

**KENDALL HOUSING AUTHORITY**  
**RESOLUTION NO. 2019 – 06**  
**APPROVAL OF FY 2020 ANNUAL PLAN**

***BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE KENDALL HOUSING AUTHORITY, as follows:***

**Section 1:** It is in the best interest of the Kendall Housing Authority to take the following action:


To approve the attached Kendall Housing Authority Annual Plan for FY 2020.

**Section 2:** This Resolution is effective upon its adoption.

*Approved by the Kendall Housing Authority Board of Commissioners, on this  
23rd day of August, 2019.*



Matthew Prochaska  
Chairman

  
Tom Grant  
Secretary/Treasurer



Ayes: 5

Nays: 0

Abstain: -

# 5-Year PHA Plan (for All PHAs)

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

OMB No. 2577-0226  
Expires: 02/29/2016

**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, 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.** Form HUD-50075-5Y is to be completed once every 5 PHA fiscal years by all PHAs.

A.	PHA Information.																																
A.1	<p>PHA Name: <u>Kendall Housing Authority</u> PHA Code: <u>IL137</u></p> <p>PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>01/01/2020</u>            PHA Plan Submission Type: <input checked="" type="checkbox"/> 3-Year Plan Submission <input type="checkbox"/> Revised 5-Year Plan Submission</p> <p><b>Availability of Information.</b> In addition to the items listed in this form, 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. Additionally, the PHA must provide information on how the public may reasonably obtain additional information on the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. 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 websites. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p><input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below)</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2" style="width: 15%;">Participating PHAs</th> <th rowspan="2" style="width: 10%;">PHA Code</th> <th rowspan="2" style="width: 20%;">Program(s) in the Consortia</th> <th rowspan="2" style="width: 20%;">Program(s) not in the Consortia</th> <th colspan="2" style="width: 35%;">No. of Units in Each Program</th> </tr> <tr> <th style="width: 15%;">PH</th> <th style="width: 20%;">HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	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:																							
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B.	<b>5-Year Plan.</b> Required for all PHAs completing this form.
B.1	<p><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.</p> <p>Affirmatively further fair housing, utilizing resources to serve vulnerable populations, by providing access to affordable housing to help improve quality of life and promote self-sufficiency.</p>
B.2	<p>Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low- income, very low- income, and extremely low- income families for the next five years.</p> <p><b><u>Objective 1. Maintain a clean audit opinion</u></b>  <i>Maintain HCV Program files for KHA in an established file protocol system.</i></p> <p>Goal 1. Ensure Recertification documentation is included for each file.</p> <ol style="list-style-type: none"> <li>a. Initial program year certification is in each file</li> <li>b. Most current 3 years of certifications are in each file</li> <li>c. Certifications older than 3 years are queued for destruction</li> </ol> <p>Goal 2. Ensure Rent Reasonableness documentation is included for each file.</p> <ol style="list-style-type: none"> <li>a. Use of HUD compliant system to verify rent reasonableness</li> <li>b. Maintain supporting documentation for each file</li> </ol> <p>Goal 3. Ensure all disbursements have supporting documentation.</p> <ol style="list-style-type: none"> <li>a. Support documents required for all check requests</li> <li>b. QC review to ensure compliance</li> </ol> <p>Goal 4. Deposit cash receipts timely</p> <ol style="list-style-type: none"> <li>a. Deposit cash receipts same day as arrival</li> <li>b. Limit cash acceptance as exceptions to policy of non-cash payment options</li> </ol> <p><b><u>Objective 2. Maintain HCV Wait List in compliance with program guidelines</u></b>  <i>Increase administration aspects of wait list pre-applications.</i></p> <p>Goal 1. Engage applicants no less than quarterly to update their online pre-application information</p> <p>Goal 2. QC wait list pre-application information for content no less that semi-annually</p> <p>Goal 3. Monitor wait list to ensure sufficient number of applicants remain</p> <ol style="list-style-type: none"> <li>a. Applicants remain on list in adequate numbers to maintain leasing rate of at least 95%</li> <li>b. Applicants remain on list in adequate number to replace program end of participation</li> <li>c. Open wait list for new applications when the number of applicants remaining on list can be serviced in 12 months</li> </ol> <p><b><u>Objective 3. Computerize program files and other documents</u></b>  <i>Utilize available technology to initiate a "paperless" file storage system.</i></p> <p>Goal 1. Where possible utilize an "integrated" system compatible with system of record</p> <p><b><u>Objective 4. Pilot Uniform Physical Condition Standards for Vouchers protocol (UPCS-V) and install biennial inspection protocol</u></b></p> <p>Goal 1. Pilot the move by KHA to the UPCS-V inspection protocol.</p> <p>Goal 2. Switch to a biennial inspection schedule</p> <ol style="list-style-type: none"> <li>a. Develop standards to identify eligible units</li> <li>b. Develop timetable for each participating unit</li> <li>c. Full implementation by 12/31/2023</li> </ol> <p>Goal 3. Install an electronic inspection process</p> <p><b><u>Objective 5. Explore expansion of affordable housing opportunities within the County</u></b></p> <p>Goal 1. Apply for any new increment of ACC vouchers that may become available</p> <p>Goal 2. Apply for any special purpose or otherwise targeted vouchers that may become available</p> <p>Goal 3. Initiate landlord outreach opportunities</p>

<p><b>B.3</b></p>	<p><b>Progress Report.</b> Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.</p> <p><b><u>Objective 1. Maintain a clean audit opinion</u></b>  <i>Maintain HCV Program files for KHA in an established file protocol system.</i>  All 4 goals met successfully</p> <p><b><u>Objective 2. Maintain HCV Wait List in compliance with program guidelines</u></b>  All 3 goals met successfully</p> <p><b><u>Objective 3. Computerize program files and other documents</u></b>  Goal met successfully</p> <p><b><u>Objective 4. Pilot Uniform Physical Condition Standards for Vouchers protocol (UPCS-V) and install biennial inspection protocol</u></b>  Two (2) of 3 (3) goals met successfully. Move to biennial inspections planned during 2020</p> <p><b><u>Objective 5. Explore expansion of affordable housing opportunities within the County</u></b>  All 3 goals initiated with varying success, but none resulted yet in any new vouchers awarded.</p>
<p><b>B.4</b></p>	<p><b>Violence Against Women Act (VAWA) Goals.</b> Provide a statement of the PHA's goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking.</p> <p>KHA is fully engaged in supporting applicants and participants under the VAWA. Initiatives in place provided success in assisting several applicants served from the wait list that qualified under VAWA who sought assistance.</p>
<p><b>B.5</b></p>	<p><b>Significant Amendment or Modification.</b> Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan</p> <p>The Board approved the addition of a PBV preference under the Illinois Olmstead exemption, should KHA operate PBV housing in the future. This change was approved by HUD and made KHA one of the few PHA's in Illinois who have taken advantage of this waiver. The KHA Board also approved a preference that allows referrals from state and federal agencies under the Witness Protection/ Victim Assistance programs.</p>
<p><b>B.6</b></p>	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) provide comments to the 5-Year PHA Plan?  NO</p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the 5-Year PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p> <p><input type="checkbox"/> <input type="checkbox"/></p>
<p><b>B.7</b></p>	<p><b>Certification by State or Local Officials.</b>  <u>Form HUD 50077-SL</u>, <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>

# Instructions for Preparation of Form HUD-50075-5Y 5-Year PHA Plan for All PHAs

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## A. PHA Information 24 CFR §903.23(4)(c)

**A.1** Include the full PHA Name, PHA Code, PHA Fiscal Year Beginning (MM/YYYY), PHA Plan Submission Type, and the Availability of Information, specific location(s) of all information relevant to the hearing and proposed PHA Plan.

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

## B. 5-Year Plan.

**B.1 Mission.** State the PHA's mission for serving the needs of low- income, very low- income, and extremely low- income families in the PHA's jurisdiction for the next five years. (24 CFR §903.6(a)(1))

**B.2 Goals and Objectives.** Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low- income, very low- income, and extremely low- income families for the next five years. (24 CFR §903.6(b)(1)) For Qualified PHAs only, if at any time a PHA proposes to take units offline for modernization, then that action requires a significant amendment to the PHA's 5-Year Plan.

**B.3 Progress Report.** Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. (24 CFR §903.6(b)(2))

**B.4 Violence Against Women Act (VAWA) Goals.** Provide a statement of the PHA's goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking. (24 CFR §903.6(a)(3))

**B.5 Significant Amendment or Modification.** Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.

### B.6 Resident Advisory Board (RAB) comments.

(a) Did the public or RAB provide comments?

(b) If yes, submit 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 §903.17(a), 24 CFR §903.19)

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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 PHA Plan. The 5-Year PHA Plan provides the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families and the progress made in meeting the goals and objectives described in the previous 5-Year Plan.

Public reporting burden for this information collection is estimated to average .76 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.

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