

<b>PHA 5-Year and Annual Plan</b>	<b>U.S. Department of Housing and Urban Development Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226 Expires 4/30/2011</b>
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<b>1.0</b>	<b>PHA Information</b> PHA Name: <u>Kendall Housing Authority</u> PHA Code: <u>IL 137</u> PHA Type: <input checked="" type="checkbox"/> Small <input type="checkbox"/> High Performing <input type="checkbox"/> Standard <input checked="" type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>01/2014</u>												
<b>2.0</b>	<b>Inventory</b> (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>0</u> Number of HCV units: <u>160</u>												
<b>3.0</b>	<b>Submission Type</b> <input type="checkbox"/> 5-Year and Annual Plan <input checked="" type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only												
<b>4.0</b>	<b>PHA Consortia</b> <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)												
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program <table border="1"> <thead> <tr> <th>PH</th> <th>HCV</th> </tr> </thead> <tbody> <tr> <td>PHA 1:</td> <td></td> </tr> <tr> <td>PHA 2:</td> <td></td> </tr> <tr> <td>PHA 3:</td> <td></td> </tr> </tbody> </table>	PH	HCV	PHA 1:		PHA 2:		PHA 3:	
PH	HCV												
PHA 1:													
PHA 2:													
PHA 3:													
<b>5.0</b>	<b>5-Year Plan.</b> Complete items 5.1 and 5.2 only at 5-Year Plan update.												
<b>5.1</b>	<b>Mission.</b> State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years: The mission of the Kendall Housing Authority is to serve and empower persons in Kendall County who need assistance in obtaining decent, safe, sanitary and affordable housing in Kendall County to achieve economic self-sufficiency through pro-active administration of public programs, public and private funds and cooperation with other public and private agencies dedicated to the improvement of housing and human development.												

5.2

**Goals and Objectives.** Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.

**Objective 1.** *To obtain a clean audit opinion.*

Progress Statement: The audit completed for 2011 resulted in an unqualified opinion with no material weaknesses noted with respect to either controls or non-compliance at the financial statement level. Three files documentation issues were noted with respect to the administration of the Housing Choice Voucher program.

Goal 1. To ensure that rent reasonableness documentation is included in each file.

- a. Ensure the use of Go Section 8 to verify rent reasonableness.
- b. Include supporting documentation in the tenant file.

Goal 2. To ensure that all disbursements are supported with the appropriate documentation.

- a. Supporting documentation is required to accompany all check requests.
- b. Establish a quality control review of disbursement records to ensure that all documentation is present in the files as required.

Goal 3. To ensure that all cash receipts are deposited in a timely manner.

- a. Cash receipts are to be deposited on the same day they arrive at the Housing Authority.
- b. Limit the acceptance of cash at the Housing Authority. All transactions to be completed using checks, cashier checks and money orders whenever possible.

**Objective 2.** *Implement a Homeownership Program.*

Progress Statement: This goal has not been accomplished and will be **discontinued** as the initiation of this as a new program in Kendall County is not possible during the next year.

**Objective 3.** *Establish a new "Wait List" for the Kendall Housing Authority HCV Program.*

Progress Statement: As of 2012, the Wait List for the Kendall Housing Authority has not been updated. Actions will be taken to confirm the location and continued interest of current Wait List candidates.

Goal 1. Send letters to all KHA Wait List applicants to update their contact information and confirm their continued interest in obtaining a Housing Choice Voucher.

Goal 2. Update all information into the YARDI system

Goal 3. Evaluate the numbers on the updated Wait List and open the list if needed to ensure that the list has sufficient numbers of applicants.

**Objective 4.** *Pursue new programs for Kendall County (RHSP, NSP, FUP)*

Progress Statement: This goal has been accomplished and will be **discontinued**. The Rental Housing Support Program was initiated for Kendall County.

**Objective 5.** *Computerize the program files.*

Progress Statement: Significant progress has been made on bringing up-to-date technology to the Kendall Housing Authority through the administration of the DuPage Housing Authority. With fully integrated systems as the goal, purchases have included new servers, computers, and upgraded software including Office 365 and YARDI. YARDI includes voucher specific fields and integrates the program and financial accounting software for the agency. Go Section 8 has been purchased and is being used to evaluate rent reasonableness determinations.

Goal 1. Fully implement YARDI Voyager software to better track services, activities and outcomes in a fully integrated manner (including finance, leasing, HCV management, etc.).

- a. Complete set up requirements and initial training of staff by June 30, 2013.
- b. Go live with the system as of July 1, 2013.
- c. Using data quality checks and other management reports, ensure that ongoing supervision and management of program outcomes and outputs can be effectively tracked including
  - i. HUD 50058's, HUD PIC reports, SEMAP, etc.
  - ii. YARDI management and data auditing reports

**Objective 6.** *Consider designating some portion of the Kendall County HCV Vouchers for Project Based developments.*

This new goal targets Seniors and persons with disabilities. Added in 2013 to be completed by 12/31/2014.

	<p><b>PHA Plan Update</b></p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: For 2014, Objectives 2 and 4 will be discontinued. To target agency efforts in a more effective manner, specific Action Steps have been added for all other Objectives.</p> <p>(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.</p> <p>Copies of the 5-Year and Annual Plan for the Kendall Housing Authority may be obtained at the agency's administrative offices located at 711 E. Roosevelt Road, Wheaton, IL 60187. In addition, the document is posted on the agency's website at <a href="http://www.kendallhousing.org">www.kendallhousing.org</a>.</p>
6.0	<b>Plan Elements:</b> See attached document
7.0	<b>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.</b> <i>Include statements related to these programs as applicable.</i> Not applicable
8.0	<b>Capital Improvements.</b> Please complete Parts 8.1 through 8.3, as applicable. Not applicable
8.1	<b>Capital Fund Program Annual Statement/Performance and Evaluation Report.</b> As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> , form HUD-50075.1, for each current and open CFP grant and CFFP financing. Not applicable
8.2	<b>Capital Fund Program Five-Year Action Plan.</b> As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i> , form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan. Not applicable
8.3	<b>Capital Fund Financing Program (CFFP).</b> <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements. Not applicable
9.0	<p><b>Housing Needs.</b> Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p> <p>Kendall County continues to have a need for affordable housing for individuals and families from every income level. The population of Kendall County is estimated to be 118,105 as of 2012. According to the U.S. Census Bureau, 3.8% (4,448 persons) of the population of the County have incomes below the poverty level. The Housing Authority has been allocated 160 Housing Choice Vouchers, which is sufficient to meet the needs of approximately 3% of the potentially income eligible citizens of Kendall. The need for senior housing continues to be strong with 8.2 % (9,685 individuals) of the population being persons age 65 years and over. The rental vacancy rate for the county is 9.4%, with over half of the rental units composed of housing with less than 20 units in the development. The county is a rural agricultural county with several main towns that provide the commerce for the communities. These towns are the locations for the majority of rental housing.</p>
9.1	<p><b>Strategy for Addressing Housing Needs.</b> Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. <b>Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</b></p> <p>During the next year, the Kendall Housing Authority will seek to obtain current information from all persons on the Wait List for HCV vouchers and will remove from the list all families who are unable to be contacted with "addressee unknown" or "undeliverable information / responses" from the U.S. Postal Service. Throughout the year, persons / families will be notified of the availability of an HCV voucher when KHA has additional capacity due to the turnover of currently used vouchers. Persons notified will be selected from the existing Wait List. Once notified, they must meet with KHA staff to determine their eligibility for participation in the HCV program.</p>

10.0	<p><b>Additional Information.</b> Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year Plan.</p> <p>The Kendall Housing Authority, administered by the DuPage Housing Authority, continues to strive to fulfill its mission of providing safe, decent and affordable housing to income eligible tenants. During the last year, the focus of activities has been on improving the quality of general services provided to HCV tenants, in a manner that fully complies with HUD regulations. The activities undertaken have included the hiring of a new management team, securing better software to track HCV program services, and a review of all internal systems and procedures to ensure that the HCV tenants receive services in a timely manner.</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA’s definition of “significant amendment” and “substantial deviation/modification”.</p> <p>There have been neither any substantial deviations / modifications nor significant amendments to the KHA Annual Plan.</p>
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11.0	<p><b>Required Submission for HUD Field Office Review.</b> In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. <b>Note:</b> Faxed copies of these documents will not be accepted by the Field Office.</p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</p> <p>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.</p> <p>(g) Challenged Elements</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p>
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# Section 6.0: Kendall Authority

## 5 Year - Annual Plan Elements. (24 CFR 903.7)

Throughout this document, the Kendall Housing Authority (KHA) will list Not Applicable for all responses to public housing questions as the agency does not operate any public housing programs / sites.

### 1. Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures. Describe the PHA's policies that govern:

- Resident or tenant eligibility.

These policies are all included in the Kendall Housing Authority Administrative Plan, revised 05/2013.

#### 1) To be eligible for the HCV program the applicant family must:

##### 1. Qualify as a family as defined by HUD and the KHA.

i. To be eligible for assistance, an applicant must qualify as a family. *Family* as defined by HUD includes, but is not limited to the following, regardless of actual or perceived sexual orientation, gender identity, or marital status, a single person, who may be an elderly person, disabled person, near-elderly person, or any other single person; or a group of persons residing together. Such group includes, but is not limited to a family with or without children (a child who is temporarily away from the home because of placement in foster care is considered a member of the family), an elderly family, a near-elderly family, a disabled family, a displaced family, or the remaining member of a tenant family. The Kendall Housing Authority has the discretion to determine if any other group of persons qualifies as a family.

ii. *Gender Identity* means actual or perceived gender characteristics.

iii. *Sexual orientation* means homosexuality, heterosexuality, or bisexuality.

iv. KHA Policy A family also includes two or more individuals who are not related by blood, marriage, adoption, or other operation of law but who either can demonstrate that they have lived together previously or certify that each individual's income and other resources will be available to meet the needs of the family. Each family must identify the individuals to be included in the family at the time of application, and must update this information if the family's composition changes.

2) Have income at or below HUD-specified income limits.

3) Qualify on the basis of citizenship or the eligible immigrant status of family members.

4) Provide social security number information for family members as required.

5) Consent to the KHA's collection and use of family information as provided for in KHA-provided consent forms.

6) The KHA must determine that the current or past behavior of household members does not include activities that are prohibited by HUD or the KHA.

- Selection and admission including admission preferences for public housing - Not Applicable for KHA
- HCV and unit assignment policies for public housing. - Not Applicable for KHA

- Procedures for maintaining waiting lists for admission to public housing. - Not Applicable for KHA
- Procedures for any site-based waiting lists.  
 The Kendall Housing Authority does not currently allocate any vouchers to a project based program and therefore does not establish any site-based waiting lists

**2. Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA’s anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources.

**KENDALL HOUSING AUTHORITY  
 Statement of Financial Resources  
 2014 PHA Annual Plan**

**REVENUE**

HUD Operating Grants	\$	1,524,000
Port-In HAP Fees		1,200,000
Admin Fees/Subsidy		92,000
Admin Fees-Port In		64,000
Other - Interest		1,000

**Total Financial Resources**      \$ 2,881,000

- 3. Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units. - Not Applicable for KHA
- 4. Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA. - Not Applicable for KHA
- 5. Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.

The Kendall Housing Authority does not operate public housing programs. Individuals who are recipients of Housing Choice Vouchers do have the ability to appeal a decision made that would result in the denial of assistance. These policies and procedures are covered extensively in the KHA Administrative Plan. The following procedures are representative of the complete set of policies.

- The KHA will only offer an informal review to applicants for whom assistance is being denied. Denial of assistance includes: denying listing on the KHA waiting list; denying or withdrawing

a voucher; refusing to enter into a HAP contract or approve a lease; refusing to process or provide assistance under portability procedures.

- In rendering a decision, the KHA will evaluate the following matters:
  - Whether or not the grounds for denial were stated factually in the Notice.
  - The validity of grounds for denial of assistance. If the grounds for denial are not specified in the regulations, then the decision to deny assistance will be overturned.
  - The validity of the evidence. The KHA will evaluate whether the facts presented prove the grounds for denial of assistance. If the facts prove that there are grounds for denial, and the denial is required by HUD, the KHA will uphold the decision to deny assistance.
- If the facts prove the grounds for denial, and the denial is discretionary, the KHA will consider the recommendation of the person conducting the informal review in making the final decision whether to deny assistance.
- The Kendall Housing Authority will notify the applicant of the final decision, including a statement explaining the reason(s) for the decision. The notice will be mailed within 14 business days of the informal review, to the applicant and his or her representative, if any, along with proof of mailing.
- If the decision to deny is overturned as a result of the informal review, processing for admission will resume.
- If the family fails to appear for their informal review, the denial of admission will stand and the family will be so notified.
- Circumstances for which the KHA must give a participant family an opportunity for an informal hearing are as follows:
  - A determination of the family's annual or adjusted income, and the use of such income to compute the housing assistance payment.
  - A determination of the appropriate utility allowance (if any) for tenant-paid utilities from the KHA utility allowance schedule.
  - A determination of the family unit size under the KHA's subsidy standards: A determination that a voucher program family is residing in a unit with a larger number of bedrooms than appropriate for the family unit size under the KHA's subsidy standards, or the KHA determination to deny the family's request for exception from the standards.
  - A determination to terminate assistance for a participant family because of the family's actions or failure to act.
  - A determination to terminate assistance because the participant has been absent from the assisted unit for longer than the maximum period permitted under KHA policy and HUD rules.
  - A determination to terminate a family's Family Self Sufficiency contract, withhold supportive services, or propose forfeiture of the family's escrow account.
- Circumstances for which an informal hearing is not required are as follows:
  - Discretionary administrative determinations by the KHA.
  - General policy issues or class grievances.
  - Establishment of the KHA schedule of utility allowances for families in the program.
  - A KHA determination not to approve an extension or suspension of a voucher term.
  - A KHA determination not to approve a unit or tenancy.
  - A KHA determination that a unit selected by the applicant is not in compliance with the HQS.
  - A KHA determination that the unit is not in accordance with HQS because of family size.
  - A determination by the KHA to exercise or not to exercise any right or remedy against an owner under a HAP contract.
- The KHA will only offer participants the opportunity for an informal hearing when required to by the regulations.
- In rendering a decision, the hearing officer will consider the following matters:

- KHA Notice to the Family: The hearing officer will determine if the reasons for the KHA's decision are factually stated in the Notice.
  - Discovery: The hearing officer will determine if the KHA and the family were given the opportunity to examine any relevant documents in accordance with KHA policy.
  - The hearing officer will determine if the termination of assistance is for one of the grounds specified in the HUD regulations and KHA policies. If the grounds for termination are not specified in the regulations or in compliance with KHA policies, then the decision of the KHA will be overturned.
  - The hearing officer will issue a written decision to the family and the KHA no later than 30 business days after the hearing. The report will contain the following information:
    - **Hearing information:** name of the participant; date, time and place of the hearing; name of the KHA representative; and the name of family representative (if any).
    - **Background:** A brief, impartial statement of the reason for the hearing.
    - **Summary of the Evidence:** The hearing officer will summarize the testimony of each witness and identify any documents that a witness produced in support of his/her testimony and that are admitted into evidence.
    - **Findings of Fact:** The hearing officer will include all findings of fact, based on a preponderance of the evidence. *Preponderance of the evidence* is defined as evidence which is of greater weight or more convincing than the evidence which is offered in opposition to it; that is, evidence which as a whole shows that the fact sought to be proved is more probable than not. Preponderance of the evidence may not be determined by the number of witnesses, but by the greater weight of all evidence.
    - **Conclusions:** The hearing officer will render a conclusion derived from the facts that were found to be true by a preponderance of the evidence. The conclusion will result in a determination of whether these facts uphold the KHA's decision.
    - **Order:** The hearing report will include a statement of whether the KHA's decision is upheld or overturned. If it is overturned, the hearing officer will instruct the KHA to change the decision in accordance with the hearing officer's determination. In the case of termination of assistance, the hearing officer will instruct the KHA to restore the participant's program status.
- 6. Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: **1)** development name and number; **2)** designation type; **3)** application status; **4)** date the designation was approved, submitted, or planned for submission, and; **5)** the number of units affected.
- Not Applicable for KHA
- 7. Community Service and Self-Sufficiency.** A description of: **(1)** Any programs relating to services and amenities provided or offered to assisted families; **(2)** Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; **(3)** How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. **(Note: applies to only public housing).** - Not Applicable for KHA
- 8. Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.



- Not Applicable for KHA
9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.
- Not Applicable for KHA
10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction’s initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.
11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.

A copy of the most recent audit of the Kendall Housing Authority has been included in this submission.

12. **Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.
- Not Applicable for KHA
13. **Violence Against Women Act (VAWA).** A description of:
- 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;
  - 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;
  - 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.

The Kendall Housing Authority does not directly operate any program services for victims of domestic violence. However, as we are located in the County’s Public Health building, individuals who report such situations are able to be immediately referred to the Health Department for evaluation and services.

The Kendall Housing Authority works cooperatively with a wide range of social service providers throughout Kendall County to ensure that HCV program participants are aware of the services provided to meet their special needs. Shelter services are provided by either Mutual Ground in Aurora, Guardian Angel Community Services or Lam’s Fold Women’s Shelter which are both located in Joliet. Other support services including childcare, counseling and emergency services are provided by Catholic Charities located in Will and Grundy Counties, the YMCA in Plano, and the Kendall Health Department which is the local Community Action Agency. Two food pantries are located in Kendall County – the Helmar Lutheran Food Pantry in Newark and the Kendall County Food Pantry in Yorkville.