



Kendall Housing Authority

ANNUAL PLAN 2018

Review of Objectives and Goals from 2015

Objective I. *To maintain a clean audit opinion.*

General Progress Statement:

In 2013 and 2014 all HCV program files for the Kendall Housing Authority were reviewed and put into a new file organization system. As a result, the independent auditor was able to locate the required documents and was able to observe a consistent implementation of the HUD regulations which resulted in a better audit report. This objective is complete and was removed from the 2015 Annual Plan for the Kendall Housing Authority. The 2016 activity will be to maintain the tenant files in their current condition to continue on the path of clean audit opinions.

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

Progress: During 2015 the Kendall Housing Authority continued using Go Section 8, for the determination and documentation of rent reasonableness for HCV tenants. This site allows potential tenants to search on-line for properties with specific characteristics, including accessibility features. Housing units are able to be compared to other market rate units in the area, matched to the specific amenities available in the unit. All supporting documentation is maintained in the tenant file. This goal was met, but as a critical function area and SEMAP High Performer requirement, will remain a goal in 2016.

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

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

Progress: The significant progress made to ensure that the supporting documentation is available for review for all check requests continued. A purchase order form implemented, along with new approval procedures continue to work well. This goal was met, but as a critical function area and SEMAP High Performer requirement, will remain a goal in 2016.

- 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.

Progress: The Kendall Housing Authority no longer accepts cash payments for any payment, either from a vendor or any HCV program participant. During 2014, the DuPage Housing Authority, which administers the Kendall Housing Authority, changed banks and reviewed all banking relationships. New technology was added to allow the Authority to deposit all checks, etc. within 5 days and this will be further cut to allow for electronic depositing of all checks. This goal was met, but as a critical function area and SEMAP High Performer requirement, will remain a goal in 2016.

Objective 2. *Establish a new "Wait List" for the Kendall Housing Authority HCV Program.*

General Progress Statement:

During 2015 the Wait List for the Kendall Housing Authority remained unchanged due to funding authority expenditures near 100% utilization. No update was completed. There continued to be sufficient numbers of interested households to call as the few vouchers became available for use. During 2016 the list will be purged to confirm the contact information 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.

Progress: This goal was not achieved for the Kendall Housing Authority during 2015 but will be kept as a goal for completion during 2016.

Goal 2. Update all information into the YARDI system

Progress: This goal was not achieved for the Kendall Housing Authority during 2015 but will be kept as a goal for completion during 2016.

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.

Progress: This goal was not achieved for the Kendall Housing Authority during 2015 but will be kept as a goal for completion during 2016.

Objective 3. *Computerize the program files.*

General Progress Statement:

During 2015 the Kendall Housing Authority continued use of the YARDI Voyager software to document and track all services related to the administration and distribution of vouchers under the HCV program. The system went “live” on July 1, 2013.

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 in preparation to system update to version 7S.
 - i. Launch new Family Detail Information (FDI) functionality
 - ii. Launch new RFTA/Voucher Tracking functionality
 - iii. Switch to new Housing Café portals for Applicants, Tenants & Landlords
- b. 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

Progress: The Kendall Housing Authority began the conversion of data for the YARDI implementation in January of 2013. The activities during the first six months included downloading 18 months of PIC data, review of vendor information (landlords, etc.), and the review of HCV participant data to ensure that complete and accurate information is available. The remaining ongoing system clean-up needs are for those records, plus the addition of the records associated with families who either port-in to or port-out from the Kendall County. Ongoing reviews of the financial tracking systems in Yardi continue to ensure that all transactions are “flowing” through the system in a manner that results in consistent and accurate reporting. Where needed, additional accounts are being established to more accurately document the financial transactions of the HCV program.

Objective 4. *Consider designating some portion of the Kendall County HCV Vouchers for Project Based developments.*

General Progress Statement:

This goal targets seniors and persons with disabilities. Originally added in 2013, KHA hopes to complete this discussion with the Board of Commissioners by 12/31/2015. Goal continues to be affected by, (1) higher rents being paid thereby reducing the number of households that can be subsidized, and (2) the lack of available new voucher subsidies to offset any conversion of HCV's to PBV's. NOTE: Future reductions are expected in the area fair market rents which should help to decrease the PUC (per unit costs) and allow more families to be subsidized with HCV's.

Progress: The Kendall Housing Authority has not yet addressed this goal and will continue it in the 2016 Annual Plan for the Housing Authority.

Civil Rights Certification
(Qualified PHAs)

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB Approval No. 2577-0226
Expires 02/29/2016

Civil Rights Certification

Annual Certification and Board Resolution

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official, I approve the submission of the 5-Year PHA Plan for the PHA of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the public housing program of the agency and implementation thereof:

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those program, addressing those impediments in a reasonable fashion in view of the resources available and working with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.

Kendall Housing Authority
PHA Name

IL 137
PHA Number/HA Code

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official Matthew Prochaska

Title Chairman, Board of Commissioners

Signature



Date

8/25/17