN	Acres
A M P 1	IL014000001	27-02	027-0942	3	2235 BERRY AVE.,OTTAWA	21-02-104-012	0.18
	IL014000001	27-04	027-0944	3	235 W. LINCOLN STREET,GRAND RIDGE	27-24-118-002	0.15
	IL014000001	27-06	027-0946	4	1846 N 2753rd ROAD,OTTAWA	15-43-257-000	0.34
	IL014000001	27-07	027-0947	3	507 N. LINCOLN STREET,UTICA	19-08-401-027	0.4
	IL014000001	27-15	027-0952	3	1107 RETZ DRIVE,OTTAWA	21-01-215-002	0.17
	IL014000001	27-14	027-0954	3	1100 DENHARD DRIVE,OTTAWA	21-01-214-017	0.23
	IL014000001	27-17	027-0957	4	3492 E.2153RD ROAD,WEDRON	14-09-234-000	0.37
	IL014000001	27-09	027-0959	3	2412 E. 2360th RD,MARSEILLES	23-36-428-011	0.49

A M P 3	IL014000003	27-01	027-0941	3	504 FULLER ST.,STREATOR	34-30-302-055	0.24
	IL014000003	27-03	027-0943	4	1602 SHAFT STREET,STREATOR	33-23-423-034	0.34
	IL014000003	27-05	027-0945	3	20 SUNBERRY DR.,STREATOR	34-31-307-005	0.17
	IL014000003	27-08	027-0948	3	1017 E 12TH ST,STREATOR	36-12-404-000	1.62
	IL014000003	27-19	027-0949	3	2 SUNWOOD DRIVE,STREATOR	34-31-306-008	0.16
	IL014000003	27-11	027-0951	3	1130 SARATOGA,STREATOR	34-31-308-006	0.18
	IL014000003	27-13	027-0953	3	1532 LITTLE MAIN STREET,STREATOR	34-30-115-031	0.63
	IL014000003	27-18	027-0958	4	1387 East 16th Road,STREATOR	34-30-115-031	0.63
	IL014000003	27-20	027-0960	3	RTE 3 1070 N 14th Rd,STREATOR	34-30-115-031	0.63
	IL014000003	27-22	027-0962	3	207 GARY STREET,LEONORE	31-03-203-004	0.79
IL014000003	27-24	027-0964	3	6 SUNBERRY,STREATOR	34-31-311-004 34-31-311-008	0.35	

**Total Units 19**



Column1	Column2	Column 3	Column 4	Column 5	Column 6	Column 7
5 YEAR WORK SHEET	CURRENT 10/20/2022	2024	2025	2026	2027	2028
DEVELOPMENT	WORK ITEM					
Parkview 14-1	Landscape site work				4000	
	R/R Perimeter fence				5000	
	R/R Storm and Apt Entrance Doors			115000		
	Interior Renovations admin		10000			
	R/R Overhead Doors & Ext Doors Admin		10000			
	Rehab Apts Phase I (12units)	300000				
	Rehab Apts Phase II(12)		300000			
	Rehab Apts Phase III(12)			300000		
	Rehab Apts Phase IV(14)				300000	
	Replace/Mudjack Sidewalks along road					100000
	Replace Apt Countertops and Sinks				25000	
	Dumpster Surround					20000
Stan Clark 14-2	Install Utility Check Meters			5000		
	Sitework/Tree removal	7500				
	Sitework/Signage	7500				
	Rehab Apt Phase I ( 5 Units)		200000			
	Rehab Apt Phase II ( 5 Units)			200000		
	R/R Siding/Soffits/Gutters			20000		
	Install Security Camera System				25000	
	Blacktop North Parking Lots					75000
	Replace Windows	75000				
O'Brien Cts 14-3	Install Utility Check Meters			5000		
	Sitework/Remove Cloths poles/install sanitary clea	11000				
	Rehab Apts Phase I ( 6)		152097			
	Rehab Apts Phase II ( 6)			152097		
	R/R Siding/Soffitt/Gutters				40000	
	Sitework/Signage			15000		
	Install Security Camera System				80000	
	Sealcoat and Stripe Parking Lots	10000				
Centennial 14-4/7	Tree Removal	15000				
	Replace siding	25000				
	Sealcoat and Stripe Parking Lots	10000				
	Rehab Apt Phase III (23units)		569506			
	Rehab Apt Phase IV (23units)			618978		
	Rehab Apt Phase V (13 units)				618978	
	Rehabe APT Phase VI (22 Units)					168978
	Upgrade Playgrounds			10000		
	Install Water Check Meters		20000			
	Repave Street parking lots & curbs					150000
	Replace Windows	125000				
Southview 14-5						
	Landscape/Signage/Sitework/Parking			25000		
	Upgrade Playgrounds			10000		
	Rehab Phase I (10 units)	300000				
	Phase II (10 units)		300000			
	Rehab Phase III (10 units)			300000		
	Replace Furnace Flues				15000	
	Sealcoat and Stripe Parking Lots					25000

Stricker Cts 14-6	Install Utility Check Meters			7500		
	Landscaping/Sitework/Signage		15000			
	R/R Fence		20000			
	Rehab Phase I (7 units)	100000				
	Rehab Phase II (7 units)		100000			
	Rehab Phase III (6 units)			100000		
	R/R Siding				50000	
	Dumpster Surround					15000
	Replace Eyebrows over doors					35000
	Replacement storm doors					50000
	Sealcoat and Stripe Parking Lots		10000			
Gallo Cts 14-8						
	Rehab Phase I (7 units)	60000				
	Rehab Phase II (7 units)		60000			
	Rehab Phase III (6 units)			60000		
	Sealcoat and Stripe Parking Lots		10000			
	Tuckpoint Seal Building		20000			
Evans Hts 14-9	Install Utility Check Meters			30000		
	Rehab Phase 1 (12Units)				200000	
	Rehab Phase 2 (15 units)					250000
	Sealcoat and Stripe Parking Lots			10000		
	Replace Sewer Mains and Laterals					100000
	Replace Water Mains and Laterals				100000	
Dougherty 14-10						
	Replace Electrical Switchgear	85000				
	Security Upgrades				30000	
	Replace DWV and Supply Piping				117097	
	Common Area Improvements				10000	
	Install PTAC Units		100000			
	Elevator Mod					147625
	Recaulk Windows inside/outside					65000
	Add Deadbolts to APT Doors	45000				
Everett 14-11	Elevator Modernization			105000		
	Replace A/C Sleeves				75000	
	R/R Windows (70 Apts)		125000			
	Tuckpoint and Seal					130000
	Add Deadbolts to APT Doors			45000		
	Sealcoat and Stripe Parking Lots				10000	
	Replace Apt Flooring				25000	
	Replace BLDG Entrance Doors					30000
	Common Area Improvements				10000	
	Install PTAC Units			70000		
	Dumpster Surround					10000
	Replace Electrical Switchgear	80000				
Hughett14-12/15						
	Replace Electrical Switchgear		15000			
	Elevator Modernization		140000			
	R/R Windows		100000			
	R/R Bldg Entrance Doors (3)			35000		
	R/R HVAC Units Common Areas		20000			
	R/R Both Backup Generators				15000	
	Security Upgrades				30000	



	Remove Replace Hallway Floor Surface				65000	
	Replace Appliances					200000
	Common Area Improvements				12500	
	Install PTAC Units				200000	
	Dumpster Surround					15000
	Replace common area flooring	100000				
	Sealcoat and Stripe Parking Lots					10000
	Add Deadbolts to APT Doors	65000				
Mueller 14-13	Elevator Modernization			140528		
	R/R Appliances		40000			
	Landscape/Sitework/Parking		7500			
	R/R HVAC Common Areas		10000			
	Security Upgrades				30000	
	Replace Electrical Switchgear				10000	
	Replace apartment closet doors					75000
	Common Area Improvements				10000	
	Install PTAC Units				70000	
	Sealcoat and Stripe Parking Lots					10000
	Add Deadbolts to APT Doors			35000		
Guerrini 14-14	Landscape/Sitework/Signage		10000			
	Replace Sewer Lines				5528	
	Sealcoat and Stripe Parking Lots			10000		
Mendota 14-16	Landscape/Sitework			5000		
	R/R DWV and Supply Piping			70000		
	Security Upgrades				40000	
	Common Area Improvements				10000	
	Install PTAC Units				50000	
	Elevator Mod				50000	
	Replace common area flooring					50000
	Replace Electrical Switchgear				10000	
	Replace Hallway Flooring	175000				
	R/R Heating Supply and Return Piping					120000
	Sealcoat and Stripe Parking Lots			10000		
Fox 14-17	Landscape/Sitework/Signage		5000			
	R/R HVAC Units in Apts	305000				
	Security Upgrades				40000	
	R/R Curtain Walls		140000			
	Rehab Comm Room Kitchen		10000			
	Tuckpoint Seal Ext	100603				
	Elevator Mod (less Cars)	115000				
	Replace DWV and Supply Piping				40000	
	Replace Appliances					110000
	Common Area Improvements				10000	
	Replace Closet Doors					75000
	Replace Electrical Switchgear	70000				
	Remove and Replace Heating/Cooling Lines				44450	
	Add Deadbolts to APT Doors	40000				
Delbert 14-18	Repair Interior Slabs		130000			
	Tree Removal/Replacement			20000		
	Tuckpoint and seal					100000
	Rehab Phase 1 (7 Units)				110000	
	Rehab Phase 2 (15 units)					250000
	Replace Perimeter Fencing					35000



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. 2577-0157  
 Expires 3/31/2021

Part I: Summary		FFY of Grant: 2024	FFY of Grant Approval:
PHA Name: Housing Authority for LaSalle Co.		Grant Type and Number Capital Fund Program Grant No: IL06P014501-24	
		Replacement Housing Factor Grant No:	
		Date of CFFPP:	
Type of Grant	<input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending:		
	<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Final Performance and Evaluation Report		
Line	Summary by Development Account	Total Estimated Cost	Total Actual Cost <sup>1</sup>
		Revised <sup>2</sup>	Obligated
		Original	Expended
1	Total non-CFP Funds		
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>	150,000	
3	1408 Management Improvements		
4	1410 Administration (may not exceed 10% of line 21)	121,800	
5	1480 General Capital Activity	2,905,268	
6	1492 Moving to Work Demonstration		
7	1501 Collateralization Expense / Debt Service Paid by PHA		
8	1503 RAD-CFP		
9	1504 RAD Investment Activity		
10	1505 RAD-CPT		
11	9000 Debt Reserves		
12	9001 Bond Debt Obligation paid Via System of Direct Payment		
13	9002 Loan Debt Obligation paid Via System of Direct Payment		
14	9900 Post Audit Adjustment		

<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.

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. 2577-0157  
 Expires 3/31/2021

Part I: Summary		FFY of Grant: 2024 FFY of Grant Approval:	
PHA Name: HOUSING AUTHORITY FOR LASALLE COUNTY	Grant Type and Number Capital Fund Program Grant No.: IL06P014501-24 Replacement Housing Factor Grant No: Date of CFFP:		
Type of Grant			
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Total Estimated Cost	Total Actual Cost <sup>1</sup>
		Original	Obligated
15	Amount of Annual Grant:: (sum of lines 2 - 14)	3,177,068	Expended
16	Amount of line 20 Related to LBP Activities		
17	Amount of line 20 Related to Section 504 Activities		
18	Amount of line 20 Related to Security - Soft Costs		
19	Amount of line 20 Related to Security - Hard Costs		
20	Amount of line 20 Related to Energy Conservation Measures		
Signature of Executive Director		Signature of Public Housing Director	Date

<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.





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. 2577-0157  
 Expires 3/31/2021

Part II: Supporting Pages		Grant Type and Number Capital Fund Program Grant No: IL06P014501-24		Federal FFY of Grant: 2024				
PHA Name: HOUSING AUTHORITY FOR LASALLE COUNTY		CFFP (Yes/ No): Replacement Housing Factor Grant No:						
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>	
IL14000001	A/E Services Amp 1	1480	1	51,000				
IL14000002	A/E Services Amp 2	1480	1	83,000				
IL14000003	A/E Services Amp 3	1480	1	26,000				
IL140000001	Inspection Cost Amp 1	1480	1	4,800				
IL14000002	Inspection Cost Amp 2	1480	1	7,800				
IL14000003	Inspection Cost Amp 3	1480	1	2,400				
IL14000001	Sundry Amp 1	1480	1	1,600				
IL14000002	Sundry Amp 2	1480	1	2,600				
IL14000003	Sundry Amp 3	1480	1	800				
IL14000001	Management Fees Amp 1	1410	1	46,284				
IL14000002	Management Fees Amp 2	1410	1	53,592				
IL14000003	Management Fees Amp 3	1410	1	21,924				
IL14000001	Operation Amp 1	1406	1	50,000				
IL14000002	Operation Amp 2	1406	1	0				
IL14000003	Operation Amp 3	1406	1	100,000				
IL14000001	Contingency Amp 1	1480	1	23,500				
IL14000002	Contingency Amp 2	1480	1	35,000				
IL14000003	Contingency Amp 3	1480	1	12,165				

<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.

