

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

PHA Plans

5-Year Plan for Fiscal Years 2000 - 2004

Annual Plan for Fiscal Year 2003 Last Revised 12/30/02

TO BE APPROVED BY:

**HACC Board of Commissioners
205 W. Park Avenue
Champaign, Illinois 61820
(217) 378-7100**

**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

PHA Number: IL006V01

PHA Fiscal Year Beginning: (04/03)

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 **Cities of Champaign & Urbana**
- Main administrative office of the County government
- Main administrative office of the State government
- Public libraries **Champaign & Urbana**
- 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 2000

[24 CFR Part 903.7]

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

i. 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 Housing Authority of Champaign County continues to make adjustments in response to the ever-changing housing industry. The HACC is embarking on some exciting times that require substantial changes in the way the HACC does business. Some of the more significant changes are as follow:

- a.) **The HACC has completed the development of its Section 8 Homeownership program and have several banks and lending institutions that have entered into agreements with the HACC setting forth the banks commitment and underwriting criteria. The HACC is currently targeting those families on the FSS program.**

- b.) **The HACC is making major adjustment in the way it provides ongoing day-to-day maintenance. Prior to FY2003 the HACC assigned work type to each employee and they would provide services to all sites. While there will remain some of the more specialized work being provided by specific maintenance personnel others will be assigned to specific sites. This change is being implemented for a couple of basic reasons.**

1. To cut down on travel time. By placing personnel on a specific site the need for travel will be greatly reduced.
 2. To create a sense of ownership and pride in how the sites are maintained. Assignment of maintenance personnel to specific sites will help in assigning responsibility for the overall appearance and function ability of each site.
 3. The assignment of specific personnel to each site will allow the staff to become more acquainted with the residents allowing the residents the opportunity to get to know the HACC staff that is directly responsible for their home.
- c.) The HACC is working closely with Homestead Corporation to resolve operating cost increases. Homestead Corporation administers a Section 8 Moderate Rehabilitation SRO for homeless persons. The original operation was tax exempt by the Illinois Department of Revenue allowing the operation to be free from the payment of real estate taxes. In FY2002 the Illinois Department of Revenue reversed its decision indicating the SRO would be required to pay real estate taxes. This created an increase in operating costs of approximately \$16,000 per year. The HACC has processed a request for rent increase to the Department of Housing and Urban Development to offset the cost associated with the real estate taxes.
- d.) The HACC is in the final phases of planning and predevelopment for the redevelopment of Burch Village and Lakeside Terrace. The two family sites will undergo redevelopment that will include the total demolition of the existing buildings and the development of new housing units that will be financed under HUD's Mixed-Finance approach. The Mixed-Finance approach will include the use of several funding sources, of which many require that families with a variety of incomes occupy units. Some units will remain as public housing units while others will be required to be rented to persons at 50% to 80% of the area medium income. With regard to replacement units in conjunction with Lakeside Terrace in Urbana and to maintain consistency with the City of Urbana's Consolidated

Plan the HACC recognizes the need to maximize the number of units that will be made available for families below 30% MFI. The HACC will provide for the maximum number of units for families at or below 30% MFI within the expanded redevelopment area and that those units not provided on site could be provided at scattered-sites, so that no fewer than 80% of demolished units are replaced with permanent, subsidized housing units that will be affordable to extremely low-income families with children. (Requested by the City of Urbana)

- e.) **In conjunction with the redevelopment of Burch Village and Lakeside Terrace the HACC is negotiating agreements with firms to provide Program Management Services for the redevelopment of the two sites. In addition to the Program Manager the HACC is in the process of negotiating with the Developer Partner who will take the lead in the actual redevelopment, financing and construction of the units.**

- f.) **The HACC is currently in the process of reviewing its Admissions and Continued Occupancy Policy (ACOP), the Resident Handbook and the Resident Lease to make sure all three documents are consistent with the other. In addition a complete review and evaluation is being conducted to determine if the governing documents meet the current needs of the residents and the HACC. Once complete HACC will hold public hearings for the purpose of receiving comments on the proposed changes to the above referenced documents.**

- g.) **The allocation of Drug Elimination Program (DEP) funds will be made available with the HACC setting aside a predetermined amount to funds for additional police patrols on a number of HACC sites and the balance will be made available through a competitive Request for Proposal (RFP) process.**

ii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (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	5
1. Housing Needs	8
2. Financial Resources	16
3. Policies on Eligibility, Selection and Admissions	17
4. Rent Determination Policies	27
5. Operations and Management Policies	31
6. Grievance Procedures	33
7. Capital Improvement Needs	34
8. Demolition and Disposition	36
9. Designation of Housing	38
10. Conversions of Public Housing	39
11. Homeownership	40
12. Community Service Programs	42
13. Crime and Safety	45
14. Pets (Inactive for January 1 PHAs)	47
15. Civil Rights Certifications (included with PHA Plan Certifications)	47
16. Audit	47
17. Asset Management	48
18. Other Information	48

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:

- “A”** Admissions Policy for Deconcentration 54
- “B”** FY 2003 Capital Fund Program Annual Statement 61
- 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
- “B”** FY 2003 Capital Fund Program 5-Year Action Plan 54
- “I”** Public Housing Drug Elimination Program (PHDEP) Plan 132

<input checked="" type="checkbox"/> “C” Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text).	86
<input type="checkbox"/> Other (List below, providing each attachment name)	
“D” Homeownership Plans & Program	112
“E” Consistency with the Con-Plan	122
“F” Community Service Plan	123
“G” Resident Board Member	128
“H” Listing of RAB Members	130

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 <u>AS OF 11/14/02</u>	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	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
X	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
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	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
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with	Annual Plan: Eligibility, Selection, and Admissions Policies

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document <u>AS OF 11/14/02</u>	Applicable Plan Component
X	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	
X	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
X	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
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	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
X	Public housing grievance procedures <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	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
X	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
X	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	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	Annual Plan: Conversion of Public Housing

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document <u>AS OF 11/14/02</u>	Applicable Plan Component
	1996 HUD Appropriations Act	
X	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> Check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHEDEP) 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	6,642	5	5	5	2	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	80 Provided by PACE	5	4	2	5	2	2
White/Non-Hispanic	2/2	5	5	N/A	N/A	4	4
Black/Non-Hispanic	2/2	5	4	N/A	N/A	3	4
Black	2/2	2	2	N/A	N/A	2	2
Race/Ethnicity							

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: 2000
- 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

Waiting list type: (select one) **AS OF 11/14/02**

- 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	125		
Extremely low income <=30% AMI	125	100%	
Very low income (>30% but <=50% AMI)	0	0%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	103	82%	
Elderly families	7	6%	
Families with Disabilities	10	8%	
Black/Non-Hispanic	117	93%	
White/Non-Hispanic	7	6%	
Asian/ethnicity	1	<1%	
Race/ethnicity			

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) **AS OF 11/14/02**

- 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	9		
Extremely low income <=30% AMI	9	100%	
Very low income (>30% but <=50% AMI)	0		
Low income (>50% but <80% AMI)	0		
Families with children	2	22%	
Elderly families	4	44%	
Families with Disabilities	1	11%	
White/Non-Hispanic	4	44%	
Black/Non-Hispanic	4	44%	
Other	1	11%	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
0BR	1	11%	
1BR	4	44%	
2 BR	2	22%	
3 BR	1	11%	
4 BR	1	11%	
5 BR			
5+ BR			

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)? N/A

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

The HACC has adopted a policy whereas once a person makes application for Public Housing they are immediately placed on the waiting list until such time the family is housed or denied. 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 **The HACC is implementing a new policy whereas maintenance will be assigned to each property and responsible to the site manager. This process should result in higher quality services causing each site to improve in curb appeal therefore, being more attractive to persons seeking housing.**
- Reduce turnover time for vacated public housing units **The HACC believes by placing specific maintenance personnel on site that the frequency and decrease in travel to and from the site will allow the HACC to reduce turnover time.**
- 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 **The HACC is currently in the process of seeking HUD approval to conduct Mixed-Income/Mixed-Finance redevelopment, which will assist in the replacement of public housing units, lost to demolition.**
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction **The HACC will be making application to HUD for an increase in the maximum Fair Market Rents (FMR) so**

the HACC can effectively compete with rents being paid by students attending the University of Illinois.

- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required **The request to increase the FMR will expand the opportunity of rental units to higher rent districts.**
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration **The HACC currently (November 13, 2002) is operating the Section 8 program at a utilization rate of approximately 89%. The request for increase in FMRs will help to increase the lease-up rates by allowing residents to compete with the units being occupied by students.**
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program **The HACC has initiated an aggressive program to increase the number of landlords who will participate in the Section 8 program as well as working with the current clients seeking housing. These efforts are being implemented in an effort to increase the utilization of Section 8 vouchers. (Requested by the City of Urbana)**
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies. **The HACC will participate in the Consolidated Planning process by making sure the planned activities are included in the Consolidated Plans of both the city of Urbana and Champaign.**
- 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 **once the HACC raises its Section 8-utilization rate it will become eligible to make application to HUD for additional Section 8 vouchers.**
- Leverage affordable housing resources in the community through the creation of mixed - finance housing **The HACC is currently in the process of negotiating contracts with a Program Management Firm as well as a Developer Partner for the redevelopment of two of its largest family developments.**
- Pursue housing resources other than public housing or Section 8 tenant-based assistance. **The redevelopment of the two family sites will require the HACC to seek non-public housing funds such as; CDBG, HOME, Low-Income Housing Tax Credits, Tax Exempt Bonds, State of Illinois Trust Funds, State Donations Tax Credits etc.**
- Other: (list below)
The HACC has implemented processes that will help to educate landlords about the Section 8 program and Fair Housing provisions applicable to rental housing. (Requested by the City of Urbana)

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 **(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 **(Requested by the City of Urbana)**
- 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 **The HACC is committed to making available units for persons with disabilities and will make application for additional housing options as they become available and the HACC is eligible.**
- Affirmatively market to local non-profit agencies that assist families with disabilities

Other: (list below)

The Lakeside Terrace replacement units will be designed in a manner consistent with the City of Urbana Ordinance 2000-09-105, which provides for the design of visitability features in new construction of one-and-two family dwellings, which are funded with financial assistance originating from or flowing through the City of Urbana. The HACC will develop units that are accessible to persons with disabilities commensurate with anticipated demand. **(Requested by the City of Urbana)**

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)
The HACC has implemented processes that will help to educate landlords about the Section 8 program and Fair Housing provisions applicable to rental housing.
(Requested by the City of Urbana)

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: **Do to the ever changing federal budgets and the HACC's current lease-up rates in both public housing and Section 8 funding is becoming much tighter. Therefore, the developments of strategies are effected by the funds currently received by the HACC.**
 Staffing constraints: **Through attrition the HACC has seen a substantial reduction of its overall staff. The HACC, due to budget constraints, will not be filling these positions creating a heavier workload on the remaining staff.**
 Limited availability of sites for assisted housing

- Extent to which particular housing needs are met by other organizations in the community **There have been a number of housing units recently built for seniors effecting the lease-up rates at the HACC Senior housing high-rises.**
- 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 **The HACC properties are impacted based on the construction of new housing units throughout the area.**
- 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)

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: <u>AS OF 11/14/02</u>		
Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund	\$1,391,842.00	
b) Public Housing Capital Fund	\$1,260,000.00	
c) HOPE VI Revitalization	N/A	
d) HOPE VI Demolition	N/A	
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$6,938,996.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	\$ 148,889.00	
g) Resident Opportunity and Self-Sufficiency Grants	N/A	
h) Community Development Block Grant	N/A	
i) HOME	N/A	
Other Federal Grants (list below)	N/A	

Financial Resources: <u>AS OF 11/14/02</u>		
Planned Sources and Uses		
Sources	Planned \$	Planned Uses
2. Prior Year Federal Grants (unobligated funds only) (list below)	N/A	
3. Public Housing Dwelling Rental Income	\$ 647,287.00	
4. Other income (list below)		
INVESTMENT INCOME	\$ 11,489.00	
LAUNDRY/VENDING COMMISSIONS & AMERITECH COMMISSIONS	\$ 5,100.00	
4. Non-federal sources (list below)	N/A	
Total resources	\$10,403,603.00	

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: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe) **Because of the high vacancy rate in public housing applications are processed and verified upon submission.**

b. which non-income (screening) factors do 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. **This is a change from previous years. Applications are now being taken on-site by the managers in addition to the applications that are taken at the main administrative office. This will allow persons who are interested in the various sites to stop in the office while on site and not have to set an appointment with the main 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? N/A

3. Yes No: May families be on more than one list simultaneously

If yes, how many lists?

1. **Public Housing**

2. **Section 8**

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.

Date and Time

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

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)

Tenant Handbook

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)

(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? **The HACC will address the need for Deconcentration when implementing the**

redevelopment of Burch Village and Lakeside Terrace family developments. These two properties will be, in part, financed with Low-Income Housing Tax Credits, which will require 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) **The HACC will offer a family of mixed-income 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:

Burch Village **IL 6-2**
Dunbar Court **IL 6-5**
Dorsey Homes **IL 6-1**

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)

1. Lease violation
2. Forwarding addresses
3. 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 but 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.

Date and Time

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

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 and supportive services agencies that also serve public housing eligible persons.

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?

- 1. Exemptions to minimum rent must be in writing with, at a minimum, the resident must include a statement setting forth the reason for the family hardship.**
- 2. Family must document as to proof of financial hardship.**
- 3. HACC will use standard verification procedures to verify circumstances, which result in hardship.**

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

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) _____
- Other (list below)

1. **Families must report change in composition within 10 days**
2. **Families must report change in income at annual re-certification**

g. 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.)

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- 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
- 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)

1. **Exemptions to minimum rent must be in writing with, at a minimum, must include a statement of the reason for the family hardship.**
2. **Family must document as to proof of financial hardship**
3. **HACC will use standard verification procedures 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:
The HACC operation is managed on the basis of an Executive Director who appoints persons as Department Managers who report directly to the Director. All subordinated position report directly to the Department Manager. Various Departments, such as maintenance, have supervisors who have staff that report to

them and they to the Department manager. This style of management has served the HACC well in the past and is our management style for the upcoming year.

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 AS OF 11/14/02	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	607 units / 518 units	
Section 8 Vouchers	889	50
Section 8 Certificates	0	0
Section 8 Mod Rehab	25	4
Special Purpose Section 8 Certificates/Vouchers (list individually)	250	40
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.) **Admissions and Continued Occupancy Plan (ACOP)**
- b.) **Resident Handbook**
- c.) **Emergency Action Plan**
- d.) **Lead Base Paint Notification**

- e.) Operating Orders
- f.) Administrative Plan
- g.) Lease

NOTE: The HACC is currently in the process of reviewing its Admission and Continued Occupancy Policy (ACOP), Resident Handbook and Resident Lease to make sure they are consistent and accurate to the current practices. In addition the documents will be reviewed and assessed for effectiveness and or the need for change.

(2) Section 8 Management: (list below)

- a.) Section 8 Administrative Plan
- b.) Voucher Briefing Packet
- c.) Landlord Packet

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:

Burch Village
Lakeside Terrace

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:

Burch Village Champaign Illinois:

Lakeside Terrace in Urbana, Illinois:

The HACC is currently in the planning and predevelopment phases of the redevelopment of Burch Village and Lakeside Terrace Apartments, which will include total demolition of the existing 71 units and 99 units respectively and redevelopment of new mixed-income units using the mixed-finance approach. The redevelopment of Burch Village and Lakeside Terrace will include the acquisition of additional real estate so the density per acre will be greatly reduced. With regard to the predevelopment planning efforts of Lakeside Terrace the City of Urbana, Community Development Staff, have been actively involved in the process and have provided guidance and direction throughout the planning process. The HACC has adapted the goal consistent with the Urbana Consolidated Plan whereas the maximum number of affordable housing units are developed within the Lakeside Terrace redevelopment area and providing additional housing off-site in scattered site developments for persons below 30% MFI,, so that no fewer than 80% of demolished units are replaced with permanent, subsidized housing units that will be affordable to extremely low-income families with children, irrespective of their income. (Requested by the City of Urbana)

- 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 type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(01/03/03)</u>
5. Number of units affected: 67
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: 1/04 b. Projected end date of activity: 4/04

Demolition/Disposition Activity Description
1a. Development name: Lakeside Terrace 1b. Development (project) number: IL6-04
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 type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(01/08/03)</u>
5. Number of units affected: 99
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: 8/04 b. Projected end date of activity: 12/04

NOTE: THE DEMOLITION OF THESE UNITS WILL NOT BE INITIATED WITHOUT A VIABLE REDEVELOPMENT PLAN, WHICH IS CONSISTENT WITH THE PROVISIONS OF THE CONSOLIDATED PLAN FOR THE REPLACEMENT OF THESE UNITS. (Requested by the City of Urbana)

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:	
1b. Development (project) number:	
2. Designation type:	
Occupancy by only the elderly <input 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 type="checkbox"/>	
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)	
5. If approved, will this designation constitute a (select one)	
<input type="checkbox"/> New Designation Plan	

<input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:
7. Coverage of action (select one)
<input type="checkbox"/> Part of the development
<input type="checkbox"/> Total development

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:
1b. Development (project) number:
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)
<input type="checkbox"/> Conversion Plan in development
<input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY)
<input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY)
<input type="checkbox"/> 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)
<input type="checkbox"/> 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

The HACC has not yet completed the study to determine the eligibility under Notice 2001-26. The HACC requests from HUD an extension for the completion of this study.

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:	
1b. Development (project) number:	N/A
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:	
	<u>(DD/MM/YYYY)</u>
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:

- h.) The family must qualify for and enroll in the FSS program.**
- i.) The family must be in good standing with the HACC and/or Landlord**

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? **01/04/99**

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 <u>AS OF 11/14/02</u>				
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
PAID	10	SPECIFIC CRITERIA	LINCOLN LAND	LINCOLN LAND
CREDIT COUNSELING	40	FSS	ADMAN OFFICE - URBAN LEAGUE	BOTH
JOB TRAINING	75	FSS	ADMAN OFFICE – URBAN LEAGUE	BOTH

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation AS OF 11/14/02		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	10	10

Section 8	25	157
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- 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

- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- 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 continues with efforts in educating the residents of senior housing to be aware of predators. In addition the HACC has implemented a floor-monitoring program where residents take on the role of emergency coordinator. The floor monitor can be contacted if a resident will be gone, is sick or is experiencing problems relating to security.

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)

The family sites are the most affected developments:

1. **Burch Village**
2. **Lakeside Terrace**
3. **Dorsey Homes**

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)

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

Police patrols are provided for all properties
Youth programs are more targeted for family developments

1. **Dorsey Homes**
2. **Burch Village**
3. **Dunbar Court**
4. **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)

1. **Burch Village**
2. **Lakeside Terrace**
3. **Dorsey Homes**

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2003 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. (Attachment Filename: **"I"**)

NOTE: The FY2002 Drug Elimination Program funding will be made available through a Request for Proposal process that will be reviewed, ranked and rated by a committee comprised of the DEP committee and HACC Staff. This is a change from previous awards.

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

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? **NOTE: The HACC has received its FY2001 audit in draft form. The draft audit has findings identified. The HACC has responded to the findings and are awaiting the final audit to be released by the accounting firm.**
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)

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 903.7 9 (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 (File name) **"C"**
- 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)

1. **City of Champaign, Illinois**
2. **City of Urbana, Illinois**

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 that are consistent with the initiatives contained in the Consolidated Plan. (List below)

1. **Improve the quality of the housing stock: The HACC will undertake several projects using its Capital Funds, which will improve the quality of public housing.**
2. **Provide Homeownership opportunities: The HACC has implemented its Section 8 Homeownership program that will provide opportunities for Section 8 residents to become first-time homeowners**

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. 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 households, 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**

D. Other Information Required by HUD

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

Attachments

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

- A. Admissions Policy for Deconcentration
- B. FY2002 Capital Fund Program Annual Statement
- C. RAB/Resident/Community Comments
- D. Homeownership
- E. Certification of consistency to the Consolidated Plan
 - 1. Champaign, Illinois
 - 2. Urbana, Illinois
- F. Community Services Plan
- G. Resident Board member
- H. Listing of Resident Advisory Board
- I. Drug Elimination Budget and 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 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)

FY2003 CAPITAL FUND PROGRAM ANNUAL STATEMENTS

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: Housing Authority of Champaign County	Federal FY of Grant: 2000
Grant Type and Number CGP Grant No: IL06-P006-501-00	

Line No.	Summary by Development Account	Total Estimated Cost			Total Actual Cost	
		Original	Revised	Obligated	Expended	
1	Total non-CFP Funds					
2	1406 Operations	\$0.00	\$257,688.20	\$257,288.20	\$0.00	
3	1408 Management Improvements	\$94,697.00	\$100,000.00	\$100,000.00	\$57,859.37	
4	1410 Administration	\$125,110.00	\$125,110.00	\$125,110.00	\$98,546.38	
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs	\$68,800.00	\$170,000.00	\$170,000.00	\$169,817.84	
8	1440 Site Acquisition					
9	1450 Site Improvement	\$273,750.16	\$11,500.00	\$0.00	\$0.00	
10	1460 Dwelling Structures	\$338,691.84	\$300,926.80	\$298,267.00	\$0.00	
11	1465.1 Dwelling Equipment—Nonexpendable	\$373,103.00	\$257,110.00	\$250,110.00	\$18,454.00	
12	1470 Nondwelling Structures	\$0.00	\$65,076.00	\$63,501.00	\$0.00	
13	1475 Nondwelling Equipment	\$0.00	\$1,000.00	\$1,000.00	\$0.00	
14	1485 Demolition	\$14,259.00	\$0.00	\$0.00	\$0.00	
15	1490 Replacement Reserve					
16	1492 Moving to Work Demonstration					
17	1495.1 Relocation Costs					
18	1499 Development Activities					
19	1501 Collateralization or Debt Service					
20	1502 Contingency					
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$1,288,411.00	\$1,288,411.00	\$1,265,676.20	\$344,777.59	
22	Amount of line 21 Related to LBP Activities					
23	Amount of line 21 Related to Section 504 compliance					
24	Amount of line 21 Related to Security – Soft Costs					

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: Housing Authority of Champaign County		Grant Type and Number CGP Grant No: IL06-P006-501-00		Federal FY of Grant: 2000	
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Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
25	Amount of Line 21 Related to Security – Hard Costs	\$0.00	\$0.00	\$0.00	\$0.00
26	Amount of line 21 Related to Energy Conservation Measures	\$0.00	\$451,463.00	\$451,463.00	\$0.00

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: Housing Authority of Champaign County		Grant Type and Number CGP Grant No: IL06-P006-501-00		Federal FY of Grant: 2000				
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
IL6-01	Site Lighting	1450	100%	\$43,040.00	\$0.00	\$0.00	\$0.00	On Hold
	Insulate Exterior Walls	1460	100%	\$134,000.00	\$0.00	\$0.00	\$0.00	501-01
	Security Screens on Doors	1460	100%	\$40,389.84	\$0.00	\$0.00	\$0.00	On Hold
	Security Screen at Community Building	1460	100%	\$3,163.00	\$0.00	\$0.00	\$0.00	On Hold
	Range Hoods	1460	100%	\$26,564.00	\$0.00	\$0.00	\$0.00	On Hold
	New Parking Lot	1450	1	\$14,585.00	\$0.00	\$0.00	\$0.00	On Hold
	SUBTOTAL			\$261,741.84	\$0.00	\$0.00	\$0.00	
IL6-02	Overlay Drives and Parking Lot	1450	100%	\$11,655.00	\$0.00	\$0.00	\$0.00	Site Redev.
	New Parking Area and Street	1450	1	\$18,131.00	\$0.00	\$0.00	\$0.00	Site Redev.
	Remove Existing Building	1485	1	\$14,259.00	\$0.00	\$0.00	\$0.00	Site Redev.

**Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages**

PHA Name: Housing Authority of Champaign County		Grant Type and Number CGP Grant No: IL06-P006-501-00		Federal FY of Grant: 2000				
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	Tuck Point Exterior and Replace Sills	1460	100%	\$14,075.00	\$0.00	\$0.00	\$0.00	Site Redev.
	Dumpster Enclosures	1450	4	\$49,397.08	\$0.00	\$0.00	\$0.00	501-01
	Fencing and Lighting	1450	100%	\$45,072.00	\$0.00	\$0.00	\$0.00	Site Redev.
	Sidewalks and Stoops	1450	100%	\$53,397.08	\$0.00	\$0.00	\$0.00	Site Redev.
	SUBTOTAL			\$205,986.16	\$0.00	\$0.00	\$0.00	
IL6-04	Meter Grounding	1460	100%	\$5,400.00	\$0.00	\$0.00	\$0.00	501-01
	Dumpster Enclosures	1450	5	\$28,473.00	\$0.00	\$0.00	\$0.00	501-01
	SUBTOTAL			\$33,873.00	\$0.00	\$0.00	\$0.00	
IL6-05	Dumpster Enclosures	1450	100%	\$10,000.00	\$0.00	\$0.00	\$0.00	501-01
	Storm Sewer Improvements	1450	100%	\$0.00	\$11,500.00	\$0.00	\$0.00	Design
	Insulate Exterior Walls	1460	100%	\$32,100.00	\$0.00	\$0.00	\$0.00	Canceled
	Replace Windows	1460	100%	\$83,000.00	\$0.00	\$0.00	\$0.00	On Hold
	SUBTOTAL			\$125,100.00	\$11,500.00	\$0.00	\$0.00	
IL6-06	None			\$0.00	\$0.00	\$0.00	\$0.00	
	SUBTOTAL			\$0.00	\$0.00	\$0.00	\$0.00	
IL6-07	Replace Boiler Pumps and Controls	1465	100%	\$140,085.00	\$112,620.00	\$112,620.00	\$18,454.00	In Process
	SUBTOTAL			\$140,085.00	\$112,620.00	\$112,620.00	\$18,454.00	
IL6-08	None			\$0.00	\$0.00	\$0.00	\$0.00	
	SUBTOTAL			\$0.00	\$0.00	\$0.00	\$0.00	

**Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages**

PHA Name: Housing Authority of Champaign County		Grant Type and Number CGP Grant No: IL06-P006-501-00		Federal FY of Grant: 2000				
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
IL6-09	None			\$0.00	\$0.00	\$0.00	\$0.00	
	SUBTOTAL			\$0.00	\$0.00	\$0.00	\$0.00	
IL6-12	1 st Floor Asbestos Floor Tile Removal	1465	50%	\$0.00	\$3,850.00	\$3,850.00	\$0.00	In Process
	Elevator Upgrades	1465	2	\$15,000.00	\$0.00	\$0.00	\$0.00	708-99
	Upgrade and Insulation	1465	100%	\$17,887.00	\$0.00	\$0.00	\$0.00	Canceled
	Sewer Line Replacement	1465	100%	\$90,000.00	\$140,640.00	\$133,640.00	\$0.00	In Process
	SUBTOTAL			\$122,887.00	\$144,490.00	\$137,490.00	\$0.00	
IL6-13	Elevator Upgrades, Phase I	1465	1	\$26,320.00	\$0.00	\$0.00	\$0.00	708-99
	Elevator Upgrades, Phase II	1465	1	\$15,000.00	\$0.00	\$0.00	\$0.00	708-99
	PBX System	1465	100%	\$68,771.00	\$0.00	\$0.00	\$0.00	On Hold
	New Windows	1460	100%	\$0.00	\$273,767.00	\$273,767.00	\$0.00	In Process
	Masonry Pointing	1460	10%	\$0.00	\$27,159.80	\$24,500.00	\$0.00	In Process
	SUBTOTAL			\$110,131.00	\$300,926.80	298,267.00	\$0.00	
Admin. Building	Replace Roof (2/3)	1470	66%	\$0.00	\$65,076.00	\$63,501.00	\$0.00	Complete
	Abate Asbestos in Boiler Room	1475	2%	\$0.00	\$1,000.00	\$1,000.00	\$0.00	Complete
	SUBTOTAL			\$0.00	\$66,076.00	\$64,501.00	\$0.00	
Operations	Operations	1406		\$0.00	\$257,688.20	\$257,688.20	\$0.00	In Process
	SUBTOTAL			\$0.00	\$257,688.20	\$257,688.20	\$0.00	

**Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages**

PHA Name: Housing Authority of Champaign County		Grant Type and Number CGP Grant No: IL06-P006-501-00		Federal FY of Grant: 2000				
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Mgt. Improv.	Security & Computer Equipment	1408		\$8,000.00	\$75,000.00	\$75,000.00	\$57,859.37	In Process
	Section 3 Training	1408		\$3,000.00	\$0.00	\$0.00	\$0.00	
	Marketing Consultants	1408		\$5,000.00	\$0.00	\$0.00	\$0.00	
	Resident Council Training	1408		\$3,500.00	\$0.00	\$0.00	\$0.00	
	Computer Training	1408		\$75,197.00	\$25,000.00	\$25,000.00	\$0.00	In Process
	SUBTOTAL			\$94,697.00	\$100,000.00	\$100,000.00	\$57,859.37	
Administration	Salaries of Coordinator and Admin.	1410		\$77,437.00	\$88,828.10	\$88,828.10	\$74,146.38	In Process
	Salaries of Secretary and Inspector	1410		\$21,000.00	\$0.00	\$0.00	\$0.00	
	Fringe Benefits	1410		\$26,683.00	\$36,281.90	\$36,281.90	\$24,400.00	In Process
	SUBTOTAL			\$125,110.00	\$125,110.00	\$125,110.00	\$98,546.38	
Fees & Costs	A & E Consulting Fees	1430		\$68,800.00	\$170,000.00	\$170,000.00	\$169,817.84	In Process
	SUBTOTAL			\$68,800.00	\$170,000.00	\$170,000.00	\$169,817.84	

**Annual Statement/Performance and Evaluation Report
 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
 Part III: Implementation Schedule**

PHA Name: Housing Authority of Champaign County		Grant Type and Number CGP Grant No: IL06-P006-501-00			Federal FY of Grant: 2000		
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
I16-01	9/30/02	9/30/02		9/30/03	9/30/03		
I16-02	---	---		---	---		
I16-04	9/30/02	9/30/02		9/30/03	9/30/03		
I16-05	9/30/02	9/30/02		9/30/03	9/30/03		
I16-06	---	---		---	---		
I16-07	9/30/02	9/30/02		9/30/03	9/30/03		
I16-08	---	---		---	---		
I16-09	---	---		---	---		
I16-12	9/30/02	9/30/02		9/30/03	9/30/03		
I16-13	---	---		---	---		
Admin. Building	9/30/02	9/30/02		9/30/03	9/30/03		
Operations	9/30/02	9/30/02		9/30/03	9/30/03		
Man. Improvements	9/30/02	9/30/02		9/30/03	9/30/03		

**Annual Statement/Performance and Evaluation Report
 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
 Part III: Implementation Schedule**

PHA Name: Housing Authority of Champaign County		Grant Type and Number CGP Grant No: IL06-P006-501-00			Federal FY of Grant: 2000	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates	
	Original	Revised	Actual	Original		Revised
Administration	9/30/02	9/30/02		9/30/03	9/30/03	
Fees & Costs	9/30/02	9/30/02		9/30/03	9/30/03	

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: Housing Authority of Champaign County	Federal FY of Grant: 2001
Grant Type and Number CGP Grant No: IL06-P006-501-01	

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$263,538.00	\$206,971.00	\$200,971.00	\$70,224.92
3	1408 Management Improvements	\$95,000.00	\$63,010.38	\$63,010.38	\$8,040.80
4	1410 Administration	\$99,810.38	\$125,800.00	\$125,800.00	\$28,920.09
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$135,189.62	\$135,189.62	\$135,189.62	\$73,414.74
8	1440 Site Acquisition				
9	1450 Site Improvement	\$174,028.00	\$399,153.08	\$301,283.00	\$122,337.50
10	1460 Dwelling Structures	\$276,150.00	\$358,806.92	\$279,029.00	\$0.00
11	1465.1 Dwelling Equipment—Nonexpendable	\$233,995.00	\$0.00	\$0.00	\$0.00
12	1470 Nondwelling Structures	\$10,000.00	\$18,760.00	\$18,760.00	\$23,830.54
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	\$10,000.00	\$7,000.00	\$0.00
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$1,317,691.00	\$1,317,691.00	\$1,137,043.00	\$326,768.59
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs	\$120,000.00	\$117,870.08	\$0.00	\$0.00

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: Housing Authority of Champaign County		Grant Type and Number CGP Grant No: IL06-P006-501-01		Federal FY of Grant: 2001	
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
26	Amount of line 21 Related to Energy Conservation Measures	\$311,568.00	\$336,389.00	\$279,789.00	\$0.00

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: Housing Authority of Champaign County		Grant Type and Number CGP Grant No: IL06-P006-501-01		Federal FY of Grant: 2001				
Development Number/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
IL6-01	Sanitary Sewer Replacement	1450	100%	\$147,028.00	\$301,283.00	\$301,283.00	\$122,337.50	In Process
	New Locks and Hardware	1460	100%	\$14,889.00	\$0.00	\$0.00	\$0.00	501-02
	Insulate Exterior Walls	1460	100%	\$0.00	\$25,000.00	\$0.00	\$0.00	In Process
	SUBTOTAL			\$161,917.00	\$326,283.00	\$301,283.00	\$122,337.50	
IL6-02	New Locks and Hardware	1460	100%	\$15,556.00	\$0.00	\$0.00	\$0.00	501-02
	Dumpster Enclosures	1450	4	\$0.00	\$49,397.08	\$0.00	\$0.00	Design
	SUBTOTAL			\$15,556.00	\$49,397.08	\$0.00	\$0.00	
IL6-04	Sanitary Sewer Improvements	1450	10%	\$18,000.00	\$0.00	\$0.00	\$0.00	On Hold
	Meter Grounding	1450	20%	\$0.00	\$5,400.00	\$0.00	\$0.00	Design
	New Locks and Hardware	1465	100%	\$22,000.00	\$0.00	\$0.00	\$0.00	501-02
	Dumpster Enclosures	1450	5	\$0.00	\$38,473.00	\$0.00	\$0.00	Design

**Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages**

PHA Name: Housing Authority of Champaign County		Grant Type and Number CGP Grant No: IL06-P006-501-01		Federal FY of Grant: 2001				
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	SUBTOTAL			\$40,000.00	\$43,873.00	\$0.00	\$0.00	
IL6-05	Sanitary Sewer Improvements	1450	30%	\$9,000.00	\$0.00	\$0.00	\$0.00	On Hold
	New Locks and Hardware	1465	100%	\$5,779.00	\$0.00	\$0.00	\$0.00	501-02
	Dumpster Enclosures	1450	100%	\$0.00	\$10,000.00	\$0.00	\$0.00	Design
	SUBTOTAL			\$14,779.00	\$10,000.00	\$0.00	\$0.00	
IL6-06	Masonry Pointing	1460	5%	\$0.00	\$12,200.92	\$0.00	\$0.00	In Process
	Insulate Exterior Walls	1460	100%	\$10,770.00	\$13,600.00	\$0.00	\$0.00	In Process
	New Range Hoods	1465	100%	\$8,472.00	\$0.00	\$0.00	\$0.00	On Hold
	New Locks and Hardware	1465	100%	\$3,555.00	\$0.00	\$0.00	\$0.00	501-02
	SUBTOTAL			\$22,797.00	\$25,800.92	\$0.00	\$0.00	
IL6-07	New Locks and Hardware	1465	100%	\$9,333.00	\$0.00	\$0.00	\$0.00	501-02
	SUBTOTAL			\$9,333.00	\$0.00	\$0.00	\$0.00	
IL6-08	New Locks and Hardware	1460	100%	\$2,223.00	\$0.00	\$0.00	\$0.00	501-02
	SUBTOTAL			\$2,223.00	\$0.00	\$0.00	\$0.00	
IL6-09	New Locks and Hardware	1460	100%	\$3,555.00	\$0.00	\$0.00	\$0.00	501-02
	SUBTOTAL			\$3,555.00	\$0.00	\$0.00	\$0.00	
IL6-12	Automatic Doors at Entrance	1460	2	\$10,000.00	\$10,000.00	\$0.00	\$0.00	Design
	New Air Conditioner Sleeves	1465	104	\$50,000.00	\$0.00	\$0.00	\$0.00	Canceled

**Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages**

PHA Name: Housing Authority of Champaign County		Grant Type and Number CGP Grant No: IL06-P006-501-01		Federal FY of Grant: 2001				
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	New Locks and Hardware	1465	100%	\$11,555.00	\$0.00	\$0.00	\$0.00	501-02
	Replace Central AC Unit for Office	1470	1	\$10,000.00	\$18,760.00	\$18,760.00	\$23,830.54	In Process
	Relocation Due to Sewer Line Replace.	1495	10	\$29,980.00	\$10,000.00	\$7,000.00	\$0.00	In Process
	SUBTOTAL			\$111,535.00	\$38,760.00	\$25,760.00	\$23,830.54	
IL6-13	Landscaping	1460	10%	\$3,577.00	\$3,577.00	\$0.00	\$0.00	Design
	New Windows	1460	100%	\$147,470.00	\$0.00	\$0.00	\$0.00	501-00
	New Electric Heating/Cooling Units	1460	104	\$0.00	\$279,029.00	\$279,029.00	\$0.00	In Process
	Masonry Pointing	1460	10%	\$35,000.00	\$0.00	\$0.00	\$0.00	501-00
	Automatic Doors at Entrance	1460	2	\$10,000.00	\$10,000.00	\$0.00	\$0.00	Design
	New Locks and Hardware	1465	100%	\$11,555.00	\$0.00	\$0.00	\$0.00	501-02
	New Stoves	1465	104	\$29,856.00	\$0.00	\$0.00	\$0.00	On Hold
	Hot Water Heating Zone Valves	1465	100%	\$55,000.00	\$0.00	\$0.00	\$0.00	On Hold
	New Air Conditioner Sleeves	1465	104	\$50,000.00	\$0.00	\$0.00	\$0.00	On Hold
	SUBTOTAL			\$342,458.00	\$292,606.00	\$279,029.00	\$0.00	
Admin. Building	None			\$0.00	\$0.00	\$0.00	\$0.00	
	SUBTOTAL			\$0.00	\$0.00	\$0.00	\$0.00	
Operations	Operations	1406		\$263,538.00	\$206,971.00	\$206,971.00	\$70,224.92	In Process
	SUBTOTAL			\$263,538.00	\$206,971.00	\$206,971.00	\$70,224.92	
Mgt. Improv.	Computer Hardware	1408		\$75,000.00	\$43,010.38	\$43,010.38	\$0.00	In Process
	Training	1408		\$20,000.00	\$20,000.00	\$20,000.00	\$8,040.80	In Process
	SUBTOTAL			\$95,000.00	\$63,010.38	\$63,010.38	\$8,040.80	

**Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages**

PHA Name: Housing Authority of Champaign County		Grant Type and Number CGP Grant No: IL06-P006-501-01		Federal FY of Grant: 2001				
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Administration	Salaries of Coordinator and Admin.	1410		\$71,749.47	\$89,318.00	\$89,318.00	\$27,887.66	In Process
	Fringe Benefits	1410		\$28,060.91	\$36,482.00	\$36,482.00	\$1,032.43	In Process
	SUBTOTAL			\$99,810.38	\$125,800.00	\$125,800.00	\$28,920.09	
Fees & Costs	A & E Consulting Fees	1430		\$135,189.62	\$135,189.62	\$135,189.62	\$73,414.74	In Process
	SUBTOTAL			\$135,189.62	\$135,189.62	\$135,189.62	\$73,414.74	

**Annual Statement/Performance and Evaluation Report
 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
 Part III: Implementation Schedule**

PHA Name: Housing Authority of Champaign County		Grant Type and Number CGP Grant No: IL06-P006-501-01		Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
I16-01	9/30/03	9/30/03		9/30/04	9/30/04		
I16-02	---	---		---	---		
I16-04	---	---		---	---		
I16-05	---	---		---	---		
I16-06	9/30/03	9/30/03		9/30/04	9/30/04		
I16-07	---	---		---	---		
I16-08	---	---		---	---		
I16-09	---	---		---	---		
I16-12	9/30/03	9/30/03		9/30/04	9/30/04		
I16-13	9/30/03	9/30/03		9/30/04	9/30/04		
Admin. Building	9/30/03	9/30/03		9/30/04	9/30/04		
Operations	9/30/03	9/30/03		9/30/04	9/30/04		
Man. Improvements	9/30/03	9/30/03		9/30/04	9/30/04		

**Annual Statement/Performance and Evaluation Report
 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
 Part III: Implementation Schedule**

PHA Name: Housing Authority of Champaign County		Grant Type and Number CGP Grant No: IL06-P006-501-01			Federal FY of Grant: 2001
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates
	Original	Revised	Actual	Actual	
Administration	9/30/03	9/30/03	9/30/04	9/30/04	
Fees & Costs	9/30/03	9/30/03	9/30/04	9/30/04	

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: Housing Authority of Champaign County		Grant Type and Number CGP Grant No: IL06-P006-501-02		Federal FY of Grant: 2002	
<input checked="" type="checkbox"/> Original Annual Statement					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$305,008.40	\$40,5665.40	\$0.00	\$0.00
3	1408 Management Improvements	\$95,000.00	\$95,000.00	\$0.00	\$0.00
4	1410 Administration	\$134,606.00	\$134,606.00	\$0.00	\$0.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$180,000.00	\$180,000.00	\$0.00	\$0.00
8	1440 Site Acquisition				
9	1450 Site Improvement	\$166,270.00	\$166,270.00	\$0.00	\$0.00
10	1460 Dwelling Structures	\$300,257.60	\$300,257.60	\$0.00	\$0.00
11	1465.1 Dwelling Equipment—Nonexpendable	\$343,900.00	\$343,900.00	\$0.00	\$0.00
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$1,525,042.00	\$1,260,600.00	\$0.00	\$0.00
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs	\$305,120.00	\$305,120.00	\$0.00	\$0.00

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: Housing Authority of Champaign County		Grant Type and Number CGP Grant No: IL06-P006-501-02		Federal FY of Grant: 2002	
<input checked="" type="checkbox"/> Original Annual Statement					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
26	Amount of line 21 Related to Energy Conservation Measures	\$134,927.60	\$134,927.60	\$0.00	\$0.00

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: Housing Authority of Champaign County		Grant Type and Number CGP Grant No: IL06-P006-501-02		Federal FY of Grant: 2002				
Development Number/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
IL6-01	Sidewalk Repairs to repair 1" rise in sidewalks (\$5.00 sq ft)	1450	5%	\$3,000.00	\$3,000.00			
	Relocate Garbage Collection Units & Screen Fences	1450	100%	\$14,000.00	\$14,000.00			
	Repairs & Overlay Drives & Parking Lots	1450	100%	\$32,210.00	\$32,210.00			
	Replace existing stairway handrails with code compliant handrails.	1460	100%	\$14,250.00	\$14,250.00			
	Replace locks and hardware on exterior doors	1460	100%	\$18,760.00	\$18,760.00			
	Provide ductless range hoods at kitchens.	1465	100%	\$19,800.00	\$19,800.00			
	SUBTOTAL			\$102,020.00	\$102,020.00			

**Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages**

PHA Name: Housing Authority of Champaign County		Grant Type and Number CGP Grant No: IL06-P006-501-02		Federal FY of Grant: 2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost	Total Actual Cost	Status of Work	
				Original	Revised	Funds Obligated	Funds Expended
IL6-02	Ceiling and exterior aluminum soffit renovations for bathroom exhaust.	1460	100%	\$27,000.00	\$27,000.00		
	Sidewalk Repairs to repair 1" rise in sidewalks (\$5.00 sq ft)	1450	5%	\$3,200.00	\$3,200.00		
	Sanitary Sewer Cleanout	1450	100%	\$10,000.00	\$10,000.00		
	Replace existing stairway handrails with code compliant handrails.	1460	100%	\$11,650.00	\$11,650.00		
	Provide dryer vents	1460	100%	\$13,400.00	\$13,400.00		
	Replace locks and hardware on exterior doors	1460	100%	\$19,600.00	\$19,600.00		
	Provide exit signs in common areas	1465	100%	\$1,275.00	\$1,275.00		
	Rearrange water heater to provide proper operation of relief valve	1465	100%	\$1,600.00	\$1,600.00		
	Provide strobes for alarms in common areas	1465	100%	\$2,375.00	\$2,375.00		
	Replace exterior wall hydrants	1465	100%	\$9,000.00	\$9,000.00		
	Provide combustion air ducts to furnace room (code compliance)	1465	100%	\$40,200.00	\$40,200.00		
	Install floor drains at water heaters	1465	100%	\$46,900.00	\$46,900.00		
	SUBTOTAL			\$186,200.00	\$186,200.00		
IL6-04	Sidewalk Repairs to repair 1" rise in sidewalks (\$5.00 sq ft)	1450	5%	\$4,100.00	\$4,100.00		
	Sanitary Sewer Improvements	1450	100%	\$16,150.00	\$16,150.00		

**Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages**

PHA Name: Housing Authority of Champaign County		Grant Type and Number CGP Grant No: IL06-P006-501-02		Federal FY of Grant: 2002				
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	Replace locks and hardware on exterior doors	1460	100%	\$27,720.00	\$27,720.00			
	Provide strobes for alarms in common areas	1465	100%	\$3,325.00	\$3,325.00			
	SUBTOTAL			\$51,295.00	\$51,295.00			
IL6-05	Sidewalk Repairs to repair 1" rise in sidewalks (\$5.00 sq ft)	1450	5%	\$2,800.00	\$2,800.00			
	Sanitary Sewer Improvements	1450	100%	\$8,000.00	\$8,000.00			
	Storm Sewer Improvements	1450	100%	\$19,100.00	\$19,100.00			
	Replace existing stairway handrails with code compliant handrails.	1450	100%	\$5,600.00	\$5,600.00			
	Replace locks and hardware on exterior doors	1460	100%	\$7,280.00	\$7,280.00			
	Ceiling and exterior aluminum soffit renovations for bathroom exhaust.	1460	100%	\$13,000.00	\$13,000.00			
	Replace windows and screens.	1460	100%	\$94,837.60	\$94,837.60			
	Provide emergency lighting in common areas	1465	100%	\$900.00	\$900.00			
	Provide strobes for alarms in common areas	1465	100%	\$1,900.00	\$1,900.00			
	SUBTOTAL			\$153,417.60	\$153,417.60			
IL6-06	Replace locks and hardware on exterior doors	1460	100%	\$4,500.00	\$4,500.00			

**Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages**

PHA Name: Housing Authority of Champaign County		Grant Type and Number CGP Grant No: IL06-P006-501-02		Federal FY of Grant: 2002				
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	SUBTOTAL			\$4,500.00	\$4,500.00			
IL6-07	Parking Lot Repairs	1450	100%	\$2,225.00	\$2,225.00			
	Provide increased site lighting for parking lot	1450	100%	\$35,000.00	\$35,000.00			
	Replace locks and hardware on exterior doors	1460	100%	\$11,760.00	\$11,760.00			
	Replace master mixing valve on domestic hot water with code approved thermostatic type	1465	1	\$1,000.00	\$1,000.00			
	Replace rooftop make-up air unit	1465	1	\$20,000.00	\$20,000.00			
	Provide strobes for alarms in common areas	1465	100%	\$23,625.00	\$23,625.00			
	SUBTOTAL			\$93,610.00	\$93,610.00			
IL6-08	Replace locks and hardware on exterior doors	1460	100%	\$2,800.00	\$2,800.00			
	SUBTOTAL			\$2,800.00	\$2,800.00			
IL6-09	Sidewalk Repairs to repair 1" rise in sidewalks (\$5.00 sq ft)	1450	5%	\$1,200.00	\$1,200.00			
	Replace locks and hardware on exterior doors	1460	100%	\$4,500.00	\$4,500.00			
	SUBTOTAL			\$5,700.00	\$5,700.00			

**Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages**

PHA Name: Housing Authority of Champaign County		Grant Type and Number CGP Grant No: IL06-P006-501-02			Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost	Status of Work
				Original	Revised	Funds Obligated	Funds Expended
IL6-12	Parking Lots & Driveway Repairs & Resurfacing	1450	100%	\$4,650.00	\$4,650.00		
	Replace locks and hardware on exterior doors	1460	100%	\$14,600.00	\$14,600.00		
	Raise accessible lavatories to ADA height	1465	100%	\$200.00	\$200.00		
	Replace water cooler with ADA type	1465	1	\$800.00	\$800.00		
	Replace master mixing valve on domestic hot water with code approved thermostatic type	1465	1	\$1,000.00	\$1,000.00		
	Install domestic hot water boiler backup	1465	1	\$20,000.00	\$20,000.00		
	SUBTOTAL			\$41,250.00	\$41,250.00		
IL6-13	Parking Lots & Driveway Repairs & Resurfacing	1450	100%	\$5,035.00	\$5,035.00		
	Replace locks and hardware on exterior doors	1460	100%	\$14,600.00	\$14,600.00		
	Replace rooftop make-up air unit	1465	1	\$20,000.00	\$20,000.00		
	Upgrade security surveillance system to digital	1465	100%	\$50,000.00	\$50,000.00		
	Provide PBX System with connection to remote opening of front door and 911 enhanced	1465	100%	\$80,000.00	\$80,000.00		
	SUBTOTAL			\$169,635.00	\$169,635.00		

**Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages**

PHA Name: Housing Authority of Champaign County		Grant Type and Number CGP Grant No: IL06-P006-501-02		Federal FY of Grant: 2002				
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Admin. Building	None			\$0.00	\$0.00			
	SUBTOTAL			\$0.00	\$0.00			
Operations	Operations	1406		\$305,008.40	\$40,566.40			
	SUBTOTAL			\$305,008.40	\$40,566.40			
Mgt. Imprrov.	Computer Hardware	1408		\$75,000.00	\$75,000.00			
	Training	1408		\$20,000.00	\$20,000.00			
	SUBTOTAL			\$95,000.00	\$95,000.00			
Administration	Salaries of Coordinator and Admin.	1410		\$95,570.26	\$95,570.26			
	Fringe Benefits	1410		\$39,035.74	\$39,035.74			
	SUBTOTAL			\$134,606.00	\$134,606.00			
Fees & Costs	A & E Consulting Fees	1430		\$180,000.00	\$180,000.00			
	SUBTOTAL			\$180,000.00	\$180,000.00			

**Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule**

PHA Name: Development Number Name/HA-Wide Activities	Housing Authority of Champaign County (Quarter Ending Date)			Grant Type and Number CGP Grant No: IL06-P006-501-02 (Quarter Ending Date)			Federal FY of Grant: 2002	Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual		
I16-01	9/30/04	---		9/30/06				
I16-02	9/30/04	---		9/30/06	---			
I16-04	9/30/04	---		9/30/06	---			
I16-05	9/30/04	---		9/30/06	---			
I16-06	9/30/04	---		9/30/06	---			
I16-07	9/30/04	---		9/30/06	---			
I16-08	9/30/04	---		9/30/06	---			
I16-09	9/30/04	---		9/30/06	---			
I16-12	9/30/04	---		9/30/06	---			
I16-13	9/30/04	---		9/30/06	---			
Admin. Building	---	---		---	---			
Operations	9/30/04	---		9/30/06	---			
Man. Improvements	9/30/04	---		9/30/06	---			

**Annual Statement/Performance and Evaluation Report
 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
 Part III: Implementation Schedule**

PHA Name: Housing Authority of Champaign County		Grant Type and Number CGP Grant No: IL06-P006-501-02			Federal FY of Grant: 2002	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates	
	Original	Revised	Actual	Original		Revised
Administration	9/30/04	---		9/30/06	---	
Fees & Costs	9/30/04	---		9/30/06	---	

ATTACHMENT (C)

RESIDENT & COMMUNITY COMMENTS

Fiscal Year 2003 Annual Plan

PUBLIC HEARING

The Housing Authority of Champaign County (HACC), In accordance with Section 511 of the 1998 Quality Housing and Work Responsibility Act (QHWRA), is holding a Public Hearing for the purpose of receiving comments and/or questions regarding the HACC's FY2003 Annual Plan to the Department of Housing & Urban Development.

DATE: December 12th 2002

TIME: 5:30pm Central Standard Time

PLACE: 205 W. Park Avenue
Main Conference Room
Champaign, Illinois 61820

The HACC conducted the first of two Public Hearings on December 12th at the offices of the HACC. Six (6) persons attended the public hearing.

The purpose of the Public Hearing was presented to those in attendance. A presentation by Director, Elawrence Davis, was provided with a request for comments or questions at the conclusion of the presentation. There were no comments or questions requested to be included into the record.

Fiscal Year 2003 Annual Plan

PUBLIC HEARING

The Housing Authority of Champaign County (HACC), In accordance with Section 511 of the 1998 Quality Housing and Work Responsibility Act (QHWRA), is holding a Public Hearing for the purpose of receiving comments and/or questions regarding the HACC's FY2003 Annual Plan to the Department of Housing & Urban Development.

DATE: December 18th 2002

TIME: 10:00am Central Standard Time

PLACE: 205 W. Park Avenue
Main Conference Room
Champaign, Illinois 61820

The HACC conducted the second of two Public Hearings on December 18th at the offices of the HACC. Six (6) persons attended the public hearing.

The purpose of the Public Hearing was presented to those in attendance. A presentation by Director, Elawrence Davis, was provided with a request for comments or questions at the conclusion of the presentation.

COMMENT:

Karen Rasmussen, representing the City of Urbana, stated that the City of Urbana tabled approval of the Annual Plan until the January 6, 2003 meeting pending inclusion of their comments into the plan.

RESIDENT COMMENTS ON-SITE MEETING

The HACC conducted individual meetings with the residents of Public Housing. The meetings were held on-site so to provide maximum opportunity for the residents to attend and participate.

The following pages are provided as a representation of the meetings including all questions and comments.

The residents were informed that comments regarding Capital Improvements would be taken into consideration during the planning process for the upcoming years capital program.

The residents were informed that questions, comments and requests for maintenance would be addresses by investigating, or issuing a work order for the specific repair request.

The following meeting minutes are provided in the order in which they were conducted:

Meeting Minutes

To: Annual Plan Document
From: Patty Smith
CC: Elawrence Davis, Karen Hite, Walter Hines
Date: December 10, 2002
Re: Minutes, Annual Plan Resident Meeting, Burch Village, Tuesday, November 19, 2002, 10:00 a.m. & 5:30 p.m.

Attendance

	Name	Apartment
1.	Joe Spearman	#49
2.	Pearl Franklin	#65
3.	Terikka Powell	#28
4.	Dian Hunter	#22
5.	Deanna Pelmore	#18
6.	Tanya Brown	#17
7.	Ernie Bushman	#30
8.	Cassandra Nunn	#38
9.	Eunice McCullough	#34
10.	Johniesha DeBerry	#39
11.	Annette Walker	#60
12.	Bobbie Bailey	#31
13.	Mildred Bean	#50
14.	Stacie Lemons	#40
15.	Nakeshia Luster	#46
16.	Delia Jones	#01
17.	Tracee Chatmon	#58
18.	Alice Williams	#20
19.	Lendean Bailey	#56
20.	Doris Nance	#62
21.	Ruth Jones	#51
22.	Roosevelt Moore	#45
23.	Effie Williams	#19
24.	Karen Hite	HACC
25.	Elawrence Davis	HACC
26.	Walter Hines	HACC
27.	Patty Smith	HACC

Minutes

The Housing Authority held two meetings to solicit comments from the residents on the annual update to the Agency Plan. Elawrence Davis welcomed the residents who were present and introduced the attending HACC staff: Karen Hite, Housing Manager, Walter Hines, Maintenance Supervisor and Patty Smith, Maintenance & Engineering Department Manager.

He described the Agency Plan as a document that tells HUD what the HACC plans to do in the next five years. Each year the HA is required to update the Agency Plan. This is the third year of the five year plan. He detailed the changes made to the Agency Plan since last year's update: Section 8 homeownership, assignment of maintenance staff to specific sites and mixed-finance plans.

He spoke of the change in attitude a person has when he owns his own home. He emphasized that any resident interested in homeownership should be preparing for it now either through the Urban League or the Housing Authority. Section 3 training of residents for jobs dealing with the redevelopment would take place through the Illinois Employment Training Center (the one-stop shop). He also plans to seek a grant to train residents in maintenance for homeowners.

Assignment of maintenance staff to specific sites should mean better service for the residents. Residents will be able to locate someone on site who can address their maintenance concern. This also makes HA properties like other apartment communities with on site maintenance staff who develop an "ownership" of the site.

The HA will utilize mixed-finance plans to fund the redevelopment of Burch Village and Lakeside Terrace. This means that the HA will seek funding from a variety of sources such as tax credits, private investors, municipalities, HOME, CDBG, etc. Relocation of residents will proceed under the provisions of the Uniform Relocation Act. This act protects the residents by giving them certain options according to each one's situation. Some will receive Section 8 vouchers and be satisfied. Good citizens of Burch Village will have first priority to move back after redevelopment, others will not be able to move back in.

He encouraged the residents to participate in commenting on the Annual Plan and to continue to be involved in other issues that affect their lives. This is the only way they will know what is going on in such areas as the Taylor Thomas Subdivision, the Champaign School District, Francis Nelson Health Center, etc. In the next 5-10 years the community will be completely different. Not only is the Housing Authority planning changes, but also the faith-based community has plans for the area.

He introduced Patty Smith who presented the capital improvements planned under the Capital Fund Program. She prefaced her remarks with the fact that the HA would proceed with the improvements only if redevelopment did not happen in a timely manner. The items presented are listed below under "Planned Capital Improvements".

She informed the residents that the demolition of the building containing apartments 13-16 would begin on Wednesday, November 20, 2002. This should not be construed as the beginning of the demolition of the entire site.

Elawrence Davis then informed the residents that they would be receiving a letter stating that they could no longer use their washers and dryers in the kitchens. City code states that dryers must be vented to the exterior and that washers can not drain into kitchen sinks. These are health and safety concerns. Modification to the existing buildings is expensive. Building a Laundromat is not a good option because it draws crime.

He then opened the floor for questions and comments which are sorted into categories below.

Planned Capital Improvements

Dumpster Enclosures

Ceiling & exterior aluminum soffit renovations for bathroom exhaust

Sidewalk repairs to remediate 1" rise in sidewalks

Sanitary sewer cleanout installation

Replace existing stairway handrails with code compliant handrails

Provide dryer vents

Replace locks and hardware on exterior doors

Provide exit signs in common areas

Rearrange water heater to provide proper operation of relief valve

Provide strobes for alarms in common areas

Replace exterior wall hydrants

Provide combustion air ducts to furnace room (code compliance)

Install floor drains at water heaters

Engineering Services Requests

Exterior lighting

Playground for kids of all ages

Maintenance Requests

Pick up glass on site

Housing Management Requests

More police patrols

Meeting Minutes

To: Annual Plan Document

From: Patty Smith

CC: Elawrence Davis, Gail Miner, Jim Rotramel

Date: December 10, 2002

Re: Minutes, Annual Plan Resident Meeting, Youman Place, Monday, November 25, 2002, 10:30 a.m.

Attendance

	Name	Apartment
1.	Ina Colclasure	#1
2.	Shirley Pufahl	#8
3.	Kathie Sommer	14
4.	William Delva	#19
5.	Marge McCorkle	07
6.	Lucile Sommer	05
7.	Ruby Campbell	10
8.	Nata Swearingen	#13
9.	Pat Jones	#02
10.	Kay Fiedler	#04
11.	Cheryl Alexander	Non-resident
12.	Jim Rotramel, Jr.	
13.	Patty Smith	
14.	C. G. Miner	
15.	Elawrence Davis	

Minutes

The Housing Authority held a meeting to solicit comments from the residents on the annual update to the Agency Plan. Elawrence Davis welcomed the residents who were present and introduced the attending HACC staff: Gail Miner, Housing Manager, Jim Rotramel, Maintenance Supervisor and Patty Smith, Maintenance & Engineering Department Manager.

He described the Agency Plan as a document that tells HUD what the HACC plans to do in the next five years. Each year the HA is required to update the Agency Plan. This is the third year of the five year plan. He detailed the changes made to the Agency Plan since last year's update: Section 8 homeownership, assignment of maintenance staff to specific sites and mixed-finance plans.

Section 8 homeownership is using a voucher to pay mortgage instead of rent. Maintenance staff is already assigned to specific sites with our elderly population. Assignment of maintenance staff to specific sites should mean better service for the residents. Residents will be able to locate someone on site who can address their maintenance concern. This also makes HA properties like other apartment communities with on site maintenance staff who develop an "ownership" of the site. The HA will utilize mixed-finance plans to fund the redevelopment of Burch Village and Lakeside Terrace. This means that the HA will seek funding from a variety of sources such as tax credits, private investors, municipalities, HOME, CDBG, etc.

He encouraged the residents to participate in commenting on the Annual Plan and to continue to be involved in other issues that affect their lives. He asked that the residents review the current year's update to the Agency Plan and send their comments to Kay Fiedler, Pat Jones or Gail Miner.

He introduced Patty Smith who presented the capital improvements planned under the Capital Fund Program. She prefaced her remarks with the fact that the residents of Youman Place keep their apartments so nice that there is little need for improvements. The items presented are listed below under "Planned Capital Improvements". Gail Miner announced a change in her office hours to 8:30 a.m.-4:30 p.m. on Wednesdays.

Elawrence Davis then opened the floor for questions and comments which are sorted into categories below.

Planned Capital Improvements

Replace locks and hardware on exterior doors

Engineering Services Requests

Replace kitchen faucets

Install double sink in kitchen, Apt. #6

Window too high for egress, Apt. #7

Install landscaping rock inside fence

Windows are difficult to lock

Maintenance Requests

Caulking is coming loose, Apt. #2

Repair window with broken seal, Apt. #13

Dripping faucet, Apt. #7

Housing Management Requests

None

Meeting Minutes

To: Annual Plan Document
From: Patty Smith
CC: Elawrence Davis, Karen Hite, Walter Hines
Date: December 10, 2002
Re: Minutes, Annual Plan Resident Meeting, Dunbar Court, Monday, November 25, 2002, 1:30 p.m.

Attendance

	Name	Apartment
1.	Vanessa Howard	#24
2.	Delores Roundtree	#13
3.	Natoka Cowart	#15
4.	Karen Hite	
5.	Elawrence Davis	
6.	Patty Smith	

Minutes

The Housing Authority held a meeting to solicit comments from the residents on the annual update to the Agency Plan. Elawrence Davis welcomed the residents who were present and introduced the attending HACC staff: Karen Hite, Housing Manager, and Patty Smith, Maintenance & Engineering Department Manager.

He described the Agency Plan as a document that tells HUD what the HACC plans to do in the next five years. Each year the HA is required to update the Agency Plan. This is the third year of the five year plan. He detailed the changes made to the Agency Plan since last year's update: Section 8 homeownership, assignment of maintenance staff to specific sites and mixed-finance plans.

He spoke of the change in attitude a person has when he owns his own home. He emphasized that any resident interested in homeownership should be preparing for it now either through the Urban League or the Housing Authority. Section 3 training of residents for jobs dealing with the redevelopment would take place through the Illinois Employment Training Center (the one-stop shop). He also plans to seek a grant to train residents in maintenance for homeowners.

Assignment of maintenance staff to specific sites should mean better service for the residents. Residents will be able to locate someone on site who can address their maintenance concern. This also makes HA properties like other apartment communities with on site maintenance staff who develop an "ownership" of the site.

The HA will utilize mixed-finance plans to fund the redevelopment of Burch Village and Lakeside Terrace. This means that the HA will seek funding from a variety of sources such as tax credits, private investors, municipalities,

HOME, CDBG, etc. Relocation of residents will proceed under the provisions of the Uniform Relocation Act. This act protects the residents by giving them certain options according to each one's situation. Some will receive Section 8 vouchers and be satisfied. Good citizens of Burch Village and Lakeside Terrace will have first priority to move back after redevelopment, others will not be able to move back in.

He encouraged the residents to participate in commenting on the Annual Plan and to continue to be involved in other issues that affect their lives. This is the only way they will know what is going on in such areas as the Taylor Thomas Subdivision, the Urbana School District, Francis Nelson Health Center, etc. In the next 5-10 years the community will be completely different. Not only is the Housing Authority planning changes, but also the faith-based community has plans for the area.

He introduced Patty Smith who presented the capital improvements planned under the Capital Fund Program. The items presented are listed below under "Planned Capital Improvements".

He then opened the floor for questions and comments which are sorted into categories below.

Planned Capital Improvements

Dumpster Enclosures

Ceiling & exterior aluminum soffit renovations for bathroom exhaust

Storm sewer improvements

Sidewalk repairs to remediate 1" rise in sidewalks

Sanitary sewer improvements

Replace existing stairway handrails with code compliant handrails

Replace locks and hardware on exterior doors

Provide strobes for alarms in common areas

Replace windows and screens

Provide emergency lighting in common areas

Engineering Services Requests

Need more closet space

Maintenance Requests

Leak under sink, Apts. 15 & 24

Clean area under first 2 steps, Apt. 15

Trim tree opposite apt. #1 to see street light

Secure 2 window that are separating from their frame, Apt. 24

Housing Management Requests

None

Meeting Minutes

To: Annual Plan Document
From: Patty Smith
CC: Elawrence Davis, Cynthia Grady, Walter Hines
Date: December 10, 2002
Re: Minutes, Annual Plan Resident Meeting, Dorsey & Scattered Sites, Tuesday, November 26, 2002, 10:30 a.m.

Attendance

	Name	Apartment
1.	Margaret Neil	#1101-D
2.	Jenea Banks	611 E. Columbia
3.	Burniece Smith	#1115-C
4.	Ladine Shelby	811 N. Willis
5.	Almarine Harris	#1111-A
6.	Crystal Elmore	#1112-E
7.	James Ford	411 E. Vine
8.	Elawrence Davis	
9.	Cynthia Grady	
10.	Patty Smith	

Minutes

The Housing Authority held a meeting to solicit comments from the residents on the annual update to the Agency Plan. Elawrence Davis welcomed the residents who were present and introduced the attending HACC staff:

Cynthia Grady, Housing Manager, and Patty Smith, Maintenance & Engineering Department Manager.

He announced the Public Meeting and Town Meeting scheduled for December 12, 2002.

He described the Agency Plan as a document that tells HUD what the HACC plans to do in the next five years.

Each year the HA is required to update the Agency Plan. This is the third year of the five year plan. He detailed the changes made to the Agency Plan since last year's update: Section 8 homeownership, assignment of maintenance staff to specific sites and mixed-finance plans.

He spoke of the change in attitude a person has when he owns his own home. He emphasized that any resident interested in homeownership should be preparing for it now either through the Urban League or the Housing Authority. Section 3 training of residents for jobs dealing with the redevelopment would take place through the Illinois Employment Training Center (the one-stop shop). He also plans to seek a grant to train residents in maintenance for homeowners.

Assignment of maintenance staff to specific sites should mean better service for the residents. Residents will be able to locate someone on site who can address their maintenance concern. This also makes HA properties like other apartment communities with on site maintenance staff who develop an "ownership" of the site.

The HA will utilize mixed-finance plans to fund the redevelopment of Burch Village and Lakeside Terrace. This means that the HA will seek funding from a variety of sources such as tax credits, private investors, municipalities, HOME, CDBG, etc. Relocation of residents will proceed under the provisions of the Uniform Relocation Act. This act protects the residents by giving them certain options according to each one's situation. Some will receive Section 8 vouchers and be satisfied. This voucher is available to Burch and Lakeside residents only. Good citizens of Burch Village will have first priority to move back after redevelopment, others will not be able to move back in. He encouraged the residents to participate in commenting on the Annual Plan and to continue to be involved in other issues that affect their lives. This is the only way they will know what is going on in such areas as the Taylor Thomas Subdivision, the Champaign School District, Francis Nelson Health Center, etc. In the next 5-10 years the community will be completely different. Not only is the Housing Authority planning changes, but also the faith-based community has plans for the area.

He introduced Patty Smith who presented the capital improvements planned under the Capital Fund Program. The items presented are listed below under "Planned Capital Improvements".

He then opened the floor for questions and comments which are sorted into categories below.

Planned Capital Improvements

Sidewalk repairs to remediate 1" rise in sidewalks-Dorsey & Scattered Sites

Sanitary sewer replacement-Dorsey

Insulate exterior walls-Dorsey

Relocate garbage collection units & screen fences-Dorsey

Repair & overlay drives and parking lots-Dorsey

Replace existing stairway handrails with code compliant handrails-Dorsey

Replace locks and hardware on exterior doors-Dorsey & Scattered Sites

Provide ductless range hoods-Dorsey

Engineering Services Requests

Replace range hoods-Scattered Sites

Windows are leaking-Scattered Sites

Install Central Air Conditioning-Scattered Sites

Rooms are cold around the windows-Dorsey

Finish basements-Scattered Sites

Maintenance Requests

Weather strip back door, 411 E. Vine

Housing Management Requests

Open Section 8 voucher waiting list-60 to 90 days

Lower the fee for pets in the Scattered Sites-Margaret Neil said the RAB made the fees as ridiculous as possible in order to discourage pets in family housing.

Include the Boys and Girls Club in any redevelopment plan

Meeting Minutes

To: Annual Plan Document
From: Patty Smith
CC: Elawrence Davis, Patricia Adkinson, Walter Hines
Date: December 11, 2002
Re: Minutes, Annual Plan Resident Meeting, Lakeside Terrace, Tuesday, November 26, 2002, 3:00 p.m.

Attendance

	Name	Apartment
1.	Ebonee Johnson	#14
2.	Amber Charles	#87
3.	Lillie Walker	#40
4.	Francie Harris	#80
5.	Toni Ellis	#27
6.	Atarri Gaines	#75
7.	Easter Martin	#39
8.	Patricia Adkinson	
9.	Patty Smith	
10.	Elawrence Davis	

Minutes

The Housing Authority held a meeting to solicit comments from the residents on the annual update to the Agency Plan. Elawrence Davis welcomed the residents who were present and introduced the attending HACC staff:

Cynthia Grady, Housing Manager, and Patty Smith, Maintenance & Engineering Department Manager.

He announced the Public Meeting and Town Meeting scheduled for December 12, 2002.

He described the Agency Plan as a document that tells HUD what the HACC plans to do in the next five years.

Each year the HA is required to update the Agency Plan. This is the third year of the five year plan. He detailed the changes made to the Agency Plan since last year's update: Section 8 homeownership, assignment of maintenance staff to specific sites and mixed-finance plans.

Tosha Lesure in the HA employee who is working with banks on Section 8 homeownership. She can assist eighteen families right now to become homeowners. Homeownership is also a component of the redevelopment plan for Lakeside Terrace. Elawrence Davis spoke of the change in attitude a person has when he owns his own home. He emphasized that any resident interested in homeownership should be preparing for it now either through the Urban League or the Housing Authority. Section 3 training of residents for jobs dealing with the redevelopment would take place through the Illinois Employment Training Center (the one-stop shop). He also plans to seek a grant to train residents in maintenance for homeowners.

Assignment of maintenance staff to specific sites should mean better service for the residents. Residents will be able to locate someone on site who can address their maintenance concern. This also makes HA properties like other apartment communities with on site maintenance staff who develop an "ownership" of the site.

The HA will utilize mixed-finance plans to fund the redevelopment of Burch Village and Lakeside Terrace. This means that the HA will seek funding from a variety of sources such as tax credits, private investors, municipalities, HOME, CDBG, etc. Relocation of residents will proceed under the provisions of the Uniform Relocation Act. This act protects the residents by giving them certain options according to each one's situation. Some will receive Section 8 vouchers and be satisfied. This voucher is available to Burch and Lakeside residents only. Good citizens of Burch Village and Lakeside Terrace will have first priority to move back after redevelopment, others will not be able to move back in.

HUD initially required any resident who was not employed or in a training program to perform community service to remain eligible for public housing. There was a great deal of protest during the comment period so HUD stopped mandating community service. However, for mixed-finance and HOPE VI redevelopment projects, HUD still requires community service.

Lakeside redevelopment has hit a snag with the City of Urbana who is committed to one-for-one replacement of low income housing. For this reason demolition will happen in the fall of 2003 at the earliest. Therefore, it is time yet for the residents to be looking for a new home. There is plenty of time. Elawrence Davis suggested that now would be a good time for the residents to clean up bad credit, create a rental history, go back to school or find a job. The residents should follow the lease and not get evicted so they will get the benefits of the redevelopment.

He encouraged the residents to participate in commenting on the Annual Plan and to continue to be involved in other issues that affect their lives. Patricia Adkinson has a copy of the Annual Plan in her office for the residents to review. Being involved is the only way the residents will know what is going on in such areas as the Taylor Thomas Subdivision, the Urbana School District, Francis Nelson Health Center, etc. In the next 5-10 years the community will be completely different. Not only is the Housing Authority planning changes, but also the faith-based community has plans for the area.

He introduced Patty Smith who presented the capital improvements planned under the Capital Fund Program. The items presented are listed below under "Planned Capital Improvements".

He then opened the floor for questions and comments which are sorted into categories below.

Planned Capital Improvements

Meter grounding

Dumpster enclosures

Sidewalk repairs to remediate 1" rise in sidewalks

Sanitary sewer improvements

Replace locks and hardware on exterior doors

Provide strobes for alarms in common areas

Engineering Services Requests

None

Maintenance Requests

None

Housing Management Requests

Transportation to the December 12, 2002, Public Meeting

Install playground

Meeting Minutes

To: Annual Plan Document
From: Patty Smith
CC: Elawrence Davis, Cynthia Grady, Walter Hines
Date: December 11, 2002
Re: Minutes, Annual Plan Resident Meeting, Columbia Place, Tuesday, November 26, 2002, 4:30 p.m.

Attendance

	Name	Apartment
1.	Margie Winston	#12
2.	Bessie Kent	#09
3.	Pauline Pelmore	#07
4.	Elawrence Davis	HACC
5.	Charlene Clark	#05
6.	Patty Smith	HACC
7.	Cynthia Grady	HACC

Minutes

The Housing Authority held a meeting to solicit comments from the residents on the annual update to the Agency Plan. Elawrence Davis welcomed the residents who were present and introduced the attending HACC staff: Cynthia Grady, Housing Manager, and Patty Smith, Maintenance & Engineering Department Manager.

He described the Agency Plan as a document that tells HUD what the HACC plans to do in the next five years. Each year the HA is required to update the Agency Plan. This is the third year of the five year plan. He detailed the changes made to the Agency Plan since last year's update: Section 8 homeownership, assignment of maintenance staff to specific sites and mixed-finance plans.

Section 8 homeownership is using a voucher to pay mortgage instead of rent. Maintenance staff is already assigned to specific sites with our elderly population. Assignment of maintenance staff to specific sites should mean better service for the residents. Residents will be able to locate someone on site who can address their maintenance concern. This also makes HA properties like other apartment communities with on site maintenance staff who develop an "ownership" of the site. The HA will utilize mixed-finance plans to fund the redevelopment of Burch Village and Lakeside Terrace. This means that the HA will seek funding from a variety of sources such as tax credits, private investors, municipalities, HOME, CDBG, etc.

He encouraged the residents to participate in commenting on the Annual Plan and to continue to be involved in other issues that affect their lives. He asked that the residents review the current year's update to the Agency Plan and send their comments Cynthia Grady or Pauline Pelmore.

He introduced Patty Smith who presented the capital improvements planned under the Capital Fund Program. The items presented are listed below under "Planned Capital Improvements".

Elawrence Davis then opened the floor for questions and comments which are sorted into categories below.

He announce the Public Hearing on December 12, 2002, at 205 W. Park Avenue (same day as the Christmas dinner). Anyone needing a ride to the meeting should talk to Ms. Pelmore.

Planned Capital Improvements

Masonry pointing

Insulate exterior walls

Replace locks and hardware on exterior doors

Engineering Services Requests

Key front doors differently from the exterior hall door

Maintenance Requests

Weatherstrip front door, Apt. #5

Weatherstrip front storm door, Apts. #5, #9, #10 and #12

Housing Management Requests

Curtail drug activity in the neighborhood

Meeting Minutes

To: Annual Plan Document
From: Patty Smith
CC: Elawrence Davis, Angela Jones, Jim Rotramel
Date: December 11, 2002
Re: Minutes, Annual Plan Resident Meeting, Washington Square, Wednesday,
November 27, 2002, 10:00 a.m.

Attendance

	Name	Apartment
1.	Steve Miller	#200
2.	Darlene Miller	#200
3.	Dorothy Warren	#117
4.	Dorothy Dalton	#300
5.	Beatrice Cobble	#201
6.	Ora Ward	#411
7.	Russell Burk	#113
8.	Charles Lipsey	#603
9.	Horace Thomas	#116
10.	Lorene Primmer	#314
11.	Leora Perkins	#502
12.	Sandra Miller	#109
13.	Richard Wilcoxon	#208
14.	Bertha Nelson	#307
15.	Marie Adams	#402
16.	Adolphus Bracey	#209
17.	River Manning	#613
18.	Velma Flemmings	#505
19.	Calvin Howard	#110
20.	A. J. Johnson	#409
21.	Vincent Townsend	#112
22.	Jim Rotramel	
23.	Patty Smith	
24.	Elawrence Davis	
25.	Angela Jones	

Minutes

The Housing Authority held a meeting to solicit comments from the residents on the annual update to the Agency Plan. Elawrence Davis welcomed the residents who were present and introduced the attending HACC staff: Angela Jones, Housing Manager, Jim Rotramel, Maintenance Supervisor, and Patty Smith, Maintenance & Engineering Department Manager.

He described the Agency Plan as a document that tells HUD what the HACC plans to do in the next five years. Each year the HA is required to update the Agency Plan. This is the third year of the five year plan. He detailed the changes made to the Agency Plan since last year's update: Section 8 homeownership, assignment of maintenance staff to specific sites and mixed-finance plans.

Section 8 homeownership is using a voucher to pay mortgage instead of rent. Maintenance staff is already assigned to specific sites with our elderly population. Assignment of maintenance staff to specific sites should mean better service for the residents. Residents will be able to locate someone on site who can address their maintenance concern. This also makes HA properties like other apartment communities with on site maintenance staff who develop an "ownership" of the site. The HA will utilize mixed-finance plans to fund the redevelopment of Burch Village and Lakeside Terrace. This means that the HA will seek funding from a variety of sources such as tax credits, private investors, municipalities, HOME, CDBG, etc.

He encouraged the residents to participate in commenting on the Annual Plan and to continue to be involved in other issues that affect their lives. He asked that the residents review the current year's update to the Agency Plan and send their comments Angela Jones or Patty Smith. Copies of the Annual Plan can be obtained from the Library, the Resident Council President, the HACC Administration Building and from Angela Jones at Washington Square.

He introduced Patty Smith who presented the capital improvements planned under the Capital Fund Program. The items presented are listed below under "Planned Capital Improvements".

Elawrence Davis then opened the floor for questions and comments which are sorted into categories below.

He announced the Public Hearing on December 12, 2002, at 205 W. Park Avenue. The RAB will be holding a town meeting immediately following the Public Hearing.

Planned Capital Improvements

New Windows

Masonry pointing

Landscaping

New electric heating/cooling units

Automatic doors at entrance

Parking lots & driveway repairs and resurfacing

Replace locks and hardware on exterior doors

Replace rooftop make-up air unit

Upgrade the security system to digital

Provide PBX System with connection to remote opening of front door and enhanced 911

Engineering Services Requests

Investigate and repair interference in television reception for residents who do not have cable

Security system

Maintenance Requests

Install peephole lower in the door, Apt. 200

Remove brush covering part of the back sidewalk

Housing Management Requests

Increased security-Angela Jones is meeting with the Police Chiefs from Champaign & Urbana each month to discuss security issues. Each resident has a responsibility to secure the building as well as the HA.

Gated parking lot-not an affordable option

People are getting in to our apartments-We will make sure that maintenance personnel leave your apartment clean and let you know ahead of time that they need to come in to your apartment. This is not always possible in an emergency. When we get new locks and hardware, we will keep track of who has keys and how many are out for a given apartment.

Meeting Minutes

To: Annual Plan Document
From: Patty Smith
CC: Elawrence Davis, Angela Jones, Jim Rotramel
Date: December 11, 2002
Re: Minutes, Annual Plan Resident Meeting, Steer Place, Wednesday, November 27, 2002, 11:30 a.m.

Attendance

	Name	Apartment
1.	Lee W. Yarling	#611
2.	Betty Donoho	#306
3.	Fonda Skinner	#313
4.	Emma Johnson	#612
5.	Lenora Swaney	#202
6.	LaVerna Daugherty	#315
7.	Faye Hutts	#603
8.	Christine Miner	#306
9.	Kathy Anstine	#213
10.	Lillie Myers	#311
11.	Barbara DeNardis	#203
12.	Daniel Lindstrom	#414
13.	Arthur Burks	#312
14.	Mary J. Otis	#517
15.	Ann R. Lance	#209
16.	Mabel Siems	#418
17.	Alice Fink	#619
18.	Ulysses Gillon	#501
19.	Kathy White	#604
20.	Steve Clark	
21.	Patty Smith	
22.	Elawrence Davis	
23.	Angela Jones	
24.	Jim Rotramel, Jr.	

Minutes

The Housing Authority held a meeting to solicit comments from the residents on the annual update to the Agency Plan. Elawrence Davis welcomed the residents who were present and introduced the attending HACC staff:

Angela Jones, Housing Manager, Jim Rotramel, Maintenance Supervisor, and Patty Smith, Maintenance & Engineering Department Manager.

He described the Agency Plan as a document that tells HUD what the HACC plans to do in the next five years. Each year the HA is required to update the Agency Plan. This is the third year of the five year plan. He detailed the changes made to the Agency Plan since last year's update: Section 8 homeownership, assignment of maintenance staff to specific sites and mixed-finance plans.

Section 8 homeownership is using a voucher to pay mortgage instead of rent. Maintenance staff is already assigned to specific sites with our elderly population. Assignment of maintenance staff to specific sites should mean better service for the residents. Residents will be able to locate someone on site who can address their maintenance concern. This also makes HA properties like other apartment communities with on site maintenance staff who develop an "ownership" of the site. The HA will utilize mixed-finance plans to fund the redevelopment of Burch Village and Lakeside Terrace. This means that the HA will seek funding from a variety of sources such as tax credits, private investors, municipalities, HOME, CDBG, etc.

He encouraged the residents to participate in commenting on the Annual Plan and to continue to be involved in other issues that affect their lives. He said he appreciated them attending the meeting and being part of the process. He asked that the residents review the current year's update to the Agency Plan and send their comments Angela Jones. He emphasized that the HACC, HUD and the City of Urbana all want to hear from them. Copies of the Annual Plan can be obtained from the Library, the Resident Council President, the HACC Administration Building, the RAB and from Angela Jones at Washington Square.

He introduced Patty Smith who presented the capital improvements planned under the Capital Fund Program. The items presented are listed below under "Planned Capital Improvements".

Elawrence Davis then opened the floor for questions and comments which are sorted into categories below.

He announced the Public Hearing on December 12, 2002, at 205 W. Park Avenue. The RAB will be holding a town meeting immediately following the Public Hearing.

There was an extended discussion on the merits of magnetic versus punch type keys. Many liked the idea of changing system because of the fear that there are extra keys out there. There was concern over the cost of the change to the resident. There will be no initial cost, but the HACC will charge for lost keys. The HACC will keep track of how many keys are out and who has them. Caregivers and family members will be able to have keys if this is what the resident wants. We will not limit the number of keys that each person can have, but will want an accounting of who has them. With any new system, the HACC will be the only entity who can provide a duplicate key. With a card system, a positive aspect is that, when the new key is programmed, the old key will not work. There was concern that the magnetic strip would wear out and strand a resident outside his/her apartment. The HACC will take into account the life cycle of any system we are considering.

Planned Capital Improvements

Asbestos floor tile removal

Sewer line replacement

Automatic doors at entrance

Replace central A/C unit for office

Relocation of residents due to sewer line replacement

Parking lots & driveway repairs and resurfacing

Replace locks and hardware on exterior doors

Raise accessible lavatories to ADA height

Replace water cooler with ADA type

Replace master mixing valve on domestic hot water with code approved thermostatic type

Install domestic hot water heater backup

Engineering Services Requests

Provide and install roller shades

*New key and lock system-magnetic or punch type key
Provide key to the stairwell doors
Key mailboxes the same as apartment doors*

Maintenance Requests

Stop air infiltration through the air conditioners-The residents can cover the units themselves as long as they do not do any damage. Perhaps the HACCC could reinstall the Armaflex or replace the brown covers. ED stated we will solve this before Christmas

Housing Management Requests

None

Meeting Minutes

To: Annual Plan Document
From: Patty Smith
CC: Elawrence Davis, Gail Miner, Jim Rotramel
Date: December 11, 2002
Re: Minutes, Annual Plan Resident Meeting, Skelton Place, Wednesday, November 27, 2002, 1:30 p.m.

Attendance

	Name	Apartment
1.	Michael Jaffe	#608
2.	J. C. Coney	#702
3.	Robert Woolsey	#201
4.	Nicole Miller	#703
5.	Michael Longest	#409
6.	Ricardo Parraway	#506
7.	Shannon Manning	#403
8.	Lonzo Bass	#610
9.	Sandra Cockrell	#601
10.	Earlene Allen	#302
11.	Glori Yoder	#505
12.	Latasha Foreman	#509
13.	Barb Weaver	#808
14.	Jim Rotramel, Jr	HACC
15.	Lee Summers	HACC
16.	Angela Jones	HACC
17.	Patty Smith	HACC
18.	Elawrence Davis	HACC

Minutes

The Housing Authority held a meeting to solicit comments from the residents on the annual update to the Agency Plan. Elawrence Davis welcomed the residents who were present and introduced the attending HACC staff: Angela Jones, Housing Manager, Jim Rotramel, Maintenance Supervisor, and Patty Smith, Maintenance & Engineering Department Manager.

He described the Agency Plan as a document that tells HUD what the HACC plans to do in the next five years. Each year the HA is required to update the Agency Plan. This is the third year of the five year plan. He detailed the changes made to the Agency Plan since last year's update: Section 8 homeownership, assignment of maintenance staff to specific sites and mixed-finance plans.

Section 8 homeownership is using a voucher to pay mortgage instead of rent. Maintenance staff is already assigned to specific sites with our elderly population. Assignment of maintenance staff to specific sites should mean better service for the residents. Residents will be able to locate someone on site who can address their maintenance concern. This also makes HA properties like other apartment communities with on site maintenance staff who develop an "ownership" of the site. The HA will utilize mixed-finance plans to fund the redevelopment of Burch Village and Lakeside Terrace. This means that the HA will seek funding from a variety of sources such as tax credits, private investors, municipalities, HOME, CDBG, etc.

He encouraged the residents to participate in commenting on the Annual Plan and to continue to be involved in other issues that affect their lives. He said he appreciated them attending the meeting and being part of the process. He asked that the residents review the current year's update to the Agency Plan and send their comments Angela Jones. He emphasized that the HACC, HUD and the City of Urbana all want to hear from them. Copies of the Annual Plan can be obtained from the Library, the Resident Council President, the HACC Administration Building, the RAB and from Gail Miner at Skelton Place.

He introduced Patty Smith who presented the capital improvements planned under the Capital Fund Program. The items presented are listed below under "Planned Capital Improvements".

Elawrence Davis then opened the floor for questions and comments which are sorted into categories below.

He announced the Public Hearing on December 12, 2002, at 205 W. Park Avenue. The RAB will be holding a town meeting immediately following the Public Hearing.

There was an extended discussion regarding how to form a tenant council at Skelton Place. The HACC currently does not have a staff member designated to oversee the tenant councils. Elawrence Davis stated that the HACC is looking at all tenant council bylaws, when and how to hold elections, etc. The HACC is supposed to give the residents the guidelines and the rest is up to them. The HACC has been doing more than it needed to do and because of financial considerations cannot continue to do so. Depending on the bylaws the HACC will meet with the residents and explain the bylaws. After that, the residents are on their own. Two people are sharing tenant council oversight duties right now. Elawrence Davis stated that the residents' concerns will be addressed in the next 60-90 days. The residents emphasized that it is important to have a tenant council to fight for their rights.

There was another extended discussion regarding if the building is for sale. The City of Champaign decided to redevelop the Burnham Hospital property and to improve the drainage corridor for the Boneyard Creek. The City does have an interest in including Skelton Place in any redevelopment plan, but any redevelopment of the Skelton Place site is far into the future. If it is advantageous at some future time for the HACC to sell Skelton Place, the Uniform Relocation Act requires the HACC to give assistance to the residents in finding a comparable place to live.

There was another extended discussion regarding the scarcity of parking at Skelton Place. There is currently no parking for homemakers, meals on wheels or other visitors to Skelton Place. Elawrence Davis encouraged the residents to take their concerns to the Champaign City Council. The HACC is currently negotiating with the City for parking privileges in the former Burnham Hospital parking lot. If residents voice their concern, the negotiations could move faster.

Planned Capital Improvements

Replace boiler pumps and controls

Parking lot repairs

Provide increased site lighting for parking lot

Replace locks and hardware on exterior doors

Replace master mixing valve on domestic hot water with code approved thermostatic type

Replace rooftop makeup air unit

Provide strobes for alarms in common areas

Engineering Services Requests

Install showers-most of the residents prefer showers to tubs

Install individual heating controls

Install secure bicycle enclosure

Devise a solution to only those who have cable can see who is at the front door on channel 2

Install cable in remaining apartments without cable

Upgrade phone system to provide caller ID

Maintenance Requests

Tile when the carpeting in the apartments wears out-50% prefer tile over carpeting

Heating controls-try putting heavy duty aluminum foil on the registers

Reopen garbage chutes-ED stated that we would have an answer to the residents by 12/6/02

Housing Management Requests

None

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 go 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)

CERTIFICATION OF CONSISTENCY WITH CONSOLIDATED PLAN

**To be provided after comment
period**

ATTACHMENT (F)

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

ATTACHMENT (G)

RESIDENT BOARD MEMBER

RESIDENT BOARD MEMBER

The position of Resident Board Member is currently vacant due to the fact the appointed member moved from the Champaign County Housing Authority service area. The Resident Advisory Board, in conjunction with the Champaign County Board, is in the process of appointing a resident to fill the unexpired term.

ATTACHMENT (H)

LISTING OF RESIDENT ADVISORY OFFICERS OF THE BOARD

LISTING OF RESIDENT ADVISORY BOARD MEMBERS

NAMES, ADDRESSES & TELPHONE NUMBER OF RESIDENT ADVISORY
BOARD MEMBERS

ELECTED BOARD MEMBERS	ADDRESS	TELEPHONE NUMBER
MARGARET NEIL	1101-D DORSEY DR CHAMPAIGN, IL 61821	356-5791
PRESIDENT		
ALMARINE "TAMMY" HARRIS	1111-A DORSEY DR CHAMPAIGN, IL 61821	
VICE PRESIDENT		
FATIMAH MUSTAFAA	813 CHURCH STREET URBANA, IL 61801	344-7641
SECRETARY		
DELORES ROUNDTREE	#3 DUNBAR COURT URBANA, IL 61801	367-6124
TREASURE		
NAOMI WITHERSPOON	1202 EAST HARDING URBANA, IL 61801	384-6563
PARLIAMENTARIAN		

SUBMITTED BY: MARGARET NEIL 8/12/02

ATTACHMENT (I)

DRUG ELIMINATION BUDGET & PLAN

**Housing Authority of Champaign County
Fiscal Year 2002**

<u>Classification</u>	<u>Budget</u>	<u>Activity</u>
9110-Police Services	\$30,000	Reimbursement to Law Enforcement services above baseline.
9115-Special Initiative	\$ 5,000	Security Equipment Housing for the Elderly.
9160-Drug Prevention	\$68,000	Youth programs and services. Educational programs
9170-Drug Intervention	\$35,889	Mentoring, structured programming for youth and parents, counseling.
9190-Other Program costs	\$10,000	Meetings, conferences, after school programs and advertisements.
TOTAL BUDGET	<u>\$148,889</u>	