



# Neighbors



## FROM THE DIRECTOR'S DESK

# HAPPY NEW YEAR 2021

As a reminder as the cold weather is here, please keep your windows closed when the furnace is on. This makes the furnace run twice as hard and will eventually break. If this is the case, you will be responsible for replacing the furnace.

Inside this newsletter you will find each staff's email address. You can email us any questions you may have or any documentation you need to provide. When we receive an email, we will respond. If you do not receive a response within 2 business days, please call the office.

All Christmas decorations should be removed by January 8th, 2021.

We are working by appointment only inside the office and are still closed to the public!. Masks are **REQUIRED** to come into the office.

If you have any symptoms regarding COVID-19, have tested positive for COVID-19, have been in contact with anyone who has tested positive for COVID-19, please let us know **immediately** so we can add you to our COVID-19 list. You will be put on the list for 2 weeks, after the 2 weeks are up, if you had a scheduled inspection or work order, we will be out to complete it. Even if you don't think the symptoms are COVID related, please still notify us.

Please find enclosed the Illinois Association of Housing Authorities Central Council—Educational Assistance Grant application.

**We will be closed Friday, January 1, 2021 for New Years Day & Monday, January 18, 2021 for Martin Luther King's Day!**

Stay Safe and Stay Healthy and have a Happy New Year!

*CEO. Peg*

### Address:

P.O. Box 303

760 Anderson St.

Carlinville, 62626

(217) 854-5393

Fax: (217) 854-8749

### Office Hours:

Monday & Tuesday

8 a.m.-4:30 p.m.

**CLOSED WEDNESDAY**

Thursday & Friday

8 a.m.-4:30 p.m.

### EMERGENCY

### NUMBER:

(217) 827-2100

### EMERGENCIES

### INCLUDE:

- ◆ Gas leaks
- ◆ Broken water pipes
- ◆ Exposed electrical wires
- ◆ No heat (if the outside temperature is 45-degrees or lower)
- ◆ Sewer line stoppage (not drain line)- this includes a clogged toilet
- ◆ CO/Smoke detector beeping or chirping

Also fire, flood, or anything that threatens life, safety or property damage.



**PREVENTATIVE MAINTENANCE INSPECTIONS WILL BE PERFORMED AT SUNNY LANE IN BUNKER HILL THIS MONTH**

**INSPECTIONS MAY TAKE PLACE ON ANY DAY OF THE MONTH BETWEEN THE HOURS OF**

**8:00 A.M.- 4:30 P.M., MONDAY-FRIDAY**

**SPECIFIC DAYS AND TIMES WILL NOT BE GIVEN**

## **Staff email addresses**

Best way to get in contact with us is by email. If we do not respond, please assume we did not get your email and call the office. If it's an emergency call the office or the emergency number after hours.

Peg- [peg1@teamhousingcenter.com](mailto:peg1@teamhousingcenter.com) (CEO)

Dionne- [dionne@teamhousingcenter.com](mailto:dionne@teamhousingcenter.com) (Deputy Director)

Jennifer- [jennifer@teamhousingcenter.com](mailto:jennifer@teamhousingcenter.com) (Housing Programs Manager)

Amanda- [amandak@teamhousingcenter.com](mailto:amandak@teamhousingcenter.com) (Assistant Housing Programs Manager)

Stephanie- [stephanie@teamhousingcenter.com](mailto:stephanie@teamhousingcenter.com) (Assistant Housing Programs Manager)

Holly- [holly@teamhousingcenter.com](mailto:holly@teamhousingcenter.com) (Office Support Specialist/Financial)

Jess- [jess@teamhousingcenter.com](mailto:jess@teamhousingcenter.com) (Maintenance Supervisor)

Dan- [dan@teamhousingcenter.com](mailto:dan@teamhousingcenter.com) (Director of Technical Services/Inspector)

## **REMINDER:**

Rent is due on the 1st of every month. You have until the 5th to pay it without any penalties. After the 5th you will have a late fee of \$50. Please be mindful of Holidays and weekends. If the 5th falls on a weekend or holiday, it will not be process by the bank until the next business day. The Housing Authority goes by the date the bank processes it. You will be charged a late fee based on the date processed by the bank. Failure to pay your rent on time will be grounds for eviction. As stated in your lease if you are late more than 3 times in a 12-month period you could face eviction. Always keep your bank receipts just in case it is deposited into the wrong account or is missed when we are printing receipts from the bank.

**ILLINOIS ASSOCIATION OF HOUSING AUTHORITIES****CENTRAL COUNCIL****EDUCATIONAL ASSISTANCE GRANT**

The Central Illinois Council of the Illinois Association of Housing Authorities has elected to implement an Educational Assistance Grant Program. The program will be administered by Central Council. The money may be used for tuition, books, approved activity fees, necessities, or work programs and other items at the discretion of the sponsoring Council. The application requirements and grant rules are as follows:

- Applicant must be a graduating senior or anyone continuing their education and residing in a member agency-owned or managed project. Previous participants can re-apply.
- Student must have maintained at least a 2.0 grade point average during junior and senior years (except G.E.D.).
- Student must be recommended by the Housing Authority's Executive Director. ***All applications must be submitted by the Executive Director only. The Executive Director is responsible for verifying all application requirements and collecting all application materials.*** Local promotion of the Grant Program is the responsibility of the Executive Director.
- Applications must include: 1) school transcript or proof of G.E.D. completion; 2) two teacher recommendations; 3) an essay (200 words) by the student explaining his/her goals and how the grant would be used; and 4) the Executive Directors comments.
- Additional recommendations from clergy, counselors and others may be submitted.
- Provide list of schools to which student has applied. Proof of subsequent admission will be required.
- Student must provide a description of extra-curricular activities, awards, community services, employment and other accomplishments.
- If the lease holder is the recipient of this scholarship, he/she must be in good standing and remain in good standing with the Housing Authority. The recipient will continue to be eligible to receive payments if he/she moves out of the Housing Authority.
- Deadline for receipt of application materials is January 24, 2021. ***ENCLOSE ALL MATERIALS*** and forward to the Executive Director of your Housing Authority.
- Grant will be awarded for academic year 2021-2022.

**APPLICATION**

**ILLINOIS ASSOCIATION OF HOUSING AUTHORITIES**

**CENTRAL COUNCIL**

**EDUCATIONAL ASSISTANCE GRANT**

**Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Age:** \_\_\_\_\_ **Grade in School:** \_\_\_\_\_ **Graduation Date/G.E.D. Completion:** \_\_\_\_\_

**Academic Major (if any):** \_\_\_\_\_ **Grade Point Average:** \_\_\_\_\_

**List the Colleges or Universities of interest to you, to which you have applied, or to which you have been accepted:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Summarize your academic accomplishments (i.e. scholarships, awards, etc.):** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**List Extra-curricular school activities in which you have participated (i.e. clubs, teams, etc.):** \_\_\_\_\_

\_\_\_\_\_

**Indicate some of the community activities in which you have participated (i.e. church, community service, etc.):**

\_\_\_\_\_

**List any hobbies and special interests:** \_\_\_\_\_

\_\_\_\_\_

**Indicate any jobs which you have held:** \_\_\_\_\_

\_\_\_\_\_

**List two personal references (names, addresses, and phone numbers):** \_\_\_\_\_

\_\_\_\_\_

*(Use additional sheets if more room is required.)*

**In addition to the above information, you must provide the Housing Authority with the following in order for your application to be complete: all high school, college, and/or trade school transcripts; two letters of recommendation from teachers; and an essay of 200 words on your goals and how you would use the grant. (Use a separate sheet.) Print or type neatly.**