



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES
ADMINISTRATION AND PLANNING DIVISION
M E M O R A N D U M

TO: Bruce K. Walden, Chief Administrative Officer
FROM: Bob Grewe, AICP, Manager, Grants Manager Division
DATE: January 2, 2002
RE: A Resolution Authorizing the Mayor to Execute a Certificate of Consistency for the Housing Authority of Champaign County 2002 Annual Plan.

Brief Description of the Issue

The Housing Authority of Champaign County has indicated that in order to submit their 2002 Annual Plan, a Certification of Consistency must be executed by appropriate local officials, indicating that the Plan is consistent with the Consolidated Plan.

Council discussed the matter at December 10, 2001 meeting of the Committee of the Whole. Council provided the Housing Authority recommendations for revising the plan in order for Council to execute the Certificate of Consistency.

The Housing Authority of Champaign County has amended its 2002 Annual Plan in a manner that includes council recommendations.

The Housing Authority desires an executed Certificate of Consistency by January 14, their deadline for submitting the Plan to HUD.

Identification of the Issue(s) and Any Approvals Required

The principal issues are: 1) determine that the 2002 Annual Plan is consistent with the Consolidated Plan and 2) adopt a resolution authorizing the mayor to execute the Certification of the PHA Plans Consistency with the Consolidated Plan.

Background/Facts

Background information submitted in December 10 Committee Memorandum.

Additional information is contained in the attached December 27 fax memo from the Steve Clark, the Housing Authority's consultant, which addresses City Council recommendations.

Fiscal Impact

No fiscal impact has been identified, as no city funds are committed to strategies outline in the 2002 Annual Plan. However, the Housing Authority has indicated that they may submit an application for FY 2002-2003 HOME and/or CDBG funding to assist with funding the redevelopment of public housing facilities.

Recommendation

Community Development Services staff has determined that the Housing Authority's REVISED PHA Plans Housing Authority of Champaign County Annual Plan for Fiscal Year 2002 is generally consistent with the strategies outlined in the Consolidated Plan and recommends City Council approve the resolution authorizing the mayor to execute HUD form 50075, Certification by State or Local Official of the PHA Plans Consistency with the Consolidated Plan.

Report prepared by:
Bob Grewe, AICP, Manager
Grants Management Division

Enclosures:

December 27 Fax Memo from Steve Clark, PHA consultant.

A Resolution Authorizing the Mayor to Execute the Certification by State or Local Official of the Public Housing Authority (PHA) Plan Consistency with the Consolidated Plan.

HUD form 50075 Certification by State or Local Official of the PHA Plans Consistency with the Consolidated Plan

REVISED - PHA Plans Housing Authority of Champaign County Annual Plan for Fiscal Year 2002

Professional Development Group Midwest
Peoria, Illinois

Fax Memo:

DATE: December 27, 2001

10-Pages

TO: Bob Grewe, Grants Management 217/384-2367
CC: Elawrence Davis, HACC 217/363-3968

FROM: Steve Clark, PDGM

SUBJECT: Revised Annual Agency Plan

Bob,

As I indicated in my voice mail, I have completed the response to the City of Urbana, on behalf of Mr. Davis.

I am faxing you a copy of the letter as well as the corresponding revised Agency Plan pages. I am also faxing you a copy of the comment sheet we received from the City. We have addresses all of the Council requests. As you can see the letter is addressed to the Mayor and will be sent accordingly. What I need to know from you is that you will see that the Council receives this prior to their meeting. We want to make sure all Council members are fully informed of our agreement to amend the plan so that the request for Certification can be approved at the meeting.

Please look this over. I will call you later this afternoon.

Thanks

P. O. Box 10271 Peoria, Illinois 61612 (309)678-3555 Fax; (309)579-8328
e-mail: sclark0421@aol.com

Dec-24-01 12:46P

P. 02

SENSE OF THE COUNCIL MOTION REGARDING A CERTIFICATE OF CONSISTENCY FOR THE HOUSING AUTHORITY OF CHAMPAIGN COUNTY 2002 ANNUAL PLAN

The Urbana City Council will not approve a resolution authorizing the Mayor to execute a Certificate of Consistency for the HACC 2002 Annual Plan unless information is included in that plan which is consistent with the information contained in the city's Consolidated Plan and the updated information provided to the City Council by the Executive Director of the Housing Authority as explained below.

1. Housing Needs of Families in the Jurisdiction by Family Type: Page 7 of the HACC Plan lists the number of low income families with housing problems as much lower than the number indicated in the Consolidated Plan for either the City of Urbana or City of Champaign. Page 39 of the Urbana Consolidated Plan lists the number of Urbana households with housing problems and page CXXVI lists the numbers for Champaign as:

	Urbana	Champaign
Income 0-30% MFI (Extremely low income)	1,916	3,574
Income 31-50% MFI (Very low income)	1,684	2,316
Income 51-80% MFI (Low Income)	1,091	1,181

The total for the jurisdiction (i.e. Champaign County) should be higher than the combined totals of these numbers. The Consolidated Plans also state that, according to census data, 63% of extremely low income households in Urbana and 73% of extremely low income households in Champaign pay more than 50% of their income for rent.

2. Housing Needs of Families on the Waiting List: The HACC 2002 Plan, on page 9, indicates only 14 families are on the waiting list for public housing. The November 20, 2001 memo to Mayor Satterthwaite from the Executive Director of the HACC states that 24 applicants are awaiting offers to be housed and an additional 125 applicants are at different phases of the eligibility determination process. The Plan should clearly state that a total of 149 households have applied to live in public housing.

3. On page 11 of the HACC Plan, the strategy "Target available assistance to families at or below 30% of AMI," indicates the plan includes only the strategy "adopt rent policies to support and encourage work." The plan should also include two other strategies listed: "Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing" and "Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance," in order to be consistent with Urbana's Consolidated Plan Strategy 2D. "Encourage the Housing Authority of Champaign County to increase the number of affordable housing units available to extremely low income households. Seek additional means of subsidizing very low income households with rental assistance."

4. Page 45 of the HACC Plan incorrectly states the City of Urbana's position regarding redevelopment of Lakeside Terrace and/or Dunbar Court. That language should be replaced with Strategy 5D of the 2000-2004 Consolidated Plan:

"If redevelopment of Lakeside Terrace and Dunbar Court is possible without a significant reduction in the total number of permanent, subsidized housing units affordable to the lowest income families with children in the community, the City of Urbana will work with the Housing Authority of Champaign County to develop a HOPE VI application for the redevelopment of Lakeside Terrace and Dunbar Court to create a mixture of public housing, rental or homeownership units and residents representing a mix of incomes. The City will assist in developing a plan which partners with the private sector to use private dollars to leverage HOPE VI or other Federal funds, to replace the demolished units with a combination of new on-site units, scattered site units and Section 8 rent subsidies. Although Section 8 vouchers or certificates may be used to relocate households living at these complexes at the time of redevelopment, at least 80% of demolished units will be replaced with permanent, subsidized housing units that will be affordable to extremely low income families with children, irrespective of their income."

Letter from City Council

December 26, 2001

Honorable Mayor Satterthwaite
City of Urbana
400 South Vine Street
Urbana, Illinois 61801

RE: Comments to the HACC Annual Plan

Dear Mayor Satterthwaite,

In working with your staff and some Council members the HACC has been presented with formal comments and recommendations for changes to the DRAFT FY2002 Annual Agency Plan.

The HACC have reviewed the request and are in agreement to amend the Plan as requested therefore, will incorporate the following changes in the Final FY2002 Annual Agency Plan to HUD.

Number 1. The HACC will amend page #7 to reflect the numbers consistent with the most current City of Urbana and Champaign Consolidated Plans. The HACC has conduct additional research and included the areas outside of the City of Urbana and Champaign, please understand that most of the statistical information and data used are based on the 1990 Census. These numbers could be substantially different from that which is true today. The HACC will further amend this table as the 2000 Census information becomes available. (see attached revised table)

Number 2. The HACC will amend the table on page 9 of the Draft Annual Plan to reflect the 149 families and/or individuals that were reported on the Housing Needs of Families on the Waiting List for Public Housing in the November 20th memo to the Mayor. The 149 families reported on the 20th of November 2001 represent all families currently seeking public housing, many of which had not yet been fully processed or approved for occupancy. The number of persons on the public housing waiting list represents a point-in-time and is subject to change from day to day and can be effected by other activities occurring within or near the community such as high workplace layoffs, plant closings, etc. (See attached revised table)

Number 3. On page 11 of the Draft Annual Plan The HACC will indicate with an "X" That the HACC will;

X Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing.

X Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant based Section 8 assistance.

Number 4. The HACC appreciates the City of Urbana's commitment to extremely low-income families. The HACC will partner and work with the City of Urbana to secure funding for the development of replacement housing that will meet the needs of those families most in need. The HACC will revise Section #18-C-4b as follows:

The first three sentences of this subsection will remain the same. The balance of 18-C-4b beginning with "In the long-term....." will be deleted from the section and replaced with; **[If redevelopment of Lakeside Terrace and Dunbar Court is possible without a significant reduction in the total number of permanent, subsidized housing units affordable to the lowest income families with children in the community, the City of Urbana will work with the Housing Authority of Champaign County to develop a HOPE VI application for the redevelopment of Lakeside Terrace and Dunbar court to create a mixture of public housing, rental or homeownership units and residents representing a mix of income. The city will assist in developing a plan which partners with the private sector to use private dollars to leverage HOPE VI or other Federal funds, to replace the demolished units with a combination of new on-site units, scattered-site units and Section 8 rent subsidies. Although Section 8 vouchers or certificates may be used to relocate households living at these complexes at the time of redevelopment, at least 80% of demolished units will be replaced with permanent, subsidized housing units that will be affordable to extremely low-income families with children, irrespective of their income.]**

With the amendment of the Plan as requested I ask that the City Council approve our request for execution of the Certification of Consistency with the Consolidated Plan. The FY2002 Annual Agency Plan is due to HUD on January 14, 2002. I request that the Certificate be made available to the HACC in a timeframe that will allow for the inclusion of the Certificate in the January 14th submission to HUD.

Sincerely,

Elawrence Davis, Director
Housing Authority of Champaign County

Revised

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	6,642	5	5	5	N/A	4	4
Income >30% but <=50% of AMI	4,840	5	4	4	N/A	3	4
Income >50% but <80% of AMI	2,749	2	2	2	N/A	2	2
Elderly	3	3	2	2	3	2	2
Families with Disabilities	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	2/2	5	5	N/A	N/A	4	4
Race/Ethnicity	2/2	5	4	N/A	N/A	3	4
Race/Ethnicity	2/2	2	2	N/A	N/A	2	2
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- Consolidated Plan of the Jurisdiction/s
Indicate year: 2000
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year: 1999
- Other sources: (list and indicate year of information)

B. Housing Needs of Families on the Public Housing and Section 8 Tenant-Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. Complete one table for each type of PHA-wide waiting list administered by the PHA. PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List

Housing Needs of Families on the Waiting List	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	
If yes:	
How long has it been closed (# of months)? 17	
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	

Revised

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<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/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	149		
Extremely low income <=30% AMI	134	90%	
Very low income (>30% but <=50% AMI)	15	10%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	72	48%	
Elderly families	10	7%	
Families with Disabilities	22	15%	
Other	45	30%	
White/Non-Hispanic	36	24%	
Hispanic	3	2%	
Black/Hispanic			
Black/Non-Hispanic	104	70%	
Other	6	4%	

PHA Identification Section, Page 9

Revised

Housing Needs of Families on the Waiting List			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	69	46%	
2 BR	49	33%	
3 BR	22	15%	
4 BR	7	5%	
5 BR	2	1%	
5+ BR			
Is the waiting list closed (select one)? X No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? N/A			
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? X No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

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**, and the Agency's reasons for choosing this strategy.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- X Employ effective maintenance and management policies to minimize the number of public housing units off-line
- X Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- X Seek replacement of public housing units lost to the inventory through mixed finance development
- X Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- X Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction

- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI

Select all that apply

Revised

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: (list below)

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work
- Other: (list below)

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- X The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

1. The City of Urbana supports the efforts of the HACC in its mission to provide safe, decent and sanitary housing for all. The Urbana FY2000-2004 Consolidated Plan (Summary of Recommendations) provides the following comments:

a.) AFFORDABLE HOUSING; In Part "Additional subsidies for extremely low-income and very low-income tenants are needed, such as tenant-based rent assistance, assistance with security deposits and first month's rents, and use of low-income housing tax credits".

Revised { b.) "Subsidized housing is greatly needed throughout Champaign County. However, family units owned and managed by the Housing Authority of Champaign County are generally considered last-resort housing due to poor living conditions. In the short-term family complexes should be renovated to ensure safe living conditions. [If redevelopment of Lakeside Terrace and Dunbar Court is possible without a significant reduction in the total number of permanent, subsidized housing units affordable to the lowest income families with children in the community, the City of Urbana will work with the Housing Authority of Champaign County to develop a HOPE VI application for the redevelopment of Lakeside Terrace and Dunbar court to create a mixture of public housing, rental or homeownership units and residents representing a mix of income. The city will assist in developing a plan which partners with the private sector to use private dollars to leverage HOPE VI or other Federal funds, to replace the demolished units with a combination of new on-site units, scattered-site units and Section 8 rent subsidies. Although Section 8 vouchers or certificates may be used to relocate households living at these complexes at the time of redevelopment, at least 80% of demolished units will be replaced with permanent, subsidized housing units that will be affordable to extremely low-income families with children, irrespective of their income.]"

2. The City of Champaign supports the efforts of the HACC in its efforts to provide safe, decent, affordable housing for the residents of Champaign, Illinois. The City of Champaign has adopted the following Local priorities when considering support for a housing and/or economic development project.
- a.) Improve the quality of the housing stock and preserve affordable housing for low- and moderate income owner-occupied house-holds, with assistance targeted to restoration/preservation neighborhoods.
 - b.) Expand the supply of affordable rental units
 - c.) Expand affordable housing opportunities through new construction
 - d.) Support the Housing Authority's efforts to expand and improve affordable housing
 - e.) Provide Homeownership opportunities, and assist lower-income homeowners maintain their homes

This is only a partial list of local priorities, which pertain to housing and the efforts of the HACC.

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

NONE

RESOLUTION NO. 2001-12-031

A Resolution Authorizing the Mayor to Execute a Certificate of Consistency for the Housing Authority of Champaign County 2002 Annual Plan.

WHEREAS, the City of Urbana has been designated lead entity for the Urbana HOME Consortium in accordance with the Cranston-Gonzales National Affordable Housing Act of 1990, as amended; and

WHEREAS, on May 8, 2000 the Urbana City Council adopted the *URBANA HOME CONSORTIUM AND CITY OF URBANA CONSOLIDATED PLAN FOR PROGRAM YEARS 2000-2004*; and

WHEREAS, U.S. Department of Housing and Urban Development, Office of Public and Indian Housing Notice: PIH-99-33 (HA) requires that state or local government certification of consistency must be made by the appropriate state or local officials that the PHA Plan is consistent with the Consolidated Plan; and

WHEREAS, the Urbana Community Development Services staff, has reviewed the Housing Authority of Champaign County's *PHA PLANS 5 Year Plan for Fiscal Years 200-2004 (UPDATED)*, *Annual Plan for Fiscal Year 2002* and found the Plan to be consistent with the *URBANA HOME CONSORTIUM AND CITY OF URBANA CONSOLIDATED PLAN FOR PROGRAM YEARS 2000-2004*.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF URBANA, ILLINOIS, as follows:

Section 1. That HUD form 50075 Certification by State and Local Officials of PHA Plans Consistency with the Consolidated Plan, as attached hereto and incorporated herein by reference, is hereby approved.

Section 2. That the Mayor is hereby designated as the authorized representative of the Urbana HOME Consortium to execute HUD form 50075 Certification by State and Local Officials of PHA Plans Consistency with the Consolidated Plan.

PASSED by the City Council this _____ day of _____,
_____.

Phyllis D. Clark, City Clerk

APPROVED by the Mayor this _____ day of _____,
_____.

Tod Satterthwaite, Mayor

**Certification by State or Local Official of PHA Plans Consistency with
the Consolidated Plan**

I, Tod Satterthwaite the Mayor of Urbana, Illinois certify
that the Five Year and Annual PHA Plan of the Housing Authority of Champaign Coun is
consistent with the Consolidated Plan of the Urbana HOME Consortium prepared
pursuant to 24 CFR Part 91.

Signed / Dated by Appropriate State or Local Official

PHA Plans

Housing Authority of Champaign County
Annual Plan for Fiscal Year 2002

AMENDED

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN ACCORDANCE
WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

**PHA Plan
Agency Identification**

PHA Name: Housing Authority of Champaign County, Illinois

PHA Number: IL006V01

PHA Fiscal Year Beginning: (04/02)

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- Main business office of the PHA
- PHA development management offices
- Other (list below)

Annual PHA Plan
PHA Fiscal Year 2002

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

- High Performing PHA**
- Small Agency (<250 Public Housing Units)**
- Administering Section 8 Only**

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

The HACC continues to make adjustments in response to the 1998 QHWRA ACT. Some of the changes implemented are as follow:

- a.) The HACC has reviewed and is implementing new security and emergency procedures in the housing for the elderly.**
- b.) Have entered into Memorandums of Understanding with local service providers including the Urban League.**
- c.) Are continuing to revise and improve the Homeownership program**
- d.) Based on several meeting and comments from the residents a modified Pet Policy has emerged.**
- e.) The HACC has begun the process of conversion to asset management by securing a team of professionals to evaluate the physical needs of all property owned by the HACC. In addition the HACC has commissioned appraisals for all HACC properties.**

iii. Annual Plan Table of Contents

[24 CFR Part 903.79 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

Table of Contents

	<u>Page #</u>
Annual Plan	
i. Executive Summary	2
ii. Table of Contents	3
1. Housing Needs	6
2. Financial Resources	13
3. Policies on Eligibility, Selection and Admissions	15
4. Rent Determination Policies	23
5. Operations and Management Policies	28
6. Grievance Procedures	29
7. Capital Improvement Needs	30
8. Demolition and Disposition	32
9. Designation of Housing	33
10. Conversions of Public Housing	34
11. Homeownership	36
12. Community Service Programs	37
13. Crime and Safety	40
14. Pets (Inactive for January 1 PHAs)	42
15. Civil Rights Certifications (included with PHA Plan Certifications)	42
16. Audit	42
17. Asset Management	43
18. Other Information	43

Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

- Admissions Policy for Deconcentration **(A) Page #48**
- FY 2002 Capital Fund Program Annual Statement **(B) Page #54**
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart
- FY 2002 Capital Fund Program 5 Year Action Plan

- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (C) Page #67
- Other (List below, providing each attachment name)
- Homeownership Plan (D) Page #68
- Pet Policy (E) Page #78
- Consistency with the Consolidated Plans (F) Page #94
- Community Services Plan (G) Page #95

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
XXXXXX	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
XXXXXX	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
XXXXXX	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
XXXXXX	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
XXXXXX	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
XXXXXX	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
XXXXXX	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
XXXXXX	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
XXXXXX	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
XXXXXX	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
XXXXXX	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
XXXXXX	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
XXXXXX	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
XXXXXX	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
XXXXXX	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
XXXXXX	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
XXXXXX	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
XXXXXX	Policies governing any Section 8 Homeownership program X check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
XXXXXX	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
XXXXXX	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
XXXXXX	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
XXXXXX	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	229 6,642	5	5	5	N/A	4	4
Income >30% but <=50% of AMI	85 4,840	5	4	4	N/A	3	4
Income >50% but <80% of AMI	22,749	2	2	2	N/A	2	2
Elderly	3	3	2	2	3	2	2
Families with Disabilities	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	2/2	5	5	N/A	N/A	4	4
Race/Ethnicity	2/2	5	4	N/A	N/A	3	4
Race/Ethnicity	2/2	2	2	N/A	N/A	2	2
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Note: the above changes were requested by both the City of Urbana and Champaign.)

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- Consolidated Plan of the Jurisdiction/s
Indicate year: 2000
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year: 1999
- Other sources: (list and indicate year of information)

B. Housing Needs of Families on the Public Housing and Section 8 Tenant-Based Assistance Waiting Lists

State the housing needs of the families on the PHA’s waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List
--

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance
 Public Housing
 Combined Section 8 and Public Housing
 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	161		
Extremely low income <=30% AMI	138	86%	
Very low income (>30% but <=50% AMI)	20	12%	
Low income (>50% but <80% AMI)	3	<1%	
Families with children	130	98%	
Elderly families	5	< 1%	
Families with Disabilities	15	10%	
Black/Non-Hispanic	141	88%	
White Non-Hispanic	19	11%	
Race/ethnicity			
Asian Non-Hispanic	4/2 1	1%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	N/A		
2 BR	N/A		
3 BR	N/A		
4 BR	N/A		
5 BR	N/A		
5+ BR	N/A		

Housing Needs of Families on the Waiting List

Is the waiting list closed (select one)? No Yes

If yes:

How long has it been closed (# of months)? 17

Does the PHA expect to reopen the list in the PHA Plan year? No Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No Yes

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

Section 8 tenant-based assistance

Public Housing

Combined Section 8 and Public Housing

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	14 <u>149</u>		
Extremely low income <=30% AMI	13 <u>134</u>	93 <u>90</u> %	
Very low income (>30% but <=50% AMI)	<u>15</u>	<u>10</u> %	
Low income (>50% but <80% AMI)	4 <u>0</u>	7 <u>0</u> %	
Families with children	2 <u>72</u>	14 <u>48</u> %	
Elderly families	4 <u>10</u>	7 <u>8</u> %	
Families with Disabilities	<u>22</u>	<u>15</u> %	
Other	1 <u>45</u>	8 <u>30</u> %	
White/Non-Hispanic	8 <u>36</u>	57 <u>24</u> %	
White /Hispanic	<u>3</u>	<u>2</u> %	
Black/Hispanic			
Black/Non-Hispanic	5 <u>104</u>	35 <u>70</u> %	
Other	1 <u>6</u>	8 <u>4</u> %	

Housing Needs of Families on the Waiting List			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	<u>1269</u>	<u>8546%</u>	
2 BR	<u>149</u>	<u>733%</u>	
3 BR	<u>122</u>	<u>815%</u>	
4 BR	<u>7</u>	<u>5%</u>	
5 BR	<u>2</u>	<u>1%</u>	
5+ BR			
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)? N/A 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 checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

(Note: the above changes were requested by the City of Urbana.)

C. Strategy for Addressing Needs

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**, and the Agency's reasons for choosing this strategy.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line **(Note: Requested by the City of Champaign)**
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction

- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program **(Note: Requested by the City of Champaign)**
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing **(Note: Requested by the City of Champaign)**
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing **(Note: Requested by the City of Urbana)**
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance **(Note: Requested by the City of Champaign)**
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: (list below)

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work
- Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)
Identify other strategies to respond to housing needs of disabled persons and their families, since few public housing units are currently accessible and in compliance with ADA standards. (Note: Requested by the City of Champaign)

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Other: (list below)

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA’s selection of the strategies it will pursue:

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

Market competition; The Champaign County area has available several housing options that provide amenities at or greater to those provided by the HACC. The market has a major influence on our strategies.

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2002 grants)		
a) Public Housing Operating Fund	\$1,375,253	
b) Public Housing Capital Fund 501-00	\$1,288,441	
Public Housing Capital Fund 501-01	\$1,317,691	
c) HOPE VI Revitalization	N/A	
d) HOPE VI Demolition	N/A	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$6,618,859	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	\$ 138,909	
g) Resident Opportunity and Self-Sufficiency Grants	N/A	
h) Community Development Block Grant	\$ 129,880	Weatherization for Joanna Dorsey Homes
i) HOME	N/A	N/A
Other Federal Grants (list below)	N/A	N/A
2. Prior Year Federal Grants (unobligated funds only) (list below)	N/A	N/A
3. Public Housing Dwelling Rental Income	\$ 614,667	Public Housing Operations
4. Other income (list below)		
Investment Income	\$ 21,245	Public & Non-Public Housing Operations
Laundry/Vending Commissions / Ameritech Commissions	\$ 13,749	Resident Counsels -Public Housing Operations
4. Non-federal sources (list below)	N/A	N/A
Total resources	\$11,518,694	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- When families are within a certain number of being offered a unit:
 When families are within a certain time of being offered a unit: **(60 Days)**
 Other: (describe)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- Criminal or Drug-related activity
 Rental history
 Housekeeping
 Other (describe)

c. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2) Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- Community-wide list
 Sub-jurisdictional lists
 Site-based waiting lists
 Other (describe)

b. Where may interested persons apply for admission to public housing?

- PHA main administrative office

- PHA development site management office
- Other (list below)

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year? **N/A**

2. Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?

3. Yes No: May families be on more than one list simultaneously?
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- PHA main administrative office
- All PHA development management offices
- Management offices at developments with site-based waiting lists
- At the development to which they would like to apply
- Other (list below)

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- One
- Two
- Three or More

b. Yes No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting:

- Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- Emergencies
 Overhoused
 Underhoused
 Medical justification
 Administrative reasons determined by the PHA (e.g., to permit modernization work)
 Resident choice: (state circumstances below)
 Other: (list below)

c. Preferences

1. Yes No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
 Victims of domestic violence
 Substandard housing
 Homelessness
 High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- Working families and those unable to work because of age or disability
 Veterans and veterans' families
 Residents who live and/or work in the jurisdiction
 Those enrolled currently in educational, training, or upward mobility programs
 Households that contribute to meeting income goals (broad range of incomes)
 Households that contribute to meeting income requirements (targeting)
 Those previously enrolled in educational, training, or upward mobility programs
 Victims of reprisals or hate crimes
 Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

Former Federal preferences:

- 1** Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1** Victims of domestic violence
- 3** Substandard housing
- 2** Homelessness
- 4** High rent burden

(Note: Requested by the City of Champaign)

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- The PHA-resident lease
- The PHA’s Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- At an annual reexamination and lease renewal

Any time family composition changes

At family request for revision

Other (list)

For Section 8 at annual reexamination or when income increases more than \$100 per month.

(6) Deconcentration and Income Mixing

a. Yes No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. Yes No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

Adoption of site-based waiting lists
If selected, list targeted developments below:

Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:

Employing new admission preferences at targeted developments
If selected, list targeted developments below:

Other (list policies and developments targeted below)

d. Yes No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

Additional affirmative marketing

Actions to improve the marketability of certain developments

Adoption or adjustment of ceiling rents for certain developments

Adoption of rent incentives to encourage deconcentration of poverty and income-mixing

Other (list below)

Offer a family of mixed-incomes extra bedroom sizes to achieve income mixing throughout the community.

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

Not applicable: results of analysis did not indicate a need for such efforts

List (any applicable) developments below:

All HACC properties will need some degree of effort due to concentration of low-income families.

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

Not applicable: results of analysis did not indicate a need for such efforts

List (any applicable) developments below:

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

Criminal or drug-related activity only to the extent required by law or regulation

Criminal and drug-related activity, more extensively than required by law or regulation

More general screening than criminal and drug-related activity (list factors below)

Other (list below)

b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

Criminal or drug-related activity

Other (describe below)

a.) Lease violation

- b.) Forwarding address
- c.) Payment history

(2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

- PHA main administrative office
- Other (list below)

(3) Search Time

a. Yes No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below: **Upon request a client can receive increases of 30 days up to by not exceeding 120 days.**

(4) Admissions Preferences

a. Income targeting

Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. Yes No : Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Former Federal preferences

- 1** Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1** Victims of domestic violence
- 3** Substandard housing
- 2** Homelessness
- 4** High rent burden

(Note: Requested by the City of Champaign)

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- Date and time of application
 Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)

- This preference has previously been reviewed and approved by HUD
 The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- The PHA applies preferences within income tiers
 Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- The Section 8 Administrative Plan
 Briefing sessions and written materials
 Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- Through published notices
 Other (list below)
Through flyers and written notifications to Social Services and Support Agencies who also service the population served by the HACC.

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA’s income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- \$0
 \$1-\$25
 \$26-\$50

2. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

- a.) Exemptions to minimum rent must be in writing **with which**, at a minimum, must include a statement of the reason for the family hardship.
- b.) Family must document as to proof of financial hardship
- c.) HACC will use standard verification procedure to verify circumstances which result in hardship.

c. Rents set at less than 30% than adjusted income

1. Yes No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

- For the earned income of a previously unemployed household member
 For increases in earned income
 Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:

- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

- Yes for all developments
- Yes but only for some developments
- No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- For all developments
- For all general occupancy developments (not elderly or disabled or elderly only)
- For specified general occupancy developments
- For certain parts of developments; e.g., the high-rise portion
- For certain size units; e.g., larger bedroom sizes
- Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- Market comparability study
- Fair market rents (FMR)
- 95th percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____

X Other (list below)

1. **Families must report change in composition within 10 days (Public Housing)**
2. **Families must report change in income at annual re-certification (public Housing)**
3. **Families must report change in composition and income within 30 days to the Section 8 office.**

g. **X** Yes No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- X** The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- X** Survey of similar unassisted units in the neighborhood
- Other (list/describe below)

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- At or above 90% but below 100% of FMR
- 100% of FMR
- X** Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- The PHA has chosen to serve additional families by lowering the payment standard
- Reflects market or submarket
- Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- Reflects market or submarket
- To increase housing options for families
- Other (list below)
To increase potential for deconcentration.

d. How often are payment standards reevaluated for adequacy? (select one)

- Annually
- Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- Success rates of assisted families
- Rent burdens of assisted families
- Other (list below)
Location (Census Tracts) that families are moving into.

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)

- \$0
- \$1-\$25
- \$26-\$50

b. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

d.) Exemptions to minimum rent must be in writing with which, at a minimum, must include a statement of the reason for the family hardship.

e.) Family must document as to proof of financial hardship

f.) HACC will use standard verification procedure to verify circumstances which result in hardship.

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

Describe the PHA’s management structure and organization.

(select one)

An organization chart showing the PHA’s management structure and organization is attached.

A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use “NA” to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	607 units/547 families	150
Section 8 Vouchers	889	100
Section 8 Certificates	0	0
Section 8 Mod Rehab	25	5
Special Purpose Section 8 Certificates/Vouchers (list individually)	250	50
Public Housing Drug Elimination Program (PHDEP)	N/A	N/A
Other Federal Programs(list individually)		

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

a.) **Resident Handbook**

b.) **The HACC has taken proactive steps in combating the infestation of cockroaches. The HACC has under contract a pest control firm who provides monthly inspections and treatment. While on-site the manager for the respective property accompanies the technician through the buildings so that all managers are personally aware of any problems that might exist on their respective properties and what might be the cause. If the cause is determined to be resident housekeeping-related, the manager executes a housekeeping contract with the resident and schedules weekly or bi-weekly housekeeping inspections with the resident to make sure they are improving on housekeeping.**

(2) Section 8 Management: (list below)

a.) **Section 8 Admin Plan**

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

A. Public Housing

1. Yes No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- PHA main administrative office
 PHA development management offices
 Other (list below)

B. Section 8 Tenant-Based Assistance

1. Yes No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)
- PHA main administrative office
- Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment **(B)**

-or-

- The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a. Yes No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name

-or-

The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- Yes No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
- b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

- Revitalization Plan under development
- Revitalization Plan submitted, pending approval
- Revitalization Plan approved
- Activities pursuant to an approved Revitalization Plan underway

Yes No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?

If yes, list development name/s below:

The HACC is currently under discussions with the City of Champaign and Urbana on the possibilities of preparing a HOPE VI application for the following two properties:

1. Burch Village (Champaign, Illinois)

2. Lakeside Terrace (Urbana, Illinois)

Yes No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
If yes, list developments or activities below:

Yes No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. Yes No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

Yes No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

Demolition/Disposition Activity Description
1a. Development name: Burch Village
1b. Development (project) number: IL6-02
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input checked="" type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(11/09/2001)</u>
5. Number of units affected: 4
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development

7. Timeline for activity:
- a. Actual or projected start date of activity: **12/01**
 - b. Projected end date of activity: **12/01**

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. Yes No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

- Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

Designation of Public Housing Activity Description	
1a. Development name: Washington Square / Oscar Steer Place	
1b. Development (project) number: IL006P006013 / IL006006012	
2. Designation type:	
Occupancy by only the elderly <input checked="" type="checkbox"/>	
Occupancy by families with disabilities <input type="checkbox"/>	
Occupancy by only elderly families and families with disabilities <input type="checkbox"/>	
3. Application status (select one)	
Approved; included in the PHA’s Designation Plan <input type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input checked="" type="checkbox"/>	
4. Date this designation approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>	

<p>5. If approved, will this designation constitute a (select one)</p> <p><input checked="" type="checkbox"/> New Designation Plan</p> <p><input type="checkbox"/> Revision of a previously-approved Designation Plan?</p>
<p>6. Number of units affected: 208</p> <p>7. Coverage of action (select one)</p> <p><input type="checkbox"/> Part of the development</p> <p><input checked="" type="checkbox"/> Total development</p>

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. Yes No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

Conversion of Public Housing Activity Description	
1a. Development name:	N/A
1b. Development (project) number:	
2. What is the status of the required assessment?	
<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)	
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	

4. Status of Conversion Plan (select the statement that best describes the current status)

- Conversion Plan in development
- Conversion Plan submitted to HUD on: (DD/MM/YYYY)
- Conversion Plan approved by HUD on: (DD/MM/YYYY)
- Activities pursuant to HUD-approved Conversion Plan underway

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

- Units addressed in a pending or approved demolition application (date submitted or approved: _____)
- Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____)
- Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____)
- Requirements no longer applicable: vacancy rates are less than 10 percent
- Requirements no longer applicable: site now has less than 300 units
- Other: (describe below)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. Yes No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)	
1a. Development name:	N/A
1b. Development (project) number:	
2. Federal Program authority:	<input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one)	<input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)	
5. Number of units affected:	
6. Coverage of action: (select one)	<input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

1. Yes No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

Yes No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- 25 or fewer participants
- 26 - 50 participants
- 51 to 100 participants
- more than 100 participants

b. PHA-established eligibility criteria

Yes No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

- a.) **Must be a participant in the FSS program**
- b.) **Must be in good standing with the HACC and/or Landlord**
- c.) **Must have been active in FSS program for a minimum of 1 year.**

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (1)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

Yes No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? **04/99**

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- Public housing rent determination policies
- Public housing admissions policies
- Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families
- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- Preference/eligibility for public housing homeownership option participation
- Preference/eligibility for section 8 homeownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs

Yes No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
FAMILY SELF-SUFFICIENCY	157	WAITING LIST	ADMAN OFFICE	BOTH

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8	25	157

b. Yes No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- Adopting appropriate changes to the PHA’s public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments **(Note: Requested by the City of Champaign)**
- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments **(Note: Requested by the City of Champaign)**
- Residents fearful for their safety and/or the safety of their children **(Note: Requested by the City of Champaign)**
- Observed lower-level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below)
The HACC have revised their emergency plans for each high rise for the elderly. Training has been implemented to assure that all who live in Public Housing High Rise facilities are familiar with the procedure.

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed “in and around” public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

3. Which developments are most affected? (list below)

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)
The residents of Lakeside Terrace in Urbana Illinois have implemented a neighborhood watch program that covers the entire property.

2. Which developments are most affected? (list below)

Police patrols are provided for all properties

Youth programs are more targeted for family developments

a.) **Joanna Dorsey**

b.) **Burch Village**

c.) **DunBar Court**

d.) **Lakeside Terrace**

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

2. Which developments are most affected? (list below)

a.) **Burch Village (Champaign, Illinois)**

b.) **Lakeside Terrace (Urbana, Illinois)**

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?

Yes No: Has the PHA included the PHDEP Plan for FY 2002 in this PHA Plan?

Yes No: This PHDEP Plan is an Attachment. (C)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

The pet policy has been amended as a result of continued meeting with the RAB Board and HACC Board of Commissioners see attached revised Pet Policy.

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. Yes No: Was the most recent fiscal audit submitted to HUD?
3. Yes No: Were there any findings as the result of that audit?
4. Yes No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____
5. Yes No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)

- Not applicable
- Private management
- Development-based accounting
- Comprehensive stock assessment
- Other: (list below)

The HACC has commissioned Real Estate Appraisals for all real estate owned by the HACC. The appraisal report shall provide the HACC with values for each property independent of ~~the other another~~ and will base value on a.) Replacement Cost; b.) Market Value; and c.) ~~On~~ the income approach.

3. Yes No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.79(r)]

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

- Attached at Attachment (D)
 Provided below:

3. In what manner did the PHA address those comments? (select all that apply)

- Considered comments, but determined that no changes to the PHA Plan were necessary.
 The PHA changed portions of the PHA Plan in response to comments
List changes below:
 Other: (list below)

B. Description of Election process for Residents on the PHA Board

1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. Yes No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

- Candidates were nominated by resident and assisted family organizations
 Candidates could be nominated by any adult recipient of PHA assistance
 Self-nomination: Candidates registered with the PHA and requested a place on ballot
 Other: (describe)

b. Eligible candidates: (select one)

- Any recipient of PHA assistance
 Any head of household receiving PHA assistance

- Any adult recipient of PHA assistance
- Any adult member of a resident or assisted family organization
- Other (list)

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (list)

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: (provide name here)
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

1. **The City of Urbana supports the efforts of the HACC in its mission to provide safe, decent and sanitary housing for all. The Urbana FY2000-2004 Consolidated Plan (Summary of Recommendations) provides the following comments:**
 - a.) **AFFORDABLE HOUSING; In Part “Additional subsidies for extremely low-income and very low-income tenants are needed, such as tenant-based rent assistance, assistance with security deposits and first month’s rents, and use of low-income housing tax credits”.**
 - b.) “Subsidized housing is greatly needed throughout Champaign County. However, family units owned and managed by the Housing Authority of Champaign County are generally considered last-resort housing due to poor living conditions. In the short-term family complexes should be renovated to ensure safe living conditions. In the long-term units at both Dunbar Court and**

~~Lakeside Terrace should be demolished, replaced with fewer family units (thus effecting lower density) and any families displaced by the project should be provided with scattered-site subsidized housing or section 8 rent assistance"~~ If redevelopment of Lakeside Terrace and Dunbar Court is possible without a significant reduction in the total number of permanent, subsidized housing units affordable to the lowest income families with children in the community, the City of Urbana will work with the Housing Authority of Champaign County to develop a HOPE VI application for the redevelopment of Lakeside Terrace and Dunbar court to create a mixture of public housing, rental or homeownership units and residents representing a mix of income. The city will assist in developing a plan which partners with the private sector to use private dollars to leverage HOPE VI or other Federal funds, to replace the demolished units with a combination of new on-site units, scattered-site units and Section 8 rent subsidies. Although Section 8 vouchers or certificates may be used to relocate households living at these complexes at the time of redevelopment, at least 80% of demolished units will be replaced with permanent, subsidized housing units that will be affordable to extremely low-income families with children, irrespective of their income.

(Note: Requested by the City of Urbana)

2. The City of Champaign supports the efforts of the HACC in its efforts to provide safe, decent, affordable housing for the residents of Champaign, Illinois. The City of Champaign has adopted the following Local priorities when considering support for a housing and/or economic development project.
 - a.) Improve the quality of the housing stock and preserve affordable housing for low- and moderate income owner-occupied house-holds, with assistance targeted to restoration/preservation neighborhoods.
 - b.) Expand the supply of affordable rental units
 - c.) Expand affordable housing opportunities through new construction
 - d.) Support the Housing Authority's efforts to expand and improve affordable housing
 - e.) Provide Homeownership opportunities, and assist lower-income homeowners maintain their homes

This is only a partial list of local priorities, which pertain to housing and the efforts of the HACC.

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

NONE

Attachments

Use this section to provide any additional attachments referenced in the Plans.

- #A. Admissions Policy for Deconcentration
- #B. DEP 2002 Plan
- #C. Resident Comments
- #D. Homeownership Plans & Program
- #E. FY2002 Capital Fund Program Annual Statement
- #F. Pet Policy
- #G. Certification of consistency to the Consolidated Plan
 - 1. Champaign, Illinois
 - 2. Urbana, Illinois
- #H. Community Services Plan

ATTACHMENT (A)

ADMISSIONS POLICY FOR DECONCENTRATION

J. DECONCENTRATION OF POVERTY AND INCOME-MIXING

The PHA's admission policy is designed to provide for deconcentration of poverty and income-mixing by bringing higher income tenants into lower income projects and lower income tenants into higher income projects.

Gross annual income is used for income limits at admission and for income-mixing purposes.

Skipping of a family on the waiting list specifically to reach another family with a lower or higher income is not to be considered an adverse action to the family. Such skipping will be uniformly applied until the target threshold is met.

The PHA will gather data and analyze, at least [annually/biannually], the tenant characteristics of its public housing stock, including information regarding tenant incomes, to assist in the PHA's deconcentration efforts.

The PHA will use the gathered tenant incomes information in its assessment of its public housing developments to determine the appropriate designation to be assigned to the project for the purpose of assisting the PHA in its deconcentration goals.

If the PHA's annual review of tenant incomes indicates that there has been a change in the tenant income characteristics of a particular project, the PHA will evaluate the changes to determine whether, based on the PHA methodology of choice, the project needs to be redesignated as a higher or lower income project.

Deconcentration and Income-Mixing Goals

The PHA's deconcentration and income-mixing goal, in conjunction with the requirement to target at least 40 percent of new admissions to public housing in each fiscal year to "extremely low-income families", will be to admit higher income families to lower income developments, and lower income families to higher income developments.

Deconcentration applies to transfer families as well as applicant families.

If a unit becomes available at a lower income development, and there is no higher income family on the waiting list or no higher income family accepts the offer, then the unit will be offered to the next family regardless of income.

If a unit becomes available at a higher income development, and there is no lower income family on the waiting list or no lower income family accepts the offer, then the unit will be offered to the next family regardless of income.

Project Designation Methodology

The PHA will determine and compare tenant incomes at all general developments.

Upon analyzing its findings the PHA will apply the policies, measures and incentives listed in this Chapter to bring higher income families into lower income developments and lower income families into higher income developments.

The PHA's goal is to have eligible families having higher incomes occupy dwelling units in projects predominantly occupied by eligible families having lower incomes, and eligible families having lower incomes occupy dwelling units in projects predominantly occupied by eligible families having higher incomes.

Skipping of families for deconcentration purposes will be applied uniformly to all families.

When a unit becomes available at a lower income development, the unit will be offered to a higher income family. When a unit becomes available at a higher income development, the unit will be offered to a lower income family.

The PHA provides a waiting list preference to victims of domestic violence. These preferences, and only these preferences, override

PHA Identification Section, Page 49

deconcentration and income mixing policies.

Deconcentration Methodology

The PHA shall admit lower income families to higher income buildings (or developments) and admit higher income families to lower income buildings (or developments) using the following steps:

Step 1: The PHA will annually determine the average income of all families residing in all of its general occupancy (family) developments (including families residing in developments approved for demolition or conversion to tenant-based assistance and families residing in public housing units in mixed-finance developments).

Step 2: The PHA will annually determine the average income of all families residing in each building of each general occupancy development.

Step 3: The PHA will annually characterize each building of each general occupancy development as higher income or lower income based on whether the average income in the building is above or below the overall average.

Step 4: The PHA will determine which families on the waiting list have incomes higher than the PHA-wide average and designate these families “higher income families,” and which have incomes lower than the PHA-wide average and designate these families “lower income families.”

Step 5: When a unit becomes available in a higher income building, the PHA shall skip families on the waiting list if necessary to reach a lower income family to whom it will offer the unit **except in the case of families who are victims of domestic violence.**

When a unit becomes available in a lower income building, the PHA shall skip families on the waiting list if necessary to reach a higher income family to whom it will offer the unit **except in the case of families who are victims of domestic violence.**

If the waiting list does not contain a family in the income category to whom the unit is to be offered, the PHA shall offer the unit to a family in the other

income category.

Definition of Building for Purposes of Deconcentration

For purposes of deconcentration, a “building” is one or more contiguous structures containing at least 8 public housing units.

For scattered site and small developments, if a development contains no structures that qualify as a building, the deconcentration requirement is applied to the entire development as if the development were a building.

For mixed-finance developments and units newly added to the PHA’s public housing stock, the deconcentration requirement is:

For the initial lease-up of vacant public housing units, the average income for the public housing units in each building must not exceed the PHA’s average overall income.

After the initial lease-up, the leasing of public housing units is covered by the deconcentration steps listed above.

If the PHA has provided the family that resided in public housing on the site of a mixed-finance or other development the right to return to that development after revitalization, the deconcentration policy does not preclude fulfilling that commitment.

A family has the sole discretion whether to accept an offer of a unit made under the deconcentration policy.

The PHA shall not take any adverse action toward any eligible family for choosing not to accept an offer of a unit.

The PHA shall uniformly limit the number of offers received by applicants, described in this chapter.

Nothing in the deconcentration policy relieves the PHA of the obligation to meet the income targeting requirements

PHA Incentives for Higher Income Families

The PHA will offer certain incentives to higher income families willing to move into lower income projects. The PHA will not take any adverse action against any higher income family declining an offer by the PHA to move into a lower income project.

In addition to maintaining its public housing stock in a manner that is safe, clean, well landscaped and attractive, the PHA will offer the following incentives for higher income families moving into lower income projects:

PHA will allow occupancy standards of one child per bedroom.

PHA will approve a transfer request to another site of the family's preference after two years of occupancy (such transfers will be based on date order of similar requests received).

The PHA will offer the following incentives to:

families who move from welfare to work and remain employed for at least one year and have no lease violations;

working families who have resided in the development for at least two years and have no lease violations

PHA will allow occupancy standards of one child per bedroom.

PHA will target homeownership opportunities to higher income families moving into lower income projects

PHA will give first priority in available Section 3 training slots and hiring for employment with the PHA to higher income families moving into lower income projects.

PHA will provide an escrow savings account to higher income families moving into lower income projects in the case of increased earned income.

ATTACHMENT (B)

FY2002 CAPITAL FUND PROGRAM ANNUAL STATEMENT

PHA Plan Table Library

Component 7 Capital Fund Program Annual Statement Parts I, II, and III

Annual Statement

Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number IL06-P006-501-00 FFY of Grant Approval: (06/2000)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	\$ 257,688.20
3	1408 Management Improvements	\$ 100,000.00
4	1410 Administration	\$ 92,725.99
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	\$ 170,000.00
8	1440 Site Acquisition	
9	1450 Site Improvement	\$ 57,833.00
10	1460 Dwelling Structures	\$ 320,893.81
11	1465.1 Dwelling Equipment-Nonexpendable	\$ 190,000.00
12	1470 Nondwelling Structures	\$ 27,300.00
13	1475 Nondwelling Equipment	\$ 72,000.00
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	\$ 1,288,441.00
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	\$ 52,389.84
24	Amount of line 20 Related to Energy Conservation Measures	\$ 452,403.97

PHA Identification Section, Page 54

Annual Statement

Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
IL6-01 Joann Dorsey Homes	a. Insulate Exterior Walls	1460	\$ 133,439.97
	b. Security Screens	1460	\$ 40,389.84
	c. Range Hoods	1460	\$ 26,564.00
	Subtotal		\$200,393.81
IL6-02 Burch Village	a. None	---	\$ -
	Subtotal		\$ -
IL6-04 Lakeside Terrace	a. Dumpster Enclosures	1450	\$ 28,473.00
	b. Meter Grounding	1460	\$ 5,400.00
	Subtotal		\$ 33,873.00
IL6-05 Dunbar Court	a. Dumpster Enclosures	1450	\$ 10,000.00
	b. Storm Sewer Improvements	1450	\$ 19,100.00
	c. Replace Windows	1460	\$ 83,000.00
	d. Insulate Exterior Walls	1460	\$ 32,100.00
	Subtotal		\$144,200.00
IL6-06 Columbia Place	a. None	---	\$ -
	Subtotal		\$ -
IL6-07 Sketon Place	a. Replace Boiler Pumps/Re-Pipe	1465.1	\$ 90,000.00
	Subtotal		\$ 90,000.00
IL6-08 Youman Place	a. None	---	\$ -

	Subtotal		\$ -
--	-----------------	--	------

Annual Statement

Capital Fund Program (CFP) Part II: Supporting Table (Continued)

Development Number/Name HA- Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
IL6-09 Scattered Sites	a. None	---	\$ -
	Subtotal		\$ -
IL6-12 Steer Place	a. Correct Drainage Problems	1450	\$ 260.00
	b. Replace Sanitary Sewer Line	1465.1	\$ 100,000.00
	Subtotal		\$100,260.00
IL6-13 Washington Square	a. None	---	\$ -
	Subtotal		\$ -
HA-Wide Administration Building	a. Replace Roof (2/3)	1470	\$ 27,300.00
	b. Replace Boiler/Abate Asbestos	1475	\$ 60,000.00
	c. Security Upgrade	1475	\$ 12,000.00
	Subtotal		\$ 99,300.00
HA-Wide Operations	a. Operations	1406	\$ 257,688.20
	Subtotal		\$257,688.20
HA-Wide Management Improvements	a. Computer Hardware	1408	\$ 75,000.00
	b. Training	1408	\$ 25,000.00
	Subtotal		\$100,000.00
HA-Wide Administration	a. Salaries	1410	\$ 68,325.20
	b. Fringe Benefits	1410	\$ 24,400.79

	Subtotal	\$ 92,725.99
--	-----------------	---------------------

Annual Statement

Capital Fund Program (CFP) Part II: Supporting Table (Continued)

Development Number/Name HA- Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
HA-Wide Fees and Costs	a. Consulting Fees	1430	\$ 170,000.00
	Subtotal		\$170,000.00

Annual Statement

Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
IL6-01 Joann Dorsey Homes	a. 09/30/2002 b. 09/30/2002 c. 09/30/2002	09/30/2003 09/30/2003 09/30/2003
IL6-02 Burch Village	a. ---	---
IL6-04 Lakeside Terrace	a. 09/30/2002 b. 09/30/2002	09/30/2003 09/30/2003
IL6-05 Dunbar Court	a. 09/30/2002 b. 09/30/2002 c. 09/30/2002 d. 09/30/2002	09/30/2003 09/30/2003 09/30/2003 09/30/2003
IL6-06 Columbia Place	a. ---	---
IL6-07 Skelton Place	a. 09/30/2002	09/30/2003
IL6-08 Youman Place	a. ---	---
IL6-09 Scattered Sites	a. ---	---
IL6-12 Steer Place	a. 09/30/2002 b. 09/30/2002	09/30/2003 09/30/2003
IL6-13 Washington Square	a. 09/30/2002	09/30/2003

Annual Statement

Capital Fund Program (CFP) Part III: Implementation Schedule (Continued)

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
HA-Wide Administration Building	a. 09/30/2002 b. 09/30/2002 c. 09/30/2002	09/30/2003 09/30/2003 09/30/2003
HA-Wide Operations	a. 09/30/2002	09/30/2003
HA-Wide Management Improv.	a. 09/30/2002 b. 09/30/2002	09/30/2003 09/30/2003
HA-Wide Administration	a. 09/30/2002 b. 09/30/2002	09/30/2003 09/30/2003
HA-Wide Fees and Costs	a. 09/30/2002	09/30/2003

PHA Plan Table Library

Component 7 Capital Fund Program Annual Statement Parts I, II, and III

Annual Statement

Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number IL06-P006-501-01 FFY of Grant Approval: (07/2001)

■ Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	\$ 263,538.00
3	1408 Management Improvements	\$ 95,000.00
4	1410 Administration	\$ 99,810.38
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	\$ 135,189.62
8	1440 Site Acquisition	
9	1450 Site Improvement	\$ 174,028.00
10	1460 Dwelling Structures	\$ 253,040.00
11	1465.1 Dwelling Equipment-Nonexpendable	\$ 257,105.00
12	1470 Nondwelling Structures	\$ 10,000.00
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	\$ 29,980.00
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	\$ 1,317,691.00
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	\$ 120,000.00
24	Amount of line 20 Related to Energy Conservation Measures	\$ 311,568.00

Annual Statement

Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
IL6-01 Joann Dorsey Homes	a. Sanitary Sewer Replacement	1450	\$ 147,028.00
	b. New Locks and Hardware	1460	\$ 14,889.00
	Subtotal		\$161,917.00
IL6-02 Burch Village	a. New Locks and Hardware	1460	\$ 15,556.00
	Subtotal		\$ 15,556.00
IL6-04 Lakeside Terrace	a. Sanitary Sewer Improvements	1450	\$ 18,000.00
	b. New Locks and Hardware	1465.1	\$ 22,000.00
	Subtotal		\$ 40,000.00
IL6-05 Dunbar Court	a. Sanitary Sewer Improvements	1450	\$ 9,000.00
	b. New Locks and Hardware	1465.1	\$ 5,779.00
	Subtotal		\$ 14,779.00
IL6-06 Columbia Place	a. Insulate Exterior Walls	1460	\$ 10,770.00
	b. New Range Hoods	1465.1	\$ 8,472.00
	c. New Locks and Hardware	1465.1	\$ 3,555.00
	Subtotal		\$ 22,797.00
IL6-07 Sketon Place	a. New Locks and Hardware	1465.1	\$ 9,333.00
	Subtotal		\$ 9,333.00
IL6-08 Youman Place	a. New Locks and Hardware	1460	\$ 2,223.00
	Subtotal		\$ 2,223.00

Annual Statement

Capital Fund Program (CFP) Part II: Supporting Table (Continued)

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
IL6-09 Scattered Sites	a. New Locks and Hardware	1460	\$ 3,555.00
	Subtotal		\$ 3,555.00
IL6-12 Steer Place	a. Automatic Doors at Entrance	1460	\$ 10,000.00
	b. New Air Conditioner Sleeves	1465.1	\$ 50,000.00
	c. New Locks and Hardware	1465.1	\$ 11,555.00
	d. Replace Central AC Unit for Office	1470	\$ 10,000.00
	e. Relocation Due to Sewer Line Work	1495.1	\$ 29,980.00
	Subtotal		\$111,535.00
IL6-13 Washington Square	a. Landscaping	1460	\$ 3,577.00
	b. New Windows	1460	\$ 147,470.00
	c. Tuckpoint Exterior	1460	\$ 35,000.00
	d. Automatic Doors at Entrance	1460	\$ 10,000.00
	e. New Locks and Hardware	1465.1	\$ 11,555.00
	f. New Stoves	1465.1	\$ 29,856.00
	g. Hot Water Heating Zone Valves	1465.1	\$ 55,000.00
	h. New Air Conditioner Sleeves	1465.1	\$ 50,000.00
	Subtotal		\$342,458.00
HA-Wide Operations	a. Operations	1406	\$ 263,538.00
	Subtotal		\$263,538.00

Annual Statement

Capital Fund Program (CFP) Part II: Supporting Table (Continued)

Development Number/Name HA- Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
HA-Wide Management Improvements	a. Computer Hardware	1408	\$ 75,000.00
	b. Training	1408	\$ 20,000.00
	Subtotal		\$ 95,000.00
HA-Wide Administration	a. Salaries	1410	\$ 71,749.47
	b. Fringe Benefits	1410	\$ 28,060.91
	Subtotal		\$ 99,810.38
HA-Wide Fees and Costs	a. Consulting Fees	1430	\$ 135,189.62
	Subtotal		\$135,189.62

Annual Statement

Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
IL6-01 Joann Dorsey Homes	a. 09/30/2003 b. 09/30/2003	09/30/2004 09/30/2004
IL6-02 Burch Village	a. 09/30/2003	09/30/2004
IL6-04 Lakeside Terrace	a. 09/30/2003 b. 09/30/2003	09/30/2004 09/30/2004
IL6-05 Dunbar Court	a. 09/30/2003 b. 09/30/2003	09/30/2004 09/30/2004
IL6-06 Columbia Place	a. 09/30/2003 b. 09/30/2003 c. 09/30/2003	09/30/2004 09/30/2004 09/30/2004
IL6-07 Skelton Place	a. 09/30/2003	09/30/2004
IL6-08 Youman Place	a. 09/30/2003	09/30/2004
IL6-09 Scattered Sites	a. 09/30/2003	09/30/2004
IL6-12 Steer Place	a. 09/30/2003 b. 09/30/2003 c. 09/30/2003 d. 09/30/2003 e. 09/30/2003	09/30/2004 09/30/2004 09/30/2004 09/30/2004 09/30/2004

Annual Statement

Capital Fund Program (CFP) Part III: Implementation Schedule (Continued)

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
IL6-13 Washington Square	a. 09/30/2003 b. 09/30/2003 c. 09/30/2003 d. 09/30/2003 e. 09/30/2003 f. 09/30/2003 g. 09/30/2003 h. 09/30/2003	09/30/2004 09/30/2004 09/30/2004 09/30/2004 09/30/2004 09/30/2004 09/30/2004 09/30/2004
HA-Wide Operations	a. 09/30/2003	09/30/2004
HA-Wide Management Improv.	a. 09/30/2003 b. 09/30/2003	09/30/2004 09/30/2004
HA-Wide Administration	a. 09/30/2003 b. 09/30/2003	09/30/2004 09/30/2004
HA-Wide Fees and Costs	a. 09/30/2003	09/30/2004

ATTACHMENT (C)

RESIDENT COMMENTS

**Will be inserted after the
comment period**

ATTACHMENT (D)

HOMEOWNERSHIP PLANS & PROGRAM

Qualifications for Homeownership Assistance

To qualify for assistance under the homeownership option –Section 8(y), a family must:

- Currently be on the Section 8 Rental Program and have been on the program for at least one year. The HACC realizes that finding and purchasing a home can be a lengthy process. If applicants on the Section 8 waiting list were permitted to participate in the homeownership option this would cause the HACC several significant challenges (such as defining a realistic search term without causing adverse impact on utilization rates and administrative fees) that would not exist if the HACC limits the homeownership option to current Section 8 participants.
- Family must be in good standing. In other words no debt is owed to the PHA or landlord, and family has not violated any of the Obligations of the Family as stated on the Section 8 Rental Voucher.
- If the family is presently in a lease, the family must be released from the lease by the landlord in order to participant in the homeownership program. The family may leave no outstanding debt to the owner.

The one-move per year requirement for the Regular Section 8 Rental Voucher Program is waived, if the family has permission from his or her landlord to break the lease, in order to participant in the homeownership program. However, once family purchases home, this requirement will be set back into place. In other words the family participating in the homeownership program will be allowed one-move per year provided that family meets all requirements for Section 8(y).

- The family must qualify and enroll in the Family Self-Sufficiency Program (FSS) and must successfully complete the FSS program.
- Family must meet the special requirements for homeownership assistance as defined below:

1. **Family must be First -Time Homeowner -**

The assisted family may not include any person who owned a “present ownership interest” in a residence of any family member during three (3) years before the commencement of homeownership assistance for the family. “First-time homeowner” includes a single parent or displaced homemaker who, while married, owned a home with his or her spouse, or resided in a home owned by his or her spouse.

However, Assistance may be provide for:

2. **A family that owns or is acquiring shares in a cooperative.** Section 8(y) authorizes homeownership assistance for a family that “owns or is acquiring shares in a cooperative.” The law allows assistance for a family that already owns cooperative shares before the start of Section 8 homeownership assistance, not just for a family that acquires cooperative shares for the first time with the support of such assistance.

In this respect, the law treats ownership of cooperative membership different from ownership of title to the home. However, because a family must already be on the Section 8 rental program before they are allowed to participate in Section 8(y) and because the Section 8 Administrative Plan only allows cooperatives (special housing types) as a reasonable accommodation for persons with disabilities for the Section 8 Rental program, in order for an Section 8 participant already to have shares in a cooperative, the participant must be a person with disabilities or have in their household a person with disabilities. However, a current Section 8 rental participant who wishes to purchase a cooperative may do so with the homeownership assistance.

A family containing a family member with disabilities who requires homeownership assistance as a reasonable accommodation is eligible for the homeownership option regardless of whether the family is a cooperative member or a first-time homeowner.

3. **The family has not defaulted on a mortgage securing debt to purchase a home under the homeownership option.**
4. **The family satisfies the minimum income requirements** - The rule established a National Minimum Income requirement, which equals **2,000 hours of annual full-time work at Federal Minimum Wage.** Adult family members who will own the home at the start of the homeownership assistance must have gross annual income that is not less than the minimum income requirement.

Presently minimum wage is \$5.25 per hour
Family must have a minimum annual income of \$10,500.

- Income to be counted towards meeting minimum income requirements must come from sources other than welfare assistance.
The HACC may count welfare assistance towards minimum income requirement for an Elderly or Disabled Family. (In order for welfare assistance to be counted towards meeting minimum income requirement the Head of Household or Spouse must meet the statutory definition of an Elderly or Disabled Family as defined by HUD and can be found in the Section 8 Administrative Plan.)

The rule clarifies that the requirement to disregard welfare assistance income only applies in determining whether a family has the minimum income to qualify for homeownership assistance. Welfare assistance income is counted for other program purposes such as calculating the amount of the

family's total tenant payment (gross family contribution) and in calculating the amount of the monthly homeownership payment for a family.

The minimum income requirement only applies upon initial qualification to purchase a home and not as a continuing requirement. In other words, once the family is receiving homeownership assistance, the family is not required to meet the minimum income. However, should the family desire to purchase another home while receiving homeownership assistance, the family would need to meet the minimum income requirement.

5. **Family must satisfy employment requirements** - Family must demonstrate that one or more adult members of the family who will own the home at commencement of assistance is currently employed on a full-time basis and has been continuously employed during the year before commencement of homeownership assistance. Full-time employment is defined as not less than an average of 30 hours per week and continuously employed during the year prior to the commencement of the assistance.

PHAs have been given the discretion to determine whether (and to what extent) an employment interruption (small breaks in service) is considered permissible in satisfying the employment requirement.

The HACC in considering the local practice of employment has defined "small breaks in service" to be not more than (3) consecutive months or not more than (4 ½) months within a twelve month period provided that family returns to same employer. However, the HACC realizes that a family may leave one job and become employed with another company. This is permissible provided that the break in service is not more than (1) month. In addition, the HACC will consider self-employment as meeting the employment requirements provide that there are no breaks in service for more than (1) month.

- **The employment requirement does not apply to an elderly family or a disabled family.** Furthermore, if a family, other than an elderly family or a disabled family, includes a person with disabilities, the HACC must grant an exemption from the employment requirement if it is determined that an exemption is needed as a reasonable accommodation so that the program is readily accessible to and usable by persons with disabilities. This determination will be done on a case-by-case basis taking all factors into consideration. However, the law still requires the family meet the minimum income requirement. The requirement to count welfare assistance does not apply in the case of a family that includes a disabled person or elderly person who is not the Head of Household or spouse.

Rental Voucher Assistance to Homeownership Assistance

The procedures set forth in this section will explain how many Vouchers will be set aside for Section 8(y); The selection criteria for Section 8(y); Applicability of the Section 8 tenant-based voucher requirements to the homeownership option and Requirements for continuation of homeownership assistance; Maximum time to locate and purchase home; Recapture Policy; Policy of HAP to Lender; Requirements for continuation of homeownership assistance; Maximum term of homeownership assistance; Automatic termination of Homeownership Assistance; Policy on issuing rental voucher if family fails to purchase home; Procedure for families no longer wishing to participate in the Section 8(y) program; Portability

- **Number of Vouchers to be used toward Section 8(y).**

The Homeownership Program Section 8(y) is a new program established by the Final Rule dated September 12, 2000 and became effective on October 12, 2000. Due to the newness of this program, the HACC will initially limit 20 of its vouchers towards this program. This number may be increased if the program proves to be successful.

- **Selection criteria for Section 8(y).** The HACC will disseminate information regarding the Homeownership Program to all of its current participants. A Section 8 participant receiving voucher assistance may request the HACC to determine whether the family is eligible for Section 8 (y). The HACC will determine whether family is eligible for Section 8 (y) according to the program requirements set forth in this plan. The Homeownership Program will be on a first come first serve basis. In other words, the first family deemed eligible for the program will be afforded the opportunity to purchase a home with homeownership assistance. Once the 20 slots have been assigned, the HACC will suspend offering Section 8(y) until an opening may occur. Ex. Family in pre-assistance phase of program fails to purchase a home. After which time, the HACC will simultaneously notify all current Section 8 participants, who have been on the program for one year, of the availability of the homeownership program and will offer the slot(s) to the first eligible family who has notified the HACC, in writing, of their interest in the program.

- **Applicability of Section 8 Tenant-Based requirements to Homeownership Option.**

Except for the sections listed below, the requirements of Rent and Housing Assistance payments do not apply to assistance under the Homeownership Option:

1. Maximum subsidy
2. Examination of family income and composition
3. Utility allowance

In addition families participating in the Homeownership Program, in order to continue participation, must adhere to all Obligations of the Family (with the exception of any references to leases and landlords). All applicable rules defined in the Home Inspections section of this policy will be enforced. At the time of family's annual re-examination, the family must demonstrate to the HACC that all real property taxes, assessments, water taxes, etc. are current.

The HACC will perform a briefing session for the Homeownership Program and will explain:

- Where the family may purchase a unit

- How Portability works
 - The advantages of moving to an area outside of a high concentration of poor families
 - If the family includes a person with disabilities, the HACC will take appropriate steps to ensure effective communication during the briefing.
- **The maximum time allotted to purchase a home and close on the deal will be 180 days.** Families that fail to close on a home within 180 days will lose their option for homeownership. However they may continue receiving their Section 8 Rental assistance.
 - **The Recapture of Homeownership Assistance** – The final rule provides for a recapture of a percentage of homeownership assistance provided to the family upon the sale or refinancing of the home. Sales proceeds that are used by the family to purchase a new home with Section 8 Assistance are not subject to recapture. A family may refinance, **only with the HACC’s approval**, to take advantage of lower interest rates, or better mortgage terms, without any recapture penalty. Only those proceeds realized upon refinancing that are retained by the family (for example during a “cash-out” of the refinanced debt) are subject to the recapture provision. Upon purchase of the home, a family receiving homeownership assistance must execute documentation as required by HUD, and consistent with State and local law, that secures the HACC’s right to recapture the homeownership assistance. The lien securing the recapture of homeownership subsidy may be subordinated to refinanced mortgage. The amount of homeownership assistance is subject to recapture shall automatically be reduced over a 10 year period, beginning one year from purchase date, in annual increments of 10 percent. At the end of the 10-year period, the amount of the homeownership assistance subject to recapture will be zero.
 - **The HACC will send the Housing Assistance Payment directly to the lender.** If the assistance payment exceeds the amount due to the lender, the HACC will pay the excess amount directly to the family.
 - **Automatic Termination of Homeownership Assistance.** The homeownership assistance will automatically terminate if no housing assistance payment has been made on the behalf of the family for 180 calendar days. However, the HACC may grant relief from this requirement in those cases where automatic termination would result in extreme hardship for the family. The criteria for the hardship exception are defined in Chapter 6 of the Section 8 Administrative Plan.
 - **The Maximum term for homeownership assistance.** The maximum term limit on homeownership assistance is **15 years if the initial mortgage incurred to finance purchase a home has a term that is 20 years or longer. In all other cases, the maximum term of homeownership assistance is 10 years.** This term limitation is cumulative. In other words, if a current Section 8 (y) participant decides to purchase another home with homeownership assistance, the family will be given no additional years of homeownership assistance. The expiration date of the homeownership assistance will be 15 years or 10 years, which ever applies, from the date of initial participation of the Homeownership Program. **This maximum term for homeownership assistance does not apply to an elderly family or a disabled family.** In the case of an elderly family, this exception only applies if the family qualifies as an elderly family at the commencement of homeownership assistance. In the case of a disabled family, this exception applies if at any time during receipt of homeownership assistance the family qualifies as a disabled family.
 - **Family may purchase one or more subsequent homes with continued Section 8 assistance.** This allowance is in effect provided that family has not defaulted on a mortgage securing debt incurred to purchase the home. HUD and the HACC believe that it is appropriate to permit

family mobility in the homeownership program. Families may need to move for a number of reasons such as safer neighborhoods, better schools, changing space needs, or job proximity. However, the HACC may not begin homeownership assistance for occupancy of the new unit as long as any family member owns any title or other interest in the prior home.

- If family purchases a home under the Section 8 homeownership option and later decides that they prefer to live in a rental unit, the family will be issued a rental voucher provided that no mortgage loan default has occurred and the family has met all obligations under the Section 8 program. The family must sell the home before the HACC may provide rental assistance.
- A family that defaults on a mortgage loan will be terminated from the Homeownership Program and will not be issued a Section 8 Rental Housing Choice Voucher.
- **Portability.** The family may purchase a unit outside of the HACC's jurisdiction, if the receiving PHA is administering a voucher homeownership program and is accepting new homeownership families. Generally, the portability procedures for the Housing Choice Voucher program apply to the homeownership option. All of the receiving PHA's administrative policies are applicable to the homeownership family. The family will be required to attend the briefing and counseling sessions required by the receiving PHA. The receiving PHA, not the HACC, will determine whether the financing for and the physical condition of the unit are acceptable.

Homeownership Counseling

Section 8(y) provides that a family that receives assistance under the homeownership option must participate and satisfactorily complete the pre-assistance homeownership and home counseling program approved by the PHA.

Topics for the HACC required pre-assistance counseling program include:

- How to obtain financing and loan pre-approval
- Advantage and disadvantage of homeownership
- Home maintenance
- Budgeting and money Management
- Credit counseling
- Types of mortgages and terms
- Role/importance of mortgage insurance
- How to select a home
- Advantage of purchasing outside of low-income areas
- Information on Fair Housing, including fair housing lending and local fair housing enforcement agencies
- Information about the Real Estate Settlement Procedures Act, state and Federal truth-in-lending laws, and how to identify and avoid loans with oppressive terms and conditions

The local Urban League office will provide the counseling. This is a HUD-Approved agency for homeownership and home counseling and is a free service.

Financing, Downpayments & Affordability of Purchase

Financing:

The family must secure their own financing provided that all standard underwriting requirements are met. The HACC will prohibit the following types of financing:

- Balloon payments mortgages
- Variable interest rate
- Seller financing (Other than non-profit organizations and financial lending institutions)
- Sellers that have been debarred, suspended, or subject to a limited denial of participation are prohibited to sale their homes to a potential Section 8 (y) participant.

The final rule provides that the contract of sale must contain a seller certification that the seller is not debarred, suspended, or subject to a limited denial of participation under 24 CFR part 24.

The HACC must approve all lenders, terms of financing, terms of any refinancing (including refinancing or financing for improvements or for repairs).

Downpayments:

The HACC will require downpayments of 3% of purchase price with 1% coming from the families' resources. (Families may use money accrued in FSS escrow fund for the downpayment) This is to ensure that families have a personal financial stake in the home, thus helping to minimize mortgage loan defaults. Families may receive as a gift the additional 2%, however, families will not be permitted to borrow the downpayment from any source or person.

Affordability of Purchase:

Most reputable lenders are very conscientious about the income to debt ratio in determining eligibility for home loans and will ensure that the family can afford such loan. As indicated above the lender as well as the terms of financing must be pre-approved by the HACC. Therefore, the HACC finds it unnecessary to determine the family's net income (gross income minus expenses). In addition the HACC finds it unnecessary to state a maximum percentage of how much of the family's income may goes towards mortgage payments. Again, this is with the understanding that financial institutions do not desire a default on the mortgage and will not grant a family a loan if the income to debt ratio is not within their ranges.

Allowable Homeownership Expenses

In the Homeownership Option: A family's allowable monthly expenses for the home, as determined by the HACC in accordance with HUD requirements, are as follows:

- Principal and interest on initial mortgage debt and any mortgage insurance premium incurred to finance purchase of home or any refinancing of such debt: **(The family must get prior approval from HACC to refinance home)**
- Real Estate taxes and public assessments on the home
- Home insurance
- Maintenance expenses
- Costs of major repairs and replacements, ex. Furnace; hot water heater; air conditioning; new roof;
- Principal and interest on mortgage debt incurred to finance major repairs or replacements or improvements for the home.
- Allowances for utilities (HACC will use voucher program utility allowance schedule)
- Costs of purchasing a cooperative unit may be included as an expense.
- If a member of the family is a person with disabilities, eligible homeownership expenses may include debt incurred to finance costs needed to make the home accessible for the family member, if the HACC determines that the allowance is needed as a reasonable accommodation.

Escrow funds accrued from participation in the FSS Program may be used towards any renovations or major repairs and replacement.

Home Inspections

As provided by statute, two types of physical inspections are required in the Homeownership Program (in addition to, and separate from, any lender required inspections):

1. **Housing Quality Standards Inspection** – The HQS inspection is to be performed prior to the family entering into a contract of sale. The HQS inspection is the normal initial inspection conducted by the HACC for the tenant-based rental assistance program. This inspection will point out the current physical condition of the unit and any repairs necessary to ensure that the unit is safe and otherwise habitable. The HQS inspection serves to ensure the family does not enter into a contract of sale or otherwise expend family resources for units that are ineligible for Section 8 Assistance. The HQS inspection does not include an assessment of the adequacy and life span of the major building components, building systems, appliances, and other structural components.

The law only requires that a HQS inspection be performed before any homeownership assistance may be made. However, PHAs have been given the discretion to require any additional HQS inspections. The HACC feels that because the family will be receiving Section 8 assistance, the unit should meet HQS at all times. Therefore, an annual HQS inspection will be required and cooperation by the family is mandatory. The family will be subject to all applicable sections under Chapter 10 (Housing Quality standards and Inspections) of the Section 8 Administrative Plan.

2. **Independent Professional Home Inspection** – The statute specifically requires that the contract of sale provide for a pre-purchase inspection by an Independent Professional Home Inspector. This inspection is conducted by a private market home inspector (not by PHA staff)

that is experienced and qualified to conduct pre-purchase home inspections. The purpose of this inspection is to identify any defects and assess the adequacy and life span of major building components, building systems, appliances and other structural components.

It is the Section 8 family's responsibility to select the home inspector and pay any of the inspector's fees. (The source of funds for family payment of the home inspection is not restricted. It may be a gift, family savings or an inheritance, or other sources.) Although the HACC may not require the family to use a particular inspector, the HACC will require that the independent home inspector be certified by the American Society of Home Inspectors or a similar national organization. In addition, the independent home inspector must be an impartial third-party.

The HACC must then review the home inspector's report and to determine whether repairs are necessary prior to purchase and to assess whether the purchase transaction makes sense in light of the overall condition of the home and the likely costs of repairs and capital expenditures. The HACC will discuss with the family the results of the inspection and determine whether to disapprove the unit for assistance because of any major physical problems and substantial correction costs, or whether it is feasible to have the necessary repairs accomplished prior to sale.

Lease-Purchase Agreements

It is permissible to use Section 8 Homeownership Assistance for a family to purchase a home that the family previously occupied under a "lease-purchase agreement" – generally a lease with option to buy. HUD's philosophy on this option is that the right to purchase title under a lease-purchase agreement does not constitute "present ownership interest". Therefore, the family that holds an option to purchase **may exercise that option** (in other words must purchase the property) and receive assistance under the homeownership program. The family will be subject to the homeownership regulatory requirements at the time the family is ready to exercise the homeownership option under the lease-purchase agreement. At that time the HACC will determine whether the family meets homeownership program requirements as indicated in this policy. If family is deemed eligible according to this homeownership policy, the family will arrange for an independent home inspection, attend counseling sessions, and obtain financing. Homeownership assistance will begin when the family purchases the home and after all of the requirements of the homeownership option are met.

ATTACHMENT (E)

PET POLICY

Chapter 10

PET POLICY - FAMILY PROJECTS

[24 CFR 960.701]

INTRODUCTION

PHA's must develop policies pertaining to the keeping of pets in public housing units in family projects. Except for PHA's administering Section 8 only, PHA Annual Plans are required to contain information regarding the PHA's pet policies for public housing units, excluding public housing developments for the elderly and persons with disabilities. As with all components of the Annual Plan, the PHA pet policy for family projects is subject to public hearing, Resident Advisory Board consultation and HUD review. This Chapter explains the HACC's policies on the keeping of pets in family projects and any criteria or standards pertaining to the policy. The rules adopted are reasonably related to the legitimate interest of the HACC to provide a decent, safe and sanitary living environment for all tenants, to protecting and preserving the physical condition of the property, and the financial interest of the HACC and resident.

The purpose of this policy is to establish the HACC's policy and procedures for ownership of pets in family projects and to ensure that no applicant or resident is discriminated against regarding admission or continued occupancy because of ownership of pets. It also establishes reasonable rules governing the keeping of common household pets.

Residents will comply with the dwelling lease, which requires that no animals or pets of any kind be permitted on the premises without prior written approval of the HACC. This does not apply to animals that are used to assist, support or provide service to persons with disabilities.

Nothing in this policy or the dwelling lease limits or impairs the right of persons with disabilities to own animals that are used to assist support or provide service to them.

10-16

ANIMALS THAT ASSIST, SUPPORT OR PROVIDE SERVICE TO PERSONS WITH DISABILITIES

Pet rules will not be applied to animals that assist, support or provide service to persons with disabilities. This exclusion applies to such animals that reside in public housing and that visit these developments.

To be excluded from the pet policy, the resident/pet owner must certify:

That there is a person with disabilities in or visiting the household.

That the animal has been trained to assist, support or provide service to the specific person with disabilities.

That the animal actually assists supports or provides service to the specified person with disabilities.

A. MANAGEMENT APPROVAL OF PETS

Families residing in a Public Housing unit are allowed to keep common household pets in their apartments as stated in their lease and in accordance with the Code of Federal Regulations. Families may request permission to keep a common household pet. Households may keep only one common household pet, if they register it with the Housing Authority before it is brought onto the premises, and if registration is updated each year at annual reexamination.

The HACC management must approve all pets in advance.

Registration of Pets

Pets must be registered with the HACC before they are brought onto the premises.

Registration must include the following:

A certificate signed by a licensed veterinarian or State/local authority that the common household pet has timely received all inoculations required by State or local law, and that the pet has no communicable disease(s) and is pest-free. Also required is whatever license is mandated by local law.

A picture of the common household pet must be provided at time of registration

10-17

Proof of renter's insurance, with personal liability coverage.

Name, address and phone number of person to be responsible for pet in resident's absence.

Registration must be renewed and will be coordinated the annual recertification date. Proof of license and inoculation will be submitted at least 30 days prior to annual reexamination.

The Breeding and Mating of Pets is Strictly Prohibited

Dogs and cats are to be spayed or neutered. If animals are not spayed or neutered and have offspring, the resident household is in violation of this rule.

Execution of a Pet Agreement with the HACC stating that the tenant acknowledges complete responsibility for the care and cleaning of the pet will be required.

Registration must be renewed and will be coordinated with the annual recertification date.

Approval for the keeping of a pet shall not be extended pending the completion of these requirements.

No animal or pet may be kept in violation of humane or health laws.

Information to identify the animal or pet and to demonstrate that it is a common household pet of reasonable size and demeanor will be required.

The Housing Authority strongly recommends residents participate in pet care and obedience training classes for/with their pets.

The Housing Authority will notify the owner of the common household pet if registration of the pet is refused and will state the basis for the rejection, as size, disposition, etc.

Refusal To Register Pets

The HACC may not refuse to register a pet based on the determination that the pet owner is financially unable to care for the pet. If the HACC refuses to register a pet, a written notification will be sent to the pet owner stating the reason for denial and shall be served in accordance with HUD notice requirements.

10-18

The HACC will refuse to register a pet if:

The pet is not a *common household pet* as defined in this policy.

Keeping the pet would violate any house pet rules.

The pet owner fails to provide complete pet registration information, or fails to update the registration annually.

The *HACC* reasonably determines that the pet owner is unable to keep the pet in compliance with the pet rules and other lease obligations. The pet's temperament and behavior may be considered as a factor in determining the pet owner's ability to comply with provisions of the lease.

The notice of refusal may be combined with a notice of a pet violation.

A resident who cares for another resident's pet must notify the *HACC* and agree to abide by all of the pet rules in writing.

B. STANDARDS FOR PETS

The Breeding and Mating of Pets is strictly Prohibited. If an approved pet gives birth to a litter, the resident must remove all pets from the premises except one. The resident will be considered in violation of their lease and a Lease Violation will be issued. *HACC* authorization for pet(s) will be given on a year-by-year basis and subsequent authorization may be denied for any pet that has given birth during the previous registration period.

No pet will be allowed if weight exceeds 20 pounds.

No dangerous animal or pet will be allowed. Dangerous pets or animals include, but are not limited to:

Rottweiler,

Doberman Pinscher,

Pit Bulldog,

or any other animal that displays vicious behavior.

No vicious or intimidating animal or pet is to be kept on the premises.

Types of Pets Allowed

No types of pets other than the following may be kept by a resident. The following types and qualifications are consistent with applicable State and local law.

Tenants are not permitted to have more than one *type* of pet.

1.Dogs

Maximum number: One (1)

Maximum adult weight: 20 pounds

Must be housebroken

Must be spayed or neutered

Must have all required inoculations

Must be licensed as specified now or in the future by State law and local ordinance.

2.Cats

Maximum number: One (1)

Maximum adult weight: 15 pounds

Must be declawed

Must be spayed or neutered

Must have all required inoculations

Must be trained to use a litter box or other waste receptacle

Must be licensed as specified now or in the future by State law or local ordinance.

3. Birds

Maximum number: Two (2)

Must be enclosed in a cage at all times

4. Fish

Maximum aquarium size: 55 gallons

Must be maintained on an approved stand

10-20

5. Rodents (Rabbit, guinea pig, hamster, or gerbil ONLY)

Maximum number: One (1)

Must be enclosed in an acceptable cage at all times.

Must have any or all inoculations as specified now or in the future by State law or local ordinance.

6. Turtles

Maximum number: One (1)

Must be enclosed in an acceptable cage or container at all times.

7. Snakes

No snakes of any type will be allowed.

8 Lizards

No lizards of any type will be allowed.

9. Exotic Animals

No exotic animals of any type will be allowed.

C. PETS TEMPORARILY ON THE PREMISES

Excluded from the premises are all animals and/or pets not owned by residents, except for service animals.

Residents are prohibited from feeding or harboring stray animals.

10-21

D. DESIGNATION OF PET-FREE AREAS

A Pet-free area is defined as: An area within Housing Authority of Champaign County property where pets are not permitted under any circumstances.

The following areas are designated pet-free areas:

All playgrounds

All eating areas

All patios

All tenant yards*

* Pets are allowed in tenant yards for the purpose of transport to another location only.

10-22

E. ADDITIONAL FEES AND DEPOSITS FOR PETS

The resident will be responsible for all reasonable expenses directly related to the presence of the animal or pet on the premises, including the cost of repairs and replacement in the apartment, and the cost of animal care facilities if needed. These charges are due and payable within 30 days of written notification.

Tenants with animals must pay a pet deposit.

The HACC will charge a non-refundable nominal fee for each pet. This fee is intended to cover the reasonable operating costs to the project relating to the presence of pets.

The HACC will, in addition, charge a refundable pet deposit for each pet. This fee is intended to cover additional costs otherwise not covered.

Annual Pet Fees and Pet Deposit Schedule

(Annual Fee and Security Deposit is required for each pet.)

<u>Type of Pet</u>	<u>Fee</u>	<u>Deposit</u>
Dog	\$250.00	\$250.00
Cat	\$150.00	\$150.00
Fish -Aquarium	\$ 75.00	\$100.00
Fish Bowl	\$ 25.00	\$ 50.00
(less than 2 gallons/ requires no power)		
Caged Animals	\$100.00	\$150.00

Pet fees are charged on an annual basis at the time of each registration/renewal period. The pet deposit is a one-time charge. All fees and charges must be paid in full prior to each registration period being approved.

Annual pet fees will be reduced by *50% for* residents who have had no pet violation during the previous registration period. This would reduce annual pet fees as follows:

10-23

Reduced Annual Pet Fees Schedule

<u>Type of Pet</u>	<u>Annual Pet Fees</u>
Dog	\$125.00
Cat	\$ 75.00
Fish-Aquarium	\$ 37.50
Fish-Bowl (less than 2 gallons/ requires no power)	\$ 12.50
Caged Animals	\$ 50.00

The resident/pet owner shall be required to pay a refundable deposit for the purpose of defraying all reasonable costs directly attributable to the presence of a dog or cat.

All pet deposits and fees must be paid in full prior to the date the pet is properly registered and brought into the apartment and;

The HACC reserves the right to change or increase the required deposit by amendment to these rules.

The refundable pet deposit will be placed in an escrow account. The HACC will refund the unused portion of the deposit to the resident within a reasonable time after the resident moves from the project or no longer owns or has a pet present in the resident's dwelling unit.

The HACC will return the pet deposit to the former tenant or to the person designated by the former tenant in the event of the former tenant's incapacitation or death.

The HACC will provide the tenant or designee identified above with a written list of any charges against the pet deposit. If the tenant disagrees with the amount charged to the pet deposit, the HACC will provide a meeting to discuss the charges.

All reasonable expenses incurred by the HACC as a result of damages directly attributable to the presence of the pet in the project will be the responsibility of the resident including but not limited to:

The cost of repairs and replacements to the residents dwelling unit, Fumigation of the dwelling unit,

Damage to common areas of the development,

The expense of flea disinfestations shall be the responsibility of the resident.

If the tenant is in occupancy when such costs occur, the tenant shall be billed for such costs as a current charge. If such expenses occur as the result of a move-out inspection, they will be deducted from the pet deposit. The resident will be billed for any amount, which exceeds the pet deposit. Pet deposits and non-refundable nominal fees are not a part of rent payable by the resident.

F. ALTERATIONS TO UNIT

Residents/pet owners shall not alter their unit, patio, premises or common areas to create an enclosure for any animal. Installation of pet doors is prohibited.

G. PET WASTE REMOVAL CHARGE

A separate pet waste removal charge of \$25 per occurrence will be assessed against the resident for violations of the pet policy.

Pet waste removal charges are not part of rent payable by the resident.

H. PET AREA RESTRICTIONS

Pets must be maintained within the resident's unit. When outside of the unit (within the building or on the grounds) dogs and cats must be kept on a leash or carried and under the control of the resident or other responsible individual (minimum age of 11 years of age) at all times.

A common household pet must be effectively restrained and under the control of a responsible person when passing through a common area, from the street to the apartment, etc.

Pets are not permitted in common areas including lobbies, community rooms and laundry areas except for those common areas, which are entrances to and exits from the building.

Areas within each of the development grounds have been designated to allow the exercise animals and to permit dogs to relieve themselves of bodily wastes. These areas include: Lakeside Terrace, along the south fence line; Dunbar Court, in the alley south of the complex; Burch Village, in the east field; Dorsey Homes, along the west fence line.

Residents/Pet Owners are not permitted to exercise pets or permit pets to deposit waste on project premises outside of the areas designated for such purposes.

I. NOISE

Pet owners must agree to control the noise of pets so that such noise does not constitute a nuisance to other residents or interrupt the peaceful enjoyment of their housing units or premises. This includes, but is not limited to loud or continuous barking, howling, whining, biting, scratching, chirping, or other such activities.

The Housing Authority will not, under any circumstances, require pet owners to have any pet's vocal chords removed.

J. CLEANLINESS REQUIREMENTS

Litter Box Requirements. All animal waste or the litter from litter boxes shall be emptied every 2 days by the pet owner, disposed of in heavy, sealed plastic trash bags and placed in a trash container immediately.

Litter shall not be disposed of by being flushed through a toilet.

Litter boxes shall be stored inside the resident's dwelling unit.

Removal of Waste From Other Locations. The resident/pet owner shall be responsible for the removal of waste from any animal or pet animal exercise area by placing it in a sealed plastic bag and disposing of it in an outside trash bin provided by the HACC immediately.

Any unit occupied by a dog, cat, or rodent will be fumigated at the time the unit is vacated.

The resident/pet owner shall take adequate precautions to eliminate any animal or pet odors within or around the unit and to maintain the unit in a sanitary condition at all times.

All common household pets are to be fed inside the apartment. Feeding is not allowed on porches, sidewalks, patios or other outside areas.

Tenants are prohibited from feeding stray animals.

The feeding of stray animals will constitute having a pet without permission of the Housing Authority.

K. PET CARE

No pet (excluding fish) shall be left unattended in any apartment for a period in excess of 24 hours.

All residents/pet owners shall be responsible for adequate care, nutrition, exercise and medical attention for his/her pet.

L. RESPONSIBLE PARTIES

The resident/ pet owner will be required to designate two responsible parties for the care of the pet if the health or safety of the pet is threatened by the death or incapacity of the pet owner, or by other factors that render the pet owner unable to care for the pet.

M. INSPECTIONS

The HACC may, after reasonable notice to the tenant during reasonable hours, enter and inspect the premises, in addition to other inspections allowed.

The HACC may enter and inspect the unit if a written complaint is received alleging that the conduct or condition of the pet in the unit is a violation, or constitutes a nuisance or threat to the health or safety of the other occupants or other persons in the community under applicable State or local law.

N. PET RULE VIOLATION NOTICE

The authorization for a common household pet may be revoked at any time subject to the Housing Authority's grievance procedure if the pet becomes destructive or a nuisance to others, or if the tenant fails to comply with this policy.

10-27

Residents who violate these rules are subject to:

Mandatory removal of the pet from the premises within 30 days of notice by the Housing Authority; or if for a threat to health and safety, removal within 24 hours of notice.

Lease termination proceedings

If a determination is made on objective facts supported by written statements, that a resident/pet owner has violated the Pet Rule Policy, written notice will be served.

The notice will contain a brief statement of the factual basis for the determination and the pet rule(s), which were violated. The notice will also state:

That the resident/pet owner has 10 days from the effective date of the service of notice to correct the violation or make written request for a meeting to discuss the violation;

That the resident per owner is entitled to be accompanied by another person of his or her choice at the meeting; and

That the resident/pet owner's failure to correct the violation, request a meeting, or appear at a requested meeting may result in initiation of procedures to terminate the pet owner's tenancy.

If the pet owner requests a meeting within the 10 day period, the meeting will be scheduled no later than 10 calendar days before the effective date of service of the notice, unless the pet owner agrees to a later date in writing.

0. NOTICES FOR PET REMOVAL

If the resident/pet owner and the HACC are unable to resolve the violation at the meeting or the pet owner fails to correct the violation in the time period allotted by the HACC the HACC may serve notice to remove the pet.

The notice shall contain:

A brief statement of the factual basis for the HACC's determination of the Pet Rule that has been violated;

10-28

The requirement that the resident/ pet owner must remove the pet within 7 days of the notice; and

A statement that failure to remove the pet may result in the initiation of termination of tenancy procedures.

P. TERMINATION OF TENANCY

The HACC may initiate procedures for termination of tenancy based on a pet rule violation if:

The pet owner has failed to remove the pet or correct a pet rule violation within the time period specified; and

The pet rule violation is sufficient to begin procedures to terminate tenancy under the terms of the lease.

Q. PET REMOVAL

If the death or incapacity of the pet owner threatens the health or safety of the pet, or other factors occur that render the owner unable to care for the pet, the situation will be reported to the *responsible party* designated by the resident/pet owner. This includes pets that are poorly cared for or have been left unattended for over 24 hours.

If the responsible party is unwilling or unable to care for the pet, or if the HACC after reasonable efforts cannot contact the responsible party, the HACC may contact the appropriate State or local agency and request the removal of the pet or the HACC may place the pet in a proper facility for up to 30 days. If there is no other solution at the end of 30 days, the HACC may donate the pet to a humane society. Cost of this professional care will be borne by the pet owner.

If the pet is removed as a result of any aggressive act on the part of the pet, the pet will not be allowed back on the premises.

10-29

R. EMERGENCIES

The HACC will take all necessary steps to insure that pets which become vicious, display symptoms of severe illness, or demonstrate behavior that constitutes an immediate threat to the health or safety of others, are referred to the appropriate State or local entity authorized to remove such animals.

If it is necessary for the HACC to place the pet in a shelter facility, the cost will be the responsibility of the tenant/pet owner.

This Pet Policy will be incorporated by reference into the Dwelling Lease signed by the resident, and therefore, violation of the above policy will be grounds for termination of the lease.

ATTACHMENT (F)

CERTIFICATION OF CONSISTENCY WITH CONSOLIDATED PLAN

**To be provided after
comment period**

ATTACHMENT (G)

COMMUNITY SERVICES PLAN

Chapter 16

COMMUNITY SERVICE

[24 CFR Part 960 Subpart F and 24 CFR 903.7]

INTRODUCTION

The Quality Housing and Work Responsibility Act of 1998 mandates PHA's to require that adults living in public housing comply with community service requirements.

A. REQUIREMENT

Each adult resident of the HACC shall:

Contribute 8 hours per month of community service (not including political activities) within the community in which that adult resides; or

Participate in an economic self-sufficiency program (defined below) for 8 hours per month; or

Perform 8 hours per month of combined activities (community service and economic self-sufficiency program)

B. EXEMPTIONS

The HACC shall provide an exemption from the community service requirement for any individual who:

Is 62 years of age or older;

Is a blind or disabled individual as defined under Section 216[i][1] or 1614 of the Social Security Act, and who is unable to comply with this section, or is the primary caretaker of such individual;

Is engaged in a work activity as defined in Section 407[d] of the Social Security Act;

Meets the requirements for being exempted from having to engage in a work activity under the State program funded under part A of the Social Security Act, or under any other welfare program of the State in which the public housing agency is located, including a State-administered welfare-to-work program; or

Is in a family receiving assistance under a State program funded under part A of the Title IV of the Social Security Act, or under any other welfare program of the State in which the public housing agency is located, including a State-administered welfare-to-work program, and has not been found by the State or other administering entity to be noncompliance with such program.

The HACC will re-verify exemption status annually except in the case of an individual who is 62 years of age or older.

The HACC will permit residents to change exemption status during the year if status changes.

C. DEFINITION OF ECONOMIC SELF-SUFFICIENCY PROGRAM

For purposes of satisfying the community service requirement, participating in an economic self-sufficiency program is defined, in addition to the exemption definitions described above, by HUD as: Any program designed to encourage, assist, train or facilitate economic independence of assisted families or to provide work for such families.

These economic self-sufficiency programs can include, but are not limited to:

- Job Training
- Employment counseling
- Work Placement
- Basic Skills Training
- Education
- English Proficiency
- Workfare, Financial or Household Management
- Apprenticeship
- Or any other program necessary to ready a participant to work (such as substance abuse or mental health treatment).

In addition to the HUD definition above, the HACC definition includes any of the following:

Participating in the Family Self-Sufficiency Program and being current in the steps outlined in the individual Training and Services Plan.

Participation in approved HTVN Satellite Training.

Other activities as approved by the PHA on a case-by-case basis.

The HACC will give residents the greatest choice possible in identifying community service opportunities.

The HACC will consider a broad range of self-sufficiency opportunities.

D. ANNUAL REDETERMINATIONS

Requirement - For each public housing resident subject to the requirement of community service, the HACC shall, 30 days before the expiration of each lease term, review and determine the compliance of the resident with the community service requirement.

Such determination shall be made in accordance with the principles of due process and on a nondiscriminatory basis.

The HACC will verify compliance annually. If qualifying activities are administered by an organization other than the HACC, the HACC will obtain verification of family compliance from such third parties.

Family members will not be permitted to self-certify that they have complied with community service requirements.

E. NONCOMPLIANCE

If the HACC determines that a resident subject to the community service requirement has not complied with the requirement, the HACC shall notify the resident of such noncompliance, and that:

The determination of noncompliance is subject to the administrative grievance procedure under the HACC's Grievance Procedures; and

Unless the resident enters into an agreement to comply with the community service requirement, the resident's lease will not be renewed, and

The HACC may not renew or extend the resident's lease upon expiration of the lease term and shall take such action as is necessary to terminate the tenancy of the household, unless the HACC enters into an agreement, before the expiration of the lease term, with the resident providing for the resident to cure any noncompliance with the community service requirement, by participating in an economic self-sufficiency program for or contributing to community service as many additional hours as the resident needs to comply in the aggregate with such requirement over the 12-month term of the lease.

Ineligibility for Occupancy for Noncompliance

The HACC shall not renew or extend any lease, or provide any new lease, for a dwelling unit for any household that includes an adult member who was subject to the community service requirement and failed to comply with the requirement.

F. HACC RESPONSIBILITY

The HACC will ensure that all community service programs are accessible for persons with disabilities.

The PHA will ensure that:

The conditions under which the work is to be performed are not hazardous;

The work is not labor that would be performed by the HACC's employees responsible for essential maintenance and property services; or

The work is not otherwise unacceptable.

G. HACC IMPLEMENTATION OF COMMUNITY SERVICE REQUIREMENT

The HACC will administer its own community service program, with cooperative relationships with other entities.

The HACC will administer the community service program through contracts and collaborative agreements with volunteer and community agencies.

The HACC will provide to residents a brochure of community service and volunteer opportunities available throughout the community.

The HACC will administer the community service requirement under this subsection through a cooperative working relationship with the Resident Council and /or RAB Board.

The HACC may contract to a number of third parties to administer the community service program. Contractors will be chosen to perform the following functions:

Case management and monitoring

Placement in community service positions

Liaison to volunteer agencies

Drug and Alcohol counseling

Community service activities in public housing developments