



## DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

*Grants Management Division*

### **m e m o r a n d u m**

**TO:** Urbana Community Development Commission

**FROM:** John Schneider, Grants Division Manager

**DATE:** October 20, 2006

**SUBJECT:** **A Resolution Authorizing the Mayor to Execute a Certification of Consistency for the Housing Authority of Champaign County Five -Year Plan for FY 2005-2009, and the Annual Plan for Fiscal Year 2007**

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### **Description**

The Housing Authority of Champaign County (HACC) has submitted their Five-Year Plan for FY 2005-2009 and Annual Plan for FY 2007 to the City for review and comment. In order to deposit the plan with HUD, a Certification of Consistency must be executed by the City of Urbana, indicating that the Plan is consistent with the 2005-2009 City of Urbana and Urbana HOME Consortium Consolidated Plan.

The public comment period on the Draft Plan ends November 15, 2006. HACC staff have requested that the City of Urbana provide the Certification shortly after this comment period has ended. The Certification of Consistency is due to HUD prior to December 31, 2006.

### **Issues**

The principal issue is to determine that the Housing Authority of Champaign County's (HACC) Five-Year Plan for FY 2005-2009 and Annual Plan for FY 2007 is consistent with the 2005-2009 City of Urbana and Urbana HOME Consortium Consolidated Plan. The Urbana City Council may then adopt a resolution authorizing the Mayor to execute the Certification of the Public Housing Agency (PHA) Plan's Consistency with the Consolidated Plan.

### **Background**

The request for the Certification of Consistency is an annual request from the Housing Authority of Champaign County. The HACC Annual Plan for FY 2007 is derived from their Five-Year Plan for FY 2005-2009, and contains few changes from the FY 2006 Plan reviewed by the Community Development Commission and City Council last November.

This year, the Housing Authority of Champaign County has completed demolition of the former Lakeside Terrace site using HOPE VI funds. Working in conjunction with Brinshore Development, the HACC proposes to redevelop the site in accordance with HUD guidelines as a mixed-income development. This development will be funded with a variety of funding sources, including low-income housing tax credits issued by the Illinois Housing Development Authority (IHDA) and HOME and CDBG funds from the City of Urbana. The HACC's Annual Plan was updated to include current information on the project:

*“The HACC is in the final phases of planning and predevelopment for the redevelopment of Lakeside Terrace. This family Public Housing site is currently being demolished and will be redeveloped according to HUD’s Mixed-Finance approach. The Mixed-Finance approach will include the use of several funding sources, which many require that families with a variety of incomes occupy units. 25% of the units will continue to serve the same population as Public Housing units while others will be required to be rented to persons between 30% to 60% of the AMI. 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% AMI. The HACC will provide for the maximum number of units for families at or below 30% AMI within the expanded redevelopment area.” (p. 2)*

This statement is consistent with the City’s 2005-09 Consolidated Plan and the 2004 Lakeside Terrace Redevelopment Plan. Since this is a mixed-income project, HUD requires that no more than 25% of the new units may be set aside as public housing units. Providing the maximum number of units allowed to extremely low-income families is directly in line with the 2005-09 Urbana Consolidated Plan which states:

Public Housing Strategy: Encourage the Housing Authority of Champaign County to increase the number of affordable housing units available to extremely low-income households. Seek additional means of subsidizing very low-income households with rental assistance (p. 65).

According to the HACC Plan, a further component of the Lakeside Terrace redevelopment is to include accessible and visitable units:

*“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. Also, the HACC, through its efforts in the redevelopment of Burch Village and*

*Lakeside Terrace will meet the Federal Requirement of 5% of all units for the needs of persons with disabilities including 2% for hearing impaired and 2% for visually impaired. In addition, all ground floor units shall meet the State of Illinois laws and local ordinances relating to visitability.”(p. 12)*

This statement is in accordance with a Public Housing Strategy of the City’s Consolidated Plan:

Public Housing Strategy: Strongly encourage the Housing Authority of Champaign County to rehabilitate existing units and develop new units, which would be accessible to families, which include persons with disabilities. (p. 65)

The final section of the HACC Annual Plan for FY 2007 lists steps the Housing Authority has taken to ensure consistency with the Urbana and Champaign Consolidated Plans:

- 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.*
- 3. Redevelopment of Burch Village (IL06-02) into a mixed-income community.*
- 4. Redevelopment of Lakeside Terrace (IL06-04) into a mixed-income community including 80% replacement housing for families below 30% of AMI. (p. 52)*

The first item conforms to one of the strategies in the Consolidated Plan:

Public Housing Strategy: Promote substantial upgrading of the living environment for residents of Urbana public housing, particularly family units. (p. 65)

Appendix B of the HACC Annual Plan identifies the work that HACC has accomplished with its capital funds in public housing in Urbana. In the past year, Dunbar Court has had grading and landscape work, and Steer Place received a new exterior lighting and an upgrade of its kitchens. Additional upgrades to these properties are planned and itemized in Attachment B.

The fourth item noted above was included to address the activity identified in the City’s Consolidated Plan, Public Housing Strategic Plan which states:

Activity: The City of Urbana 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. 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 (p. 65).

The City's approach to providing this replacement housing is detailed in the 2004 Lakeside Redevelopment Plan. Replacement housing will be provided through a combination of on-site units and off-site units to be developed or set aside in coordination with the HACC and with local CHDO's, such as the Urban League and Homestead. The phrasing of item 4 is somewhat misleading in that it does not clarify that the 80% replacement units can not all be provided on-site. Therefore, staff suggests the line is changed to read:

*4. Redevelopment of Lakeside Terrace (IL06-04) into a mixed-income community; and replacement of the demolished units with a combination of new on-site units, scattered site units, and Section 8 rent subsidies. 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.*

### **Additional Comments**

In reviewing the HACC Five- Year Plan for FY 2005-2009 and Annual Plan for FY 2007, staff noted the following information and data referenced by page in the Plan:

#### Page 10

The HACC has indicated that they are changing the way they assign maintenance personnel. Now each property is connected to a specific person. This will "result in higher quality services and reduced turnover time".

#### Page 17

The HACC has updated their selection criteria to give preference to residents of Federally Declared Disaster Areas and others who have been involuntarily displaced.

#### Page 43

The HACC has implemented new safety and crime prevention measures. One such measure is the floor-monitoring program, in which resident volunteers take the role of emergency coordinator and keep track of units when their occupants are away. There are also pre-addressed "Tip Cards" which residents can use to anonymously report illegal activity to the police.

### **Fiscal Impacts**

The City of Urbana 2006-07 Annual Action Plan budgeted \$100,000 (\$50,000 CDBG and \$50,000 HOME and Match) in funding for the redevelopment of the Lakeside Terrace. Additional funds are to be allocated in the 2007-08 AAP, as indicated by the 2004 Lakeside

Terrace Redevelopment Plan.

Aside from redevelopment allocations for the former Lakeside Terrace site, no other City funds have been committed to strategies outlined in the HACC FY 2007 Annual Agency Plan.

## **Recommendations**

In creating their Annual Plan for FY 2007, the Housing Authority of Champaign County has taken Urbana's 2005-09 Consolidated Plan into account. Their proposed projects for the upcoming year are consistent with, and in many cases, derived from the City's Consolidated Plan. There is one section in the HACC Annual Plan that is not entirely consistent with the City's Consolidated Plan. The Housing Authority has indicated that they would agree to rephrase that sentence to clarify that the replacement housing for Lakeside Terrace will not all be built on the redevelopment site.

Community Development staff recommends that the Urbana Community Development Commission forward the Resolution Authorizing the Mayor to Execute a Certification of Consistency for the Housing Authority of Champaign County Five -Year Plan for FY 2005-2009 and the Annual Plan for Fiscal Year 2007 to City Council with a recommendation for approval, contingent upon the corrections noted above.

Memorandum Prepared By:

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Jeff Engstrom  
Planner I

Attachments:

Housing Authority of Champaign County Five -Year Plan for FY 2005-2009 and Annual Plan for Fiscal Year 2007



# Housing Authority of Champaign County

## **Five-Year Plan** **Fiscal Years 2005-2009**

## **Annual Plan** **Fiscal Year 2007**

**October 1, 2006**

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**Due: January 17, 2007**  
Housing Authority of Champaign County  
Board of Commissioners

Approved: **TBD**  
U.S. Dept. of Housing and Urban Development  
Region V Field Office

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

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# PHA Plans

5 Year Plan for Fiscal Years 2005 - 2009  
Annual Plan for Fiscal Year 2007

**SUBMITTED BY:**

**Board of Commissioners  
Housing Authority of Champaign County  
205 West Park Avenue  
Champaign, Illinois 61820  
(217) 378-7100**

**October 1, 2006**

**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:** IL006

**PHA Fiscal Year Beginning: (mm/yyyy):** 04/2007

**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
  - City of Champaign**, 102 N. Neil St., Champaign, IL 61820
  - City of Urbana**, 400 S. Vine St., Urbana, IL 61801
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
  - Champaign Public Library**, 505 S. Randolph St., Champaign, IL 61820
  - Urbana Public Library**, 201 S. Race St., Urbana, IL 61801
- PHA website
- Other (list below)
  - Resident Advisory Board**, 205 W. Park Ave., Champaign, IL 61820
  - Tenant Council - Dorsey**, 1115-A Dorsey Drive, Champaign, IL 61820
  - Tenant Council - Washington**, 108 W. Washington Square, Champaign, IL 61820

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

- Main business office of the PHA
- PHA development management offices

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2005 - 2009**  
[24 CFR Part 903.5]

**A. Mission**

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
  
- The PHA's mission is:  
*To provide a quality living environment as a foundation for individuals to achieve their full potential.*

**B. Goals**

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

**HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.**

- PHA Goal: Expand the supply of assisted housing  
Objectives:
  - Apply for additional rental vouchers:
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments
  - Other (list below)  
*Any Public Housing demolition or redevelopment activities will follow similar processes designed for the Burch Village and Lakeside Terrace redevelopment projects. The goal of the Housing Authority of Champaign County is not to negatively impact the availability of affordable housing in Champaign County through the demolition and redevelopment of its Public Housing sites. Redevelopment activities helping to replace units serving Public Housing residents would involve the use of several funding sources including, but not limited to, HUD Replacement Housing Funds, IHDA Tax Credits, HOME Funds, private/corporate contributions and commercial financing.*

*Public Housing Demolition and redevelopment projects located in Urbana, Illinois will be consistent with the City of Urbana's Consolidated Plan.*

*Public Housing Demolition and redevelopment projects located in Champaign, Illinois will be consistent with the City of Champaign's Consolidated Plan. The Burch Village Redevelopment/Douglas Square process and goals will be used as a template for any demolition and redevelopment efforts located in Champaign, Illinois.*

- PHA Goal: Improve the quality of assisted housing  
Objectives:
- Improve public housing management: (PHAS score)
  - Improve voucher management: (SEMAP score)
  - Increase customer satisfaction:
  - Concentrate on efforts to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections)
  - Renovate or modernize public housing units:
  - Demolish or dispose of obsolete public housing:
  - Provide replacement public housing:
  - Provide replacement vouchers:
  - Other: (list below)

- PHA Goal: Increase assisted housing choices  
Objectives:
- Provide voucher mobility counseling:
  - Conduct outreach efforts to potential voucher landlords
  - Increase voucher payment standards
  - Implement voucher homeownership program:
  - Implement public housing or other homeownership programs:
  - Implement public housing site-based waiting lists:
  - Convert public housing to vouchers:
  - Other: (list below)

**HUD Strategic Goal: Improve community quality of life and economic vitality**

- PHA Goal: Provide an improved living environment  
Objectives:
- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
  - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
  - Implement public housing security improvements:

- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)

**HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals**

- PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

- Increase the number and percentage of employed persons in assisted families:
- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

**HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans**

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

- Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
- Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
- Other: (list below)

**Other PHA Goals and Objectives: (list below)**

**Annual PHA Plan**  
**PHA Fiscal Year 2007**  
[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

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

**Troubled Agency Plan**

**ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

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

The 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 has several banks and lending institutions that have entered into agreements with the HACC setting forth the banks' commitment and underwriting criteria.
- 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 has been implemented for the following 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 help in the overall appearance and functionality of each site.

3. The assignment of specific personnel to each site has helped 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 in the final phases of planning and predevelopment for the redevelopment of Lakeside Terrace. This family Public Housing site is currently being demolished and will be redeveloped according to HUD's Mixed-Finance approach. The Mixed-Finance approach will include the use of several funding sources, which many require that families with a variety of incomes occupy units. 25% of the units will continue to serve the same population as Public Housing units while others will be required to be rented to persons between 30% to 60% of the AMI. 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% AMI. The HACC will provide for the maximum number of units for families at or below 30% AMI within the expanded redevelopment area.
  - d.) 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 each 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.

### **iii. 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.

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#### **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.

<input checked="" type="checkbox"/>	<b>"A"</b> Admissions Policy for Deconcentration	<b>il006a01</b>
<input checked="" type="checkbox"/>	<b>"B"</b> FY 2006 Capital Fund Program Annual Statement	<b>il006b01</b>
<input checked="" type="checkbox"/>	<b>"B"</b> FY 2006 Capital Fund Program 5-Year Action Plan	<b>il006b01</b>
<input checked="" type="checkbox"/>	<b>"C"</b> Comments of Resident Advisory Board or Boards	<b>il006c01</b>
<input checked="" type="checkbox"/>	<b>"D"</b> Homeownership Plans and Program	<b>il006d01</b>
<input checked="" type="checkbox"/>	<b>"E"</b> Consistency with the Consolidated Plan	<b>il006e01</b>
<input checked="" type="checkbox"/>	<b>"F"</b> Community Service Plan	<b>il006f01</b>
<input checked="" type="checkbox"/>	<b>"G"</b> Resident Board Member	<b>il006g01</b>
<input checked="" type="checkbox"/>	<b>"H"</b> Listing of RAB Members	<b>il006h01</b>
<input checked="" type="checkbox"/>	<b>"I"</b> Section 8 Project Based Assistance Plan	<b>il006i01</b>
<input checked="" type="checkbox"/>	<b>"J"</b> Annual Plan Certifications	<b>il006j01</b>

- “K” Progress Meeting 5-Year Plan Goals il006k01
- “L” Criteria for Substantial Deviations and Significant Amendments il006l01
- “M” FY 2003 HOPE VI Demolition Budget – Burch Village il006m01
- “M” FY 2003 HOPE VI Demolition Budget – Lakeside Terrace il006m01

**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.

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
<input checked="" type="checkbox"/>	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
<input checked="" type="checkbox"/>	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
<input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/>	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
<input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/>	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
<input checked="" type="checkbox"/>	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and	Annual Plan: Eligibility, Selection, and Admissions Policies
<input checked="" type="checkbox"/>	2. Documentation of the required deconcentration and income mixing analysis	
<input checked="" type="checkbox"/>	Public housing rent determination policies, including the methodology for setting public housing flat rents	Annual Plan: Rent Determination

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	<input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	
<input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/>	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
<input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/>	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
<input checked="" type="checkbox"/>	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
<input checked="" type="checkbox"/>	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
<input type="checkbox"/>	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
<input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/>	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
<input checked="" type="checkbox"/>	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
<input type="checkbox"/>	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
<input checked="" type="checkbox"/>	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
<input checked="" type="checkbox"/>	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
<input checked="" type="checkbox"/>	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
<input checked="" type="checkbox"/>	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
<input checked="" type="checkbox"/>	Most recent self-sufficiency (ED/SS, TOP or ROSS or other	Annual Plan: Community

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	resident services grant) grant program reports	Service & Self-Sufficiency
<input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/>	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
<input type="checkbox"/>	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
<input type="checkbox"/>	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)



## 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)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> <b>Public Housing: October 1, 2006</b>			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	212		
Extremely low income <=30% AMI	204		
Very low income (>30% but <=50% AMI)	8		
Low income (>50% but <80% AMI)	0		
Families with children	103		
Elderly families	15		
Families with Disabilities	8		
Race/ethnicity – White/Non-Hispanic	41		
Race/ethnicity – Black/Non-Hispanic	168		
Race/ethnicity – Other	3		
Characteristics by Bedroom Size (Public Housing Only)			
1BR	107		
2 BR	42		

Housing Needs of Families on the Waiting List			
3 BR	13		
4 BR	44		
5 BR	8		
5+ BR	1		
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> <b>Section 8 tenant-based assistance: October 1, 2006</b>			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	0		
Extremely low income <=30% AMI			
Very low income (>30% but <=50% AMI)			
Low income (>50% but <80% AMI)			
Families with children			
Elderly families			
Families with Disabilities			
Race/ethnicity – White/Non-Hispanic			
Race/ethnicity – Black/Non-Hispanic			
Race/ethnicity – Other			

## 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)? 16 months (July 15, 2003)

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

### 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 has an implemented policy whereas maintenance personnel are assigned to each property. This process results 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. Additionally, increased marketing efforts and prioritization of turnover work orders substantially decrease make-ready time. Currently the average time to turn-over a unit from vacate to lease is less than 20 days (average).*
- Reduce time to renovate public housing units.
- Seek replacement of public housing units lost to the inventory through mixed finance development. *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.*
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required. *By increasing the FMR the opportunity of rental units to higher rent districts will expand.*

- 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 has implemented processes that will help to educate landlords about the Section 8 program and Fair Housing provisions applicable to rental housing.*
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

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

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

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

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

Select all that apply

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

**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. Also, the HACC, through its efforts in the redevelopment of Burch Village and Lakeside Terrace will meet the Federal Requirement of 5% of all units for the needs of persons with disabilities including 2% for hearing impaired and 2% for visually impaired. In addition, all ground floor units shall meet the State of Illinois laws and local ordinances relating to visitability.*

**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.*

**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. *Due 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 development of strategies is affected by the funds currently received by the HACC.*
- Staffing constraints.
- 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 affecting 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

## **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.

<b>Financial Resources: FY 2006 Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2006 grants)</b>		
a) Public Housing Operating Fund	\$1,434,045.00	
b) Public Housing Capital Fund	\$700,000.00	
c) Annual Contributions for Section 8 Tenant-Based Assistance	\$8,856,224.00	
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
IL06 CFP 501-02	\$5,811.00	Capital Improvements
IL06 CFP 501-03	\$8,867.00	Capital Improvements
IL06 CFP 502-03	\$80,936.00	Capital Improvements
IL06 CFP 501-04	\$666,879.00	Capital Improvements
IL06 CFP 501-05	\$873,277.00	Capital Improvements
IL06 R006 501-03	\$8,422.00	Capital Improvements
IL06 R006 501-04	\$9,855.00	PH Replacement
IL06 R006 501-05	\$145,101.00	PH Replacement
IL06 URD006 D103	\$4,847.00	Burch Village Demo
IL06 URD006 D203	\$26,765.00	Lakeside Terrace Demo
<b>3. Public Housing Dwelling Rental Income</b>		
	\$550,000.00	
<b>4. Other income (list below)</b>		
Investment Income	\$135,000.00	Other
Laundry/Vending Commissions	\$3,000.00	Other
<b>5. Non-federal sources (list below)</b>		
<b>Total resources</b>	<b>\$13,509,029.00</b>	

### **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: (*within top 30*)
- When families are within a certain time of being offered a unit: (*10 days*)
- Other: (describe)

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe)  
*Credit reports, ability to get utilities in head of household's name.*

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

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

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

##### **(2) Waiting List Organization**

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

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

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

- PHA main administrative office
- PHA development site management office

Other (list below)

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

1. How many site-based waiting lists will the PHA operate in the coming year? 0

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

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

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

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

### **(3) Assignment**

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

- One
- Two
- Three or More

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

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

### **(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

- 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)

*Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)*  
*Federally Declared Disaster Area Residents*

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.

2 Date and Time

Former Federal preferences:

- 2 Victims of domestic violence
- 2 Substandard Housing (e.g. homeless shelter)
- 3 High Rent Burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- 4 Working families and those unable to work because of age or disability
- 4 Veterans
- 5 Residents who live and/or work in the jurisdiction
- 4 Those enrolled currently in educational, training, or upward mobility programs
- 5 Those previously enrolled in educational, training, or upward mobility programs
- 2 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1 Federally Declared Disaster Area Residents

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)  
*New 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 partially 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: *All HACC Public Housing Sites.*
- 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. (1) *Improving curb appeal.* (2) *Adding amenities and improving maintenance.*
- 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 a higher 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:  
*Dorsey Homes (IL6-01)*  
*Dunbar Court (IL6-05)*  
*Scattered Sites (IL6-09)*

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

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

## B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B. **Unless otherwise specified, all questions in this section apply only to the tenant-based Section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### (1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity (list factors below)
- Other (list below)
- b.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
- Other (describe below)
- a. *Lease violation*

- b. *Forwarding Address*
- c. *Payment History*

**(2) Waiting List Organization**

a. With which of the following program waiting lists is the Section 8 Tenant-Based assistance waiting list merged? (select all that apply)

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

b. Where may interested persons apply for admission to Section 8 Tenant-Based assistance? (select all that apply)

- PHA main administrative office
- Other (list below)

**(3) Search Time**

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

If yes, state circumstances below:

*Upon request, a client can receive increases of 30 days up to, 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

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

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.

2      Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- 2      Working families and those unable to work because of age or disability
- 2      Veterans and veterans' families
- 2      Residents who live and/or work in your jurisdiction
- 2      Those enrolled currently in educational, training, or upward mobility programs
- 2      Households that contribute to meeting income requirements (targeting)
- 1      Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

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 service 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?

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

1. *The family has lost eligibility or is awaiting an eligibility determination for Federal, State, or local assistance.*
2. *The family would be evicted as a result of the imposition of the minimum rent requirement.*
3. *The income of the family has decreased because of changed circumstances, including,*
  - a. *loss of employment*
  - b. *death in the family*
  - c. *other circumstances as determined by the PHA or HUD*

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)
- 95<sup>th</sup> 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)

*Families are required to report only increases in income due to the addition of a person with income to the household.*

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)  
*Increasing the potential for deconcentration*

**(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 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.*

## **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. Department Managers report directly to the Executive Director. All subordinate positions report directly to the Department Managers. 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.)

<b>Program Name</b>	<b>Units or Families Served at Year Beginning FY 2005</b>	<b>Expected Turnover</b>
Public Housing	437	85
Section 8 Vouchers	1200	80
Section 8 Certificates	n/a	n/a
Section 8 Mod Rehab	25	n/a
Special Purpose Section 8 Certificates/Vouchers (list individually)	50	n/a
Public Housing Drug Elimination Program (PHDEP)	n/a	n/a
Other Federal Programs(list individually)	n/a	n/a

### **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)

1. *Admissions and Continued Occupancy Policy*
2. *Resident Handbook*
3. *Administrative Manual*
4. *Lease*
5. *Emergency Action Plan*
6. *Lead Base Paint Notification*
7. *Operating Orders*

(2) Section 8 Management: (list below)

1. *Section 8 Administrative Plan*
2. *Voucher Briefing Packet*
3. *Landlord Packet*

(3) Pest Infestation Policy:

*The HACCC have taken proactive steps in preventing or eradicating pest infestation. A pest control firm has been contracted to provide at least quarterly, but more often monthly inspection and treatment of each apartment. While on site, the pest control technician fills out a form indicating the quality of housekeeping in each apartment. The housing manager receives a copy of this form and generates a housekeeping agreement with any tenant whose housekeeping is reported to be contributing to a problem with pests. As part of the agreement, the manager schedules bi-weekly housekeeping inspections with the resident to ensure that his/her housekeeping is improving.*

## **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 (state name): *Attachment "B" (il06b01.doc)*

-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): *Attachment "B" (il06b01.doc)*

-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:  
(1) *Dorsey Homes (IL06-01)*  
(2) *Dunbar Court (IL06-05)*

- 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:  
(1) *Lakeside Terrace (IL06-04)*

- 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: <i>Lakeside Terrace</i>
1b. Development (project) number: <i>IL6-04</i>
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" 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>(12/31/06)</u>
5. Number of units affected: 0
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity:

**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.

<b>Designation of Public Housing Activity Description</b>
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: (mm/dd/yyyy)
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: 16 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.

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

***24 CFR Part 972.200, Required Initial Assessments:***

*In September 2006, the HACC assessed the family public housing developments located in Champaign County:*

*Dorsey Family Homes (IL06-01), Champaign, Illinois  
Dunbar Court (IL06-05), Urbana, Illinois  
Scattered Sites (IL06-09), Champaign, Illinois*

*These sites were assessed as to the cost benefit of continuing to provide these units as Public Housing compared to issuing Section 8 Tenant-Based assistance (vouchers) to the existing residents. The following items were considered: (1) Each development's operation was reviewed, and; (2) Consideration of the implications of converting the public housing to tenant-based assistance. It was concluded that, at this time, conversion of the family Public Housing units located at Dorsey Family Homes, Scattered Sites and Dunbar Court would not be appropriate because removal of the developments would not meet the necessary conditions for voluntary conversion for the following reasons:*

- (1) It would principally benefit the residents of the public housing developments to be converted.*
- (2) It would, at this time, not adversely affect the availability of affordable housing in the community.*

**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.)

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>
1a. Development name: <i>Scattered Sites</i> 1b. Development (project) number: <i>IL06-09</i>
2. Federal Program authority: <input type="checkbox"/> HOPE I <input checked="" type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input checked="" 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 checked="" type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY): <i>04/01/2007</i>
5. Number of units affected: <i>16</i> 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input checked="" 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:

- (1) *The family must qualify for, and enroll in, the FSS Program.*
- (2) *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 (l)]

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 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. )

<b>Services and Programs</b>				
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	HACC Admin. Office	Both
PAID	10	Specific Criteria	Lincoln Land	Both
Credit Counseling	40	FSS	Urban League	Both
Job Training	75	FSS	Urban League	Both

**(2) Family Self Sufficiency program/s**

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants (start of FY 2007 Estimate)	Actual Number of Participants (As of: 10/1/06)
Public Housing	50	10
Section 8	8	66

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. Also implemented is a pre-addressed "Tip Card" to be completed and mailed to the police department. This is used to facilitate the reporting of crimes anonymously.*

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 following family sites are the most affected developments:*

*(1) Dorsey Family Homes (IL06-01)*

*(2) Dunbar Court (IL06-05)*

**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)  
*Also implemented is a pre-addressed "Tip Card" to be completed and mailed to the police department. This is used to facilitate the reporting of crimes anonymously.*

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

*Police patrols are provided for all properties. The youth programs are targeted to the following family developments:*  
*(1) Dorsey Family Homes (IL06-01)*  
*(2) Dunbar Court (IL06-05)*  
*(3) Scattered Sites (IL06-09)*

**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) Dorsey Family Homes (IL06-01)*

**D. Additional information as required by PHDEP/PHDEP Plan**

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

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY 2003 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment.

## **14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

*General Information- The HACC Pet Policy was written using the Resident Advisory Board as consultants. The Pet Policy rules adopted are reasonably related to the legitimate interest of this PHA to provide decent, safe and sanitary living environment for all tenants, to protecting and preserving the physical condition of the property, and the financial interest of the HACC. The HACC has separated the policy to address pets in elderly and persons with disabilities developments and for family developments. The following are the common requirements for both policies:*

*The HACC Pet Policy has the following elements:*

- *Pet rules do not apply to animals who assist persons with disabilities*
- *All pets must be approved in advance by HACC Management*
- *All pets must have their proper inoculations (if applicable), Owner must provide HACC the proper papers concerning inoculations*
- *Dogs or cats must be licensed as specified now or in the future by State and local law*
- *Owner must enter into Pet Agreement with the HACC*
- *Owner must register pet with HACC prior to pet being moved into home*
- *Registration must be renewed annually*
- *Dogs and cats must be spayed or neutered*
- *Pet must be a common household pet (no snakes, lizards, exotic animals, or pot bellied pigs)*
- *Only one type of pet permitted by tenant or household*
- *Dogs restricted to less than or equal to 20 lbs.*
- *No dangerous animal or pet will be allowed. Dangerous pets or animals include, but are not limited to:*
- *Rottweiler, Doberman Pinscher, Pitt Bulldog, Or any other animal that displays vicious behavior*
- *Provision for proper pet waste removal and charges*
- *Tenant responsible for cost of repairs and replacements to dwelling unit- Reasonable expense*
- *Fumigation of Unit*
- *Dogs and cats must be on leash or carried if outside resident's unit*

*In addition, the HACC pet policy covers*

- *Pets temporarily on the Premises*
- *Designation of Pet-Free Areas*
- *Additional fees and deposits for pets*
- *Alterations to Unit*
- *Pet Waste Removal Charge*
- *Pet Area Restrictions*

- *Noise*
- *Cleanliness Requirements*
- *Pet Care*
- *Responsible Parties*
- *Inspections*
- *Pet Rule Violation Notice*
- *Notice for Pet Removal*
- *Termination of Tenancy*
- *Pet Removal*
- *Emergencies*

*Deposits are required for both elderly and Family developments in addition to annual fees being required for the Family developments.*

## **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

1.  Yes  No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
  
2. What types of asset management activities will the PHA undertake? (select all that apply)
  - Not applicable
  - Private management
  - Development-based accounting
  - Comprehensive stock assessment
  - Other: (list below)
  
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)  
 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 Urbana, Illinois*

2. *City of Champaign, 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 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.*

3. *Redevelopment of Burch Village (IL06-02) into a mixed-income community.*

4. *Redevelopment of Lakeside Terrace (IL06-04) into a mixed-income community including 80% replacement housing for families below 30% of AMI.*

Other: (list below)

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

## 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 Plan.

<input checked="" type="checkbox"/>	“A” Admissions Policy for Deconcentration	il006a01
<input checked="" type="checkbox"/>	“B” FY 2006 Capital Fund Program Annual Statement	il006b01
<input checked="" type="checkbox"/>	“B” FY 2006 Capital Fund Program 5-Year Action Plan	il006b01
<input checked="" type="checkbox"/>	“C” Comments of Resident Advisory Board or Boards	il006c01
<input checked="" type="checkbox"/>	“D” Homeownership Plans and Program	il006d01
<input checked="" type="checkbox"/>	“E” Consistency with the Con-Plan	il006e01
<input checked="" type="checkbox"/>	“F” Community Service Plan	il006f01
<input checked="" type="checkbox"/>	“G” Resident Board Member	il006g01
<input checked="" type="checkbox"/>	“H” Listing of RAB Members	il006h01
<input checked="" type="checkbox"/>	“I” Section 8 Project-Based Assistance Plan	il006i01
<input checked="" type="checkbox"/>	“J” Annual Plan Certifications	il006j01
<input checked="" type="checkbox"/>	“K” Progress Meeting 5-Year Plan Goals	il006k01
<input checked="" type="checkbox"/>	“L” Criteria for Substantial Deviations and Significant Amendments	il006l01
<input checked="" type="checkbox"/>	“M” FY 2003 HOPE VI Demolition Budget – Burch Village	il006m01
<input checked="" type="checkbox"/>	“M” FY 2003 HOPE VI Demolition Budget – Lakeside Terrace	il006m01

# **ATTACHMENT (A)**

## **ADMISSIONS POLICY FOR DECONCENTRATION**

## **A. 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, 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 and those involuntarily displaced. 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 and those involuntarily displaced.**

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 and those involuntarily displaced.**

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)**

## **FY 2007 CAPITAL FUND PROGRAM ANNUAL STATEMENTS**

# Annual Statement/Performance and Evaluation Report

## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: <b>Housing Authority of Champaign County</b>	Grant Type and Number Capital Fund Program Grant No: IL06P006 501-03 Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2003</b>
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Original Annual Statement   
  Reserve for Disasters/ Emergencies   
  Revised Annual Statement  
 Performance and Evaluation Report for Period Ending:   
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	171,807	171,807	171,807	70,677
3	1408 Management Improvements Soft Costs	50,000	51,721	51,721	51,721
	Management Improvements Hard Costs	-	-	-	-
4	1410 Administration	97,028	100,705	100,705	100,705
5	1411 Audit	-	-	-	-
6	1415 Liquidated Damages	-	-	-	-
7	1430 Fees and Costs	100,000	100,000	99,572	87,120
8	1440 Site Acquisition	-	-	-	-
9	1450 Site Improvement	87,268	77,788	74,648	74,648
10	1460 Dwelling Structures	143,224	151,310	151,310	107,776
11	1465.1 Dwelling Equipment—Nonexpendable	63,363	60,359	58,116	55,359
12	1470 Nondwelling Structures	225,000	225,000	225,000	225,000
13	1475 Nondwelling Equipment	19,885	18,885	18,885	18,885
14	1485 Demolition	-	-	-	-
15	1490 Replacement Reserve	-	-	-	-
16	1492 Moving to Work Demonstration	-	-	-	-
17	1495.1 Relocation Costs	-	-	-	-
18	1499 Development Activities	-	-	-	-
19	1502 Contingency	12,710	12,710	12,710	-
	<b>Amount of Annual Grant: (sum of lines 2 to 19.)</b>	<b>970,285</b>	<b>970,285</b>	<b>964,474</b>	<b>791,891</b>
	Amount of line 10 related to LBP Activities	-	-	-	-
	Amount of line 12 related to Section 504 compliance	-	-	-	-
	Amount of line 3 related to Security –Soft Costs	-	-	-	-
	Amount of line related to Security-- Hard Costs	25,480	24,125	2,757	-
	Amount of line related to Energy Conservation Measures	-	-	-	-
	Collateralization Expenses or Debt Service	-	-	-	-

Signature of Executive Director and Date

Signature of Field Office Manager (or Regional Administrator in co-located office) and Date

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

PHA Name: <b>Housing Authority of Champaign County</b>		Grant Type and Number Capital Fund Program Grant No: IL06P006 501-03 Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2003</b>			
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	Obligated	Expended	
<b>HA-Wide</b>									
	<b>New Vehicle</b>		1475	1	9,885.00	9,885.00			funge
	Dodge Caravan		1475				9,885.00	9,885.00	
	<b>Fence repair/replacement</b>		1450		18,480.00	19,125.00			
9/2/2005	Columbia Place/MED Fencing	CFP6-5	1450				15,985.00	15,985.00	
<b>Dorsey Homes</b>	None				-	-	-	-	
<b>Burch Village</b>									
IL 6-2	Approved for demolition								
<b>Lakeside Terrace</b>									
IL 6-4	Approved for demolition								
<b>Dunbar Court</b>									
IL 6-5	Sanitary Sewer improvements		1450		-	-	-	-	
	Repairs completed by City of Urbana								
IL 6-5	Fence repair		1450	50%	-	-	-	-	
<b>Columbia Place</b>									
4/30/2004	Resurface parking area	ZH03-4	1450	100%	15,000.00	15,000.00	15,000.00	15,000.00	
	Landscaping/new trees		1450		4,000.00	-	-	-	to 501-04
	New fence		1450		-	-	-	-	
	Upgrade security system to digital digital recorder		1465.1	100%	-	-	-	-	
<b>Skelton Place</b>									
4/30/2004	Dumpster pad and screen	ZH03-4	1450		12,332.53	12,332.53	12,332.53	12,332.53	

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

PHA Name: <b>Housing Authority of Champaign County</b>		Grant Type and Number Capital Fund Program Grant No: IL06P006 501-03 Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2003</b>			
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	Obligated	Expended	
	Upgrade surveillance camera to digital		1465.1		-	-	-	-	to 501-05
4/30/2004	Add parking/fill sink hole	ZH03-4	1450		15,000.00	15,000.00	15,000.00	15,000.00	
	Provide increased site lighting		1450		-	-	-	-	
10/28/2005	Second power source for fire pump	CFP6-6	1465.1	1	53,363.47	53,363.47	53,363.47	53,363.47	
<b>Youman Place</b>									
4/30/2004	Driveway/parking replacement	ZH03-4	1450		16,330.00	16,330.00	16,330.00	16,330.00	
IL 6-8	Landscape improvements		1450		3,500.00	-	-	-	to 501-04
<b>Scattered Sites</b>									
IL 6-9	Connect sump pumps to storm sewer		1460		23,224.00	23,224.00	23,224.00	23,224.00	
IL 6-9	Site grading and hydroseeding		1450		2,625.00	-	-	-	to 501-04
IL 6-9	Replace exterior wall hydrants		1460		-	-	-	-	
IL 6-9	Fence repair		1450		-	-	-	-	
<b>Steer Place</b>									
IL 6-12	Second power source for fire pump		1465.1		3,000.00	1,996.00	1,996.00	1,996.00	
IL 6-12	Strobe alarms in common areas		1465.1		-	-	-	-	
	New dumpster for trash compactor		1475		-	-	-	-	
IL 6-12	Provide increased sight lighting		1450		-	-	-	-	

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

PHA Name: <b>Housing Authority of Champaign County</b>		Grant Type and Number Capital Fund Program Grant No: IL06P006 501-03 Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2003</b>			
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	Obligated	Expended	
IL 6-12	Fence at patio		1450		-	-	-	-	
IL 6-12	Replace roof with rubber membrane		1460		120,000.00	128,086.00	128,086.00	84,552.00	
<b>Washington Square</b>									
IL 6-13	Provide increased sight lighting		1450		-	-	-	-	
IL 6-13	Strobe alarms in common areas		1465.1		-	-	-	-	
IL 6-13	PBX System		1465.1		7,000.00	5,000.00	2,757.00	-	
<b>Admin. Building</b>									
Admin. Building	Strobes for alarms		1475		-	-	-	-	
Admin. Building	Elevator lobby smoke detectors		1475		-	-	-	-	
Admin Building	Air condition computer server room		1475		10,000.00	9,000.00	9,000.00	9,000.00	
<b>Warehouse</b>									
	Warehouse purchase		1470		225,000.00	225,000.00	225,000.00	225,000.00	
<b>Operations</b>									
	Operations		1406		171,807.00	171,807.00	171,807.00	70,676.88	
<b>Mgt. Improvements</b>									
	Management Improvements		1408		50,000.00	51,721.00	51,721.00	51,721.45	
<b>Administration</b>									
	Salaries		1410		68,808.00	72,485.00	72,485.00	72,485.00	
	Benefis		1410		28,220.00	28,220.00	28,220.00	28,220.00	
<b>Fees and Costs</b>									
	A&E and associated fees		1430		100,000.00	100,000.00	100,578.50	86,913.00	





# Annual Statement/Performance and Evaluation Report

## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: <b>Housing Authority of Champaign County</b>	Grant Type and Number Capital Fund Program Grant No: IL06P006 502-03 Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2004</b>
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Original Annual Statement   
  Reserve for Disasters/ Emergencies   
  Revised Annual Statement  
 Performance and Evaluation Report for Period Ending:   
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	36,342	36,342	36,342	21,517
3	1408 Management Improvements Soft Costs	41,342	41,342	41,342	33,154
	Management Improvements Hard Costs	-	-	-	-
4	1410 Administration	20,671	20,671	20,671	20,671
5	1411 Audit	-	-	-	-
6	1415 Liquidated Damages	-	-	-	-
7	1430 Fees and Costs	-	-	449	449
8	1440 Site Acquisition	-	-	-	-
9	1450 Site Improvement	17,035	17,035	8,535	-
10	1460 Dwelling Structures	-	-	-	-
11	1465.1 Dwelling Equipment—Nonexpendable	82,965	82,965	82,965	82,965
12	1470 Nondwelling Structures	-	-	-	-
13	1475 Nondwelling Equipment	3,356	3,356	3,356	3,356
14	1485 Demolition	-	-	-	-
15	1490 Replacement Reserve	-	-	-	-
16	1492 Moving to Work Demonstration	-	-	-	-
17	1495.1 Relocation Costs	-	-	-	-
18	1499 Development Activities	-	-	-	-
19	1502 Contingency	5,000	5,000	4,184	4,184
	<b>Amount of Annual Grant: (sum of lines 2 to 19.)</b>	<b>206,711</b>	<b>206,711</b>	<b>197,844</b>	<b>166,296</b>
	Amount of line 10 related to LBP Activities	-	-	-	-
	Amount of line 12 related to Section 504 compliance	-	-	-	-
	Amount of line 3 related to Security –Soft Costs	-	-	-	-
	Amount of line related to Security-- Hard Costs	8,535	8,535	-	-
	Amount of line related to Energy Conservation Measures	-	-	-	-
	Collateralization Expenses or Debt Service	-	-	-	-

Signature of Executive Director and Date

Signature of Field Office Manager (or Regional Administrator in co-located office) and Date

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

PHA Name: <b>Housing Authority of Champaign County</b>		Grant Type and Number Capital Fund Program Grant No: IL06P006 502-03 Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2004</b>			
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	Obligated	Expended	
<b>HA-Wide</b>	Fence repair/replacement		1450		8,535.00	8,535.00		-	
9/2/2005	Columbia Place/MED Fencing	CFP6-5	1450				8,535.00		
<b>Dorsey Homes</b>									
IL 6-1	None				-	-	-	-	
<b>Burch Village</b>									
IL 6-2	Approved for demolition								
<b>Lakeside Terrace</b>									
IL 6-4	Approved for demolition								
<b>Dunbar Court</b>									
IL 6-5	None								
<b>Columbia Place</b>									
IL 6-6	None				-	-	-	-	
<b>Skelton Place</b>									
4/28/2004	Replace roof make-up air unit	1436C1	1465.1	100%	25,000.00	25,000.00	25,000.00	25,000.00	
<b>Youman Place</b>									
	Landscaping improvements		1450		1,500.00	1,500.00	-	-	
<b>Scattered Sites</b>									
IL 6-9	Site grading and seeding		1450		7,000.00	7,000.00	-	-	
<b>Steer Place</b>									
4/28/2004	Replace roof make-up air unit	1436C1	1465.1		45,000.00	45,000.00	45,000.00	45,000.00	
<b>Washington Square</b>									
4/28/2004	Replace roof make-up air unit	1436C1	1465.1		12,965.00	12,965.00	12,965.00	12,965.00	





# Annual Statement/Performance and Evaluation Report

## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: <b>Housing Authority of Champaign County</b>	Grant Type and Number Capital Fund Program Grant No: IL06P006 501-04 Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2004</b>
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Original Annual Statement   
  Reserve for Disasters/ Emergencies   
  Revised Annual Statement  
 Performance and Evaluation Report for Period Ending:   
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	124,340.00	124,340.00	124,340.00	-
3	1408 Management Improvements Soft Costs	50,000.00	60,000.00	60,000.00	31,037.00
	Management Improvements Hard Costs	-	-	-	-
4	1410 Administration	113,540.00	113,540.00	113,540.00	101,893.00
5	1411 Audit	-	-	-	-
6	1415 Liquidated Damages	-	-	-	-
7	1430 Fees and Costs	85,000.00	85,000.00	81,693.83	34,740.13
8	1440 Site Acquisition	-	-	-	-
9	1450 Site Improvement	10,000.00	20,125.00	3,614.00	3,614.00
10	1460 Dwelling Structures	434,386.00	365,919.00	339,000.00	-
11	1465.1 Dwelling Equipment—Nonexpendable	163,891.00	161,741.00	161,741.00	114,888.00
12	1470 Nondwelling Structures	80,000.00	80,000.00	45,285.54	45,285.54
13	1475 Nondwelling Equipment	34,250.00	34,250.00	34,250.00	34,250.00
14	1485 Demolition	-	-	-	-
15	1490 Replacement Reserve	-	-	-	-
16	1492 Moving to Work Demonstration	-	-	-	-
17	1495.1 Relocation Costs	-	-	-	-
18	1499 Development Activities	-	-	-	-
19	1502 Contingency	40,000.00	90,492.00	91,005.91	21,423.91
	<b>Amount of Annual Grant: (sum of lines 2 to 19.)</b>	<b>1,135,407.00</b>	<b>1,135,407.00</b>	<b>1,054,470.28</b>	<b>387,131.58</b>
	Amount of line 10 related to LBP Activities	-	-	-	-
	Amount of line 12 related to Section 504 compliance	2,375.00	2,375.00	-	-
	Amount of line 3 related to Security –Soft Costs	-	-	-	-
	Amount of line related to Security-- Hard Costs	21,750.00	10,000.00	-	-
	Amount of line related to Energy Conservation Measures	337,000.00	347,919.00	339,000.00	-
	Collateralization Expenses or Debt Service	-	-	-	-

Signature of Executive Director and Date

Signature of Field Office Manager (or Regional Administrator in co-located office) and Date

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

PHA Name: <b>Housing Authority of Champaign County</b>		Grant Type and Number Capital Fund Program Grant No: IL06P006 501-04 Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2004</b>			
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	Obligated	Expended	
<b>HA-Wide</b>	<b>New Vehicle</b>		1475	1	25,000.00	25,000.00	-	-	
7/24/2006	Regular Cab pick-up	CFP07-3	1475	1			22,272.00	22,272.00	
7/26/2006	Crew Cab pick-up	CFP07-2	1475	1			4,276.09	4,276.09	
<b>HA-Wide</b>	<b>New refrigerators</b>		1465.1		12,000.00	12,000.00		-	
7/13/2006	CFP07-1 Purchase 51units @ \$488	CFP07-1	1465.1				24,888.00	24,888.00	
<b>HA-Wide</b>	<b>New ranges</b>		1465.1		12,000.00	12,000.00	-	-	
<b>HA-Wide</b>	<b>Remodel kitchens @ turnover</b>		1460		69,386.00	-	-	-	Maintenance dept.
<b>HA-Wide</b>	<b>Fence repair/replacement</b>		1450		10,000.00	10,000.00	-	-	
9/2/2005	MED/Columbia Fence	CFP06-5	1450				3,427.00	3,427.00	
2/20/2006	Tri Color re-key fence gate locks	MISC	1450				187.00	187.00	
<b>HA-Wide</b>	<b>Computer equipment</b>		1475		6,000.00	6,000.00	-	-	
4/26/2006	Board room video	CFP06-8	1475				5,154.96	5,154.96	
<b>Dorsey Homes</b>	<b>IL06-01</b>								
	<b>Replace/repair ceilings</b>		1460	10%	10,000.00	-			Maint
<b>Burch Village</b>									
IL 6-2	<b>Approved for demolition</b>								
<b>Lakeside Terrace</b>									
IL 6-4	<b>Approved for demolition</b>								
<b>Dunbar Court</b>	<b>IL06-05</b>								
	Dryer vents		1465.1	100%	-	-	-	-	



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

PHA Name: <b>Housing Authority of Champaign County</b>		Grant Type and Number Capital Fund Program Grant No: IL06P006 501-04 Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2004</b>			
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	Obligated	Expended	
	<b>Install 30 inch ranges</b>		1465.1	100%	-	-	-	-	
	<b>Landscape Improvements</b>		1450	10%	-	3,500.00			
<b>Scattered Sites</b>	<b>IL06-09</b>								
	<b>Replace exterior wall hydrants</b>		1465.1		2,400.00	-	-	-	
	<b>Site Grading and Hydroseeding</b>		1450	20%	-	2,625.00			from 501-03
	<b>New gutters</b>		1460	50%	15,000.00	15,000.00	-	-	
<b>Steer Place</b>	<b>IL06-12</b>								
	<b>Replace Windows/AC Units</b>		1460	100%	325,000.00	335,919.00	339,000.00	-	
<b>Washington Square</b>	<b>IL06-13</b>								
	<b>Heating Zone Valve Repair</b>		1465.1	10%	-	12,000.00			funge to 05
	Heating Zone Valve Repair		1465.1			(12,000.00)			funge to 05
<b>Admin. Building</b>									
	<b>Update/remodel office and board room areas</b>		1470	20%	45,000.00	45,000.00			
7/8/2005	folding wall/carpet contract	CFP05-9	1470				45,000.00		
	payment 1	CFP05-9	1470					43,362.00	
	payment 2B	CFP05-9	1470					1,638.00	
10/18/2005	Office Remodel - exit sign	MISC	1470				285.54	285.54	
5/1/2006	Board room audio contract	CFP06-7	1475				2,546.95		

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

PHA Name: <b>Housing Authority of Champaign County</b>		Grant Type and Number Capital Fund Program Grant No: IL06P006 501-04 Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2004</b>			
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	Obligated	Expended	
	payment 2	CFP06-7	1475					2,546.95	
	<b>Elevator lobby smoke detectors</b>		1475		875.00	875.00	-	-	
	<b>Strobes for alarms</b>		1475		2,375.00	2,375.00	-	-	
<b>Warehouse</b>									
	<b>Warehouse purchase</b>		1470		-	-	-	-	
	<b>Remodel/add office space</b>		1470		35,000.00	35,000.00	-	-	
<b>Operations</b>									
	<b>Operations</b>		1406		124,340.00	124,340.00	124,340.00	-	
<b>Mgt. Improvements</b>									
	<b>Management Improvements</b>		1408		50,000.00	60,000.00	60,000.00	31,037.00	
<b>Administration</b>									
	<b>Salaries</b>		1410		113,540.00	113,540.00	113,540.00	101,893.00	
	<b>Benefis</b>		1410		-	-	-	-	
<b>Fees and Costs</b>									
	<b>A&amp;E and associated fees</b>		1430		85,000.00	85,000.00			
10/4/2005	<b>Miscellaneous Services</b>	MML1	1430				5,000.00		
	payment 1 - general consulting - Skelton		1430					742.50	
	payment 2- Hazardous Material Training		1430					3,586.75	
12/1/2005	<b>Dunbar Lead Paint Assessment</b>	MML5	1430				5,405.00		
12/1/2005	<b>Dorsey Lead PainT Assessment</b>	MML6	1430				10,483.00		
2/16/2006	<b>Steer Place Window Replacement</b>	MML7	1430				40,052.00		
7/19/2006	Steer Place Window Replacement Rev. 1	MML7	1430				(11,980.75)		
	Payment 1	MML7	1430					1,570.00	
	Payment 2	MML7	1430					3,015.50	
	Payment 3	MML7	1430					2,195.75	
	Payment 4	MML7	1430					7,944.85	







# Annual Statement/Performance and Evaluation Report

## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: <b>Housing Authority of Champaign County</b>	Grant Type and Number Capital Fund Program Grant No: IL06P006 501-05 Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2005</b>
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Original Annual Statement   
  Reserve for Disasters/ Emergencies   
  Revised Annual Statement  
 Performance and Evaluation Report for Period Ending: 3/31/02   
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	180,000.00	180,000.00	180,000.00	-
3	1408 Management Improvements Soft Costs	60,000.00	85,000.00	60,000.00	-
	Management Improvements Hard Costs	-	-	-	-
4	1410 Administration	107,696.00	107,696.00	107,696.00	-
5	1411 Audit	-	-	-	-
6	1415 Liquidated Damages	-	-	-	-
7	1430 Fees and Costs	85,000.00	85,000.00	62,386.25	2,721.55
8	1440 Site Acquisition	-	-	-	-
9	1450 Site Improvement	20,000.00	48,000.00	-	-
10	1460 Dwelling Structures	350,000.00	258,210.00	-	-
11	1465.1 Dwelling Equipment—Nonexpendable	105,000.00	123,500.00	-	-
12	1470 Nondwelling Structures	40,000.00	80,000.00	-	-
13	1475 Nondwelling Equipment	45,000.00	45,000.00	-	-
14	1485 Demolition	-	-	-	-
15	1490 Replacement Reserve	-	-	-	-
16	1492 Moving to Work Demonstration	-	-	-	-
17	1495.1 Relocation Costs	-	-	-	-
18	1499 Development Activities	-	-	-	-
19	1502 Contingency	84,265.00	64,555.00	-	-
	<b>Amount of Annual Grant: (sum of lines 2 to 19.)</b>	<b>1,076,961.00</b>	<b>1,076,961.00</b>	<b>410,082.25</b>	<b>2,721.55</b>
	Amount of line 10 related to LBP Activities	-	-	-	-
	Amount of line 12 related to Section 504 compliance	-	5,000.00	-	-
	Amount of line 3 related to Security –Soft Costs	-	-	-	-
	Amount of line related to Security-- Hard Costs	60,000.00	57,500.00	-	-
	Amount of line related to Energy Conservation Measures	-	40,000.00	-	-
	Collateralization Expenses or Debt Service	-	-	-	-

Signature of Executive Director and Date

Signature of Field Office Manager (or Regional Administrator in co-located office) and Date

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

PHA Name: <b>Housing Authority of Champaign County</b>		Grant Type and Number Capital Fund Program Grant No: IL06P006 501-05 Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2005</b>			
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	Obligated	Expended	
HA-Wide	New Vehicle		1475	1	35,000.00	35,000.00	-	-	
HA-Wide	Hazardous Material Removal		1460		75,000.00	40,000.00	-	-	
HA-Wide	New ranges		1465.1		20,000.00	8,000.00	-	-	
	New refrigerators		1465.1		20,000.00	8,000.00			
HA-Wide	Remodel kitchens @ turnover		1460		40,000.00	-	-	-	
HA-Wide	Fence repair/replacement		1450		20,000.00	20,000.00	-	-	
HA -Wide	Occupied Unit Painting		1460	10%	-	20,000.00			
HA - Wide	Storm Doors		1460	10%	-	5,000.00			
<b>Dorsey Homes</b>									
IL 6-1	New storm doors		1460	100%	30,000.00	-	-	-	To HA Wide
IL 6-1	Playground Materials		1450		-	5,000.00			
IL 6-1	Repair ceilings		1460	15%	20,000.00	-	-	-	completed-maintenance
<b>Burch Village</b>									
IL 6-2	Approved for demolition								
<b>Lakeside Terrace</b>									

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

PHA Name: <b>Housing Authority of Champaign County</b>		Grant Type and Number Capital Fund Program Grant No: IL06P006 501-05 Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2005</b>			
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	Obligated	Expended	
IL 6-4	Approved for demolition								
<b>Dunbar Court</b>									
IL 6-5	Common Laundry Facility		1470	1	-	10,000.00	-	-	
<b>Columbia Place</b>									
IL 6-6	Security equipment		1465.1		-	3,000.00	-	-	
	Replace flooring in common halls		1465.1		-	8,000.00			funge from 04
8/30/2006	Repair ceilings in common halls		1460		-	20,000.00			
<b>Skelton Place</b>									
IL 6-7	Replace flooring in common halls		1465.1	50%	65,000.00	65,000.00	-	-	
	Replace flooring in common halls		1465.1			(20,000.00)			funge to 04
IL 6-7	Remodeling of Office and public spaces		1460	100%	-	60,000.00			
IL 6-7	Elevator Car Interiors		1465.1	100%	-	10,000.00			
IL 6-7	Replace Security Cameras		1465.1	30%	-	5,000.00			
IL 6-7	Security upgrades		1465.1	100%	-	1,500.00			
IL 6-7	Public Address System in common areas		1465.1		-	5,000.00			
IL 6-7	Remodel Bathrooms		1460	50%	120,000.00	28,210.00	-	-	EPC
<b>Youman Place</b>									
IL 6-8	Upgrade kitchens		1460		50,000.00	-	-	-	

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

PHA Name: <b>Housing Authority of Champaign County</b>		Grant Type and Number Capital Fund Program Grant No: IL06P006 501-05 Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2005</b>			
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	Obligated	Expended	
IL 6-8	Accessibility upgrades		1460	3	-	5,000.00			
<b>Scattered Sites</b>									
IL 6-9	Replace/repair siding		1460	30%	15,000.00	15,000.00	-	-	
<b>Steer Place</b>									
IL 6-12	Replace windows/AC Units		1460	100%	-	40,000.00			
IL 6-12	Refurbish Elevator Car Interiors		1460	100%	-	10,000.00			
IL 6-12	Elevator mechanical upgrades		1465.1	5%	-	5,000.00			
IL 6-12	Landscaping Materials		1450	5%	-	3,500.00			
IL 6-12	Security Upgrades		1465.1	10%	-	6,500.00			
IL 6-12	Community ID signs		1450		-	12,000.00			
IL 6-12	Public Address System in Common Areas		1460		-	5,000.00			
<b>Washington Square</b>									
IL 6-13	Landscape Materials		1450	10%	-	1,500.00			
IL 6-13	Security Upgrade		1465.1	25%	-	6,500.00			
IL 6-13	Public Address System in Public Areas		1460		-	5,000.00			
IL 6-13	Refurbish elevator car interiors		1460	100%		5,000.00			
IL 6-13	Community ID signs		1450		-	6,000.00			

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

PHA Name: <b>Housing Authority of Champaign County</b>		Grant Type and Number Capital Fund Program Grant No: IL06P006 501-05 Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2005</b>			
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	Obligated	Expended	
8/30/2006	Heating Zone Valve Repair		1465.1		-	12,000.00			funge from
<b>Admin. Building</b>	Elevator Mechanical Upgrades								
Admin. Building			1470		40,000.00	40,000.00	-	-	
	Carpeting/remodeling								
Admin. Building			1475		10,000.00	10,000.00	-	-	
	Upgrade security								
<b>Warehouse</b>									
			1470		-	30,000.00			
<b>Operations</b>	Remodel office/maintenance shop space								
			1406		180,000.00	180,000.00	-	-	
<b>Mgt. Improvements</b>	Operations								
			1408		60,000.00	85,000.00	-	-	
<b>Administration</b>	Management Improvements								
			1410		107,696.00	107,696.00	-	-	
	Salaries		1410				-	-	
<b>Fees and Costs</b>	Benefis								
			1430		85,000.00	85,000.00	-	-	
2/17/2006	<b>A&amp;E and associated fees</b>	ML5-11	1430				4,709.00		
6/1/2006	<b>Skelton Place Asbestos Testing</b>	ML5-11	1430				70.00		
2/16/2006	Change order #1	ML5-12	1430				9,649.00		
2/17/2006	<b>Lead paint inspection Skelton/Columbia</b>	ML5-14	1430				3,937.00		
4/12/2006	<b>Asbestos Testing: Columbia Place</b>	ML5-15	1430				12,360.00		
5/8/2006	<b>MED building remodel</b>	ML5-16	1430				4,000.00		
5/8/2006	<b>Steer Place Asbestos Insp</b>	ML5-17	1430				4,226.25		
6/1/2006	<b>MED Asbestos Insp</b>	ML5-18	1430				17,595.00		





# Annual Statement/Performance and Evaluation Report

## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: <b>Housing Authority of Champaign County</b>	Grant Type and Number Capital Fund Program Grant No: IL06P006 501-06 Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2006</b>
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Original Annual Statement   
  Reserve for Disasters/ Emergencies   
  Revised Annual Statement  
 Performance and Evaluation Report for Period Ending:   
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	100,000	82,950	-	-
3	1408 Management Improvements Soft Costs	50,000	50,000	-	-
	Management Improvements Hard Costs	-	-	-	-
4	1410 Administration	100,000	87,327	-	-
5	1411 Audit	-	-	-	-
6	1415 Liquidated Damages	-	-	-	-
7	1430 Fees and Costs	85,000	85,000	-	-
8	1440 Site Acquisition	-	-	-	-
9	1450 Site Improvement	15,000	15,000	-	-
10	1460 Dwelling Structures	480,000	340,000	-	-
11	1465.1 Dwelling Equipment—Nonexpendable	27,000	24,000	-	-
12	1470 Nondwelling Structures	60,000	60,000	-	-
13	1475 Nondwelling Equipment	94,000	84,000	-	-
14	1485 Demolition	-	-	-	-
15	1490 Replacement Reserve	-	-	-	-
16	1492 Moving to Work Demonstration	-	-	-	-
17	1495.1 Relocation Costs	-	-	-	-
18	1499 Development Activities	-	-	-	-
19	1502 Contingency	45,000	45,000	-	-
	<b>Amount of Annual Grant: (sum of lines 2 to 19.)</b>	<b>1,056,000</b>	<b>873,277</b>	<b>-</b>	<b>-</b>
	Amount of line 10 related to LBP Activities	-	-	-	-
	Amount of line 12 related to Section 504 compliance	-	-	-	-
	Amount of line 3 related to Security –Soft Costs	-	-	-	-
	Amount of line related to Security-- Hard Costs	-	-	-	-
	Amount of line related to Energy Conservation Measures	-	-	-	-
	Collateralization Expenses or Debt Service	-	-	-	-

Signature of Executive Director and Date

Signature of Field Office Manager (or Regional Administrator in co-located office) and Date

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

PHA Name: <b>Housing Authority of Champaign County</b>		Grant Type and Number Capital Fund Program Grant No: IL06P006 501-06 Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2006</b>			
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	Obligated	Expended	
HA-Wide	Computer equipment		1475		35,000	25,000			
HA-Wide	New Vehicle		1475	1	24,000	24,000			
HA-Wide	ADA Compliance		1460		70,000	20,000			
<b>Dorsey Homes</b>	Roof replacement		1460	25%	100,000	70,000			
<b>Lakeside Terrace</b>	IL 6-4 Approved for demolition								
<b>Dunbar Court</b>	IL 6-5 Site grading, seeding, bushes		1450		15,000	15,000			
<b>Columbia Place</b>	IL 6-6 Replace kitchen cabinets		1460	30%	25,000	30,000			
<b>Skelton Place</b>	IL 6-7 Replace Trash compactor		1465.1		20,000	20,000			
	Upgrade security equipment		1475.0		5,000	5,000			
<b>Youman Place</b>	IL 6-8 Upgrade kitchens		1460	50%	80,000	30,000			
<b>Scattered Sites</b>	IL 6-9 New kitchen cabinets		1460	20%	40,000	25,000			







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

<b>PHA Name:</b> Housing Authority of Champaign County	<b>Grant Type and Number</b> CGP Grant No: IL06-R006-501-03	<b>Federal FY of Grant:</b> 2003
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Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve	\$8,422.00	\$8,422.00		
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				
20	1502 Contingency				
<b>21</b>	<b>Amount of Annual Grant: (sum of lines 2 – 20)</b>	<b>\$8,422.00</b>	<b>\$8,422.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
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				
26	Amount of line 21 Related to Energy Conservation Measures				

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

<b>PHA Name:</b> Housing Authority of Champaign County	<b>Grant Type and Number</b> CGP Grant No: IL06-R006-501-04	<b>Federal FY of Grant:</b> 2004
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Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve	\$9,855.00	\$9,855.00		
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				
20	1502 Contingency				
<b>21</b>	<b>Amount of Annual Grant: (sum of lines 2 – 20)</b>	<b>\$9,855.00</b>	<b>\$9,855.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
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				
26	Amount of line 21 Related to Energy Conservation Measures				

**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-R006-501-05	Federal FY of Grant: 2005
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Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve	\$9,138.00	\$9,138.00		
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				
20	1502 Contingency				
<b>21</b>	<b>Amount of Annual Grant: (sum of lines 2 – 20)</b>	<b>\$9,138.00</b>	<b>\$9,138.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
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				
26	Amount of line 21 Related to Energy Conservation Measures				

**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-R006-501-06	Federal FY of Grant: 2006
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Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve	\$145,101.00	\$145,101.00		
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				
20	1502 Contingency				
<b>21</b>	<b>Amount of Annual Grant: (sum of lines 2 – 20)</b>	<b>\$145,101.00</b>	<b>\$145,101.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
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				
26	Amount of line 21 Related to Energy Conservation Measures				

# Capital Fund Program Five-Year Action Plan

## Part I: Summary

PHA Name Housing Authority of Champaign County					<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
Development Number/Name/HA- Wide	Work Statement for Year 1 FFY Grant: <b>2007</b> PHA FY:	Work Statement for Year 2 FFY Grant: <b>2008</b> PHA FY:	Work Statement for Year 3 FFY Grant: <b>2009</b> PHA FY:	Work Statement for Year 4 FFY Grant: <b>2010</b> PHA FY:	Work Statement for Year 5 FFY Grant: <b>2011</b> PHA FY:	
IL6-01	\$70,000.00	\$133,000.00	\$100,000.00	\$35,000.00	\$45,800.00	
IL6-02						
IL6-04						
IL6-05	\$15,000.00	\$15,000.00	\$15,000.00			
IL6-06	\$30,000.00	\$105,000.00		\$85,000.00		
IL6-07	\$25,000.00	\$20,000.00	\$60,000.00	\$5,000.00	\$30,000.00	
IL6-08	\$30,000.00	\$50,000.00	\$80,000.00			
IL6-09	\$25,000.00				\$40,000.00	
IL6-12	\$90,000.00	\$470,000.00	\$50,000.00	\$100,000.00	\$165,000.00	
IL6-13	\$84,000.00	\$7,000.00	\$515,000.00	\$10,000.00	\$100,000.00	
Admin. Bldg.	\$65,000.00	\$40,000.00		\$70,000.00	\$25,000.00	
Manit. Facility	\$20,000.00					
PHA Wide	\$69,000.00	\$55,000.00		\$105,000.00		
Contingency	\$45,000.00					
Operations	\$82,950.00	\$40,000.00	\$40,000.00	\$50,000.00	\$40,000.00	
Manage. Improv.	\$50,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$35,000.00	
Administration	\$87,327.00	\$90,000.00	\$60,000.00	\$60,000.00	\$50,000.00	
Fees & Costs	\$85,000.00	\$50,000.00	\$80,000.00	\$50,000.00	\$50,000.00	
CFP Funds Listed for 5-year planning	\$873,277.00	\$1,115,000.00	\$1,040,000.00	\$610,000.00	\$580,800.00	
Replacement Housing Factor Funds	\$172,101.00					





# **ATTACHMENT (C)**

## **Comments of Resident Advisory Board**

## **C. Comments of Resident Advisory Board**

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None to date.

# **ATTACHMENT (D)**

## **HOMEOWNERSHIP PLANS & PROGRAM**

## **D. Homeownership Plans and Program**

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### **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 sell their homes to a potential Section 8 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**

**E. Certification of Consistency with Consolidated Plan**

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Originals will be mailed to the U.S. Department of Housing and Urban Development prior to December 31, 2006.

# **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**

## **G. Resident Board Member**

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The Housing Authority of Champaign County has on its Board of Commissioners one (1) resident. The resident representative is:

Ladine Shelby  
811 N. Willis St.  
Champaign, Illinois 61821

# **ATTACHMENT (H)**

## **LISTING OF RESIDENT ADVISORY OFFICERS OF THE BOARD**

**H. Listing of Resident Advisory Board Members**

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**LISTING OF RESIDENT ADVISORY  
BOARD MEMBERS – FY 2007**

ELECTED BOARD MEMBERS	ADDRESS
Margaret Neil (Board Chair) (Dorsey Homes)	1101-D Dorsey Drive Champaign, IL 61821
Dian Hunter (Vice Chair/S8 Rep.) (Section 8)	204 W. Beardsley Champaign, IL 61820
Jennifer Quinlan (Secretary) (Youman Place)	308 Maplewood Drive, #8 Rantoul, IL 61866
Naomi Witherspoon (Treasurer) (Steer Place)	1202 E. Harding, #605 Urbana, IL 61801
VACANT (Sgt.-At-Arms)	
Lee Perkins (Alternate) (Washington Square)	108 W. Washington Sq., #502 Champaign, IL 61820
Ruth Jones (Section 8)	2409 N. Neil, #103 Champaign, Il. 61820
Mary Hamilton (Skelton Place)	302 S. Second St., #211 Champaign, IL 61820
Elizabeth Mosley (HACC Staff Member)	205 W. Park Ave. Champaign, Il 61820

# **ATTACHMENT (I)**

## **SECTION 8 PROJECT-BASED ASSISTANCE PLAN**

## **I. Section 8 Project-Based Assistance Plan**

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### **SECTION 8 ADMINISTRATIVE PLAN Project-Based Assistance Plan**

#### **General**

The Housing Authority of Champaign County will provide Project Based Section 8 Vouchers in accordance with the provisions set forth in 24 CFR Part 983 and the guidance notice issued by the U. S. Department of Housing and Urban Development on January 16, 2001, the plan set forth herein and any future notices issued by HUD.

#### **Program Set-Aside**

The number of project based units that will be made available for the PBA Program will not exceed 20% of the total funding available under the Annual Contributions Contract (ACC) for tenant based assistance.

Up to 20% of any new funding increments may also be designated for project-based assistance provided that the funding is not designated for any other special purpose under the Housing Choice Voucher Program.

#### **Agency Plan**

Prior to entering into a Housing Assistance Payments Contract for Project Based Assistance, the HACC will determine that said contract is consistent with the Annual Agency Plan. Consistency with the Plan will be determined through the existence of circumstances indicating that project-basing of Section 8 assistance, rather than tenant-basing of the same amount of assistance, is an appropriate option and is consistent with the requirements of “deconcentrating poverty and expanding housing and economic opportunities”.

To assure consistency with deconcentration of poverty all new project based assistance agreements or Housing Assistance Payments contracts must be for units located in census tracts with poverty rates of less than 20%, unless the HACC secures an exception from HUD.

#### **Eligible Housing Units**

The HACC will provide project based assistance for new construction, rehabilitation and existing housing based on the criteria established further in this plan.

A housing unit will be considered an existing unit for purposes of the project-based voucher program, if, at the time of selection of the project, the unit requires

a maximum expenditure of less than \$1,000 per assisted unit to comply with the Federal Housing Quality Standards (HQS). A housing unit will be considered a rehabilitation unit if the unit requires a minimum of more than \$1,000 per assisted unit to comply with HQS.

All proposed sites for rehabilitation and new construction must meet the site and neighborhood standards as defined in 24 CFR 983.6. Ineligible properties include the following:

- Housing for which the construction or rehabilitation is started before execution of the PBA agreement;
- Shared housing, nursing homes, and facilities providing continual psychiatric, medical, nursing services, board and care, or intermediate care;
- Properties within the grounds of penal, reformatory, medical, mental and similar public or private institutions;
- Properties located in the Coastal Barrier Resources;
- Properties located in areas having special flood hazards unless, it is located in an area participating in the National Flood Insurance Program.

Other federal requirements to determine eligibility of units include the following: prohibition from using PBA in units with other assistance under the U.S. Housing Act of 1937 within five years prior to PBA; minimizing displacement for rehabilitation units as defined in 24 CFR 983.10; Equal Opportunity and environmental requirements defined in 24 CFR 983.11 and Uniform Federal Accessibility Standards (UFAS) as defined in 24 CFR 8.23,

### **Income Mix**

No more than 25% of the total units in a multi-family development or single-family properties may receive project-based assistance unless the assisted units are made available to elderly, disabled families, or families receiving supportive services.

This provision only applies to units assisted with project-based vouchers; there is no limitation on the income of other tenants in a PBA project or on households with tenant-based voucher assistance.

### **Notification of Program Availability**

The HACC will accept applications for the PBA program on an annual basis or as determined necessary by the HACC Board of Commissioners, until such time that the full program set-aside has been placed under HAP contract.

The availability of project-based assistance will be advertised in a newspaper of general circulation once a week for three consecutive weeks. In addition, the HACC will conduct an owner's workshop to advise all interested parties of the program advantages, proposal requirements, evaluation criteria, tenant selection requirements and other general program requirements.

The following items will be included in the program advertisement:

- The deadline for submission of applications (not less than 60 days from the date of the announcement of availability).
- The total estimated number of units to be selected for assistance.
- The proposal evaluation criteria and timelines for selection of units.

#### **Owner Application Requirements**

Property owners responding to the notification of PBA funding must submit an application in the form prescribed by the HACC. The application must contain at a minimum the following information:

- A description of the housing including the number of units by size, bedroom count, bathroom count, sketches of the proposed new construction or rehabilitation, unit plans and estimated date of construction, if applicable. Amenities and other services should also be included in this description.
- Evidence of site control and for new construction, identification and description of the proposed site, site plan and neighborhood.
- Evidence of current zoning or evidence to indicate that rezoning is likely and will not delay the project.
- The proposed contract rent for the project including which utilities are included and for those utilities not included an estimate of average monthly costs for the first year of occupancy.
- A statement identifying all information related to displacement and relocation and identification of the responsible party that will carry out the relocation.

- Identification of the owner and other project principals, investors and other parties that have a substantial interest in the project and information on the qualifications and experience of the principal participants.
- A management and maintenance plan for the project.
- The applicant must provide written tenant selection criteria.
- Evidence of financing to support the project.
- A list of all rental properties currently owned by the applicant. The HACC will verify that the applicant has never been cited by a unit of local government in Champaign County for any violation of property maintenance or building codes at any property owned or managed by the applicant; or if the applicant has ever been cited for a violation, the nuisance or violation was abated by the deadline in the first notice issued by the unit of local government.
- The applicant must demonstrate that real estate taxes on all rental properties are current by providing a list of all rental properties currently owned by the applicant.
- Other relevant information as determined by the HACC.

### **Program Selection Criteria**

In addition to the criteria identified above under eligible units, the following threshold criteria must be met for an application to be considered for selection for the PBA program.

- The proposed project must not permanently displace any current tenants. Tenants may be temporarily relocated if necessary during rehabilitation of the unit at the expense of the owner.
- Rental levels must not exceed 110% of the Fair Market Rent or any approved exception payment standard and must be reasonable in relation to rents charged in the private market for unassisted comparable units.
- If a unit has been allocated a low income housing tax credit (IRS Code 42) but is not located in a qualified census tract, as defined in the law, the rent levels may be set at any level that is comparable with unassisted market rate units.

Following are the review criteria with associated point values that will be used by the HACC in the evaluation process of proposals received under the PBA program. There is no minimum passing score, nor a specific maximum score. Projects will be ranked by score and the highest ranked projects will undergo

further review by the HACC. The selected projects must comply with all requirements set forth in this plan and all application HUD regulations.

<b>Evaluation Criteria</b>	<b>Points</b>
The proposed housing serves a target population: large families and/or disabled.	20
The proposal develops affordable housing through new construction in a mixed-income development.	40
The proposal submitted demonstrates a thorough, in-depth, well-planned project meeting all federal requirements and other eligibility criteria.	20
The applicant's qualifications are appropriate for the project under consideration and firm financial commitments are adequately documented.	15
Rental subsidy is necessary for the viability of the project, management of the project is consistent with Section 8 requirements and the degree to which supportive services will be provided to the project.	5
<b>TOTAL MAXIMUM POINTS</b>	<b>100</b>

Prior to selecting the units for project based assistance, the HACC will make a determination that the application is responsive and in compliance with all selection criteria and is otherwise in compliance with HUD program regulations and requirements.

**Establishment of Initial Rents**

The Housing Authority will establish the rents in accordance with the provisions outlined above or seek approval of proposed rents from HUD for any the HACC owned units or HUD insured or co-insured mortgage.

**Rehabilitation Work and New Construction Requirements**

The owner will be required to prepare work write ups, construction specifications and plans upon request as determined appropriate by the HACC for rehabilitation and new construction projects. In addition, new construction projects require certification by a licensed design architect that the proposed new construction reflected in the working drawings and specifications complies with housing quality standards, local codes and ordinances and zoning requirements.

The owner is responsible for selecting a responsible contractor for rehabilitation and new construction and said contractor must provide the HACC with a non-debarment certification.

An agreement to enter in a Housing Assistance Payments (HAP) Contract will be executed upon satisfactory completion of all requirements identified above. Upon execution of the HAP, the construction period shall commence. The construction period shall be determined in accordance with the approved application and entered into the HAP agreement. The HACC will perform regular inspections during the construction period.

Upon completion of construction, the owner must provide the HACC with a certificate of occupancy and an owner certification pursuant to 24 CFR 983.104. The HACC will perform a final inspection prior to acceptance of the units and notify the owner of any deficiencies that may exist. The owner will be allotted a time extension if warranted or the HACC may reject any units that do not meet program requirements. If deficiencies are not cured in the agreed upon time or the owner fails to complete the work within the timeframe identified in the HAP agreement, the HACC may adjust the number of units to be placed under contract or not proceed with execution the HAP agreement.

### **Housing Assistance Payments Contract**

Upon acceptance of the units by the HACC, a Housing Assistance Payments contract for Project Based Assistance for the Housing Choice Voucher Program will be executed in the format prescribed by HUD (52530-A).

The HACC will execute all PBA HAP contracts for a period of 10 years, subject to future availability of funding under the ACC with HUD. In addition, within one year before expiration, the HACC may agree to extend the term of the HAP contract for an additional term of up to one year if the HACC determines an extension is appropriate to continue providing affordable housing for low-income families. Subsequent extensions are subject to the same limitations. Any extension of the term must be on the form and subject to the conditions prescribed by HUD at the time of the extension, as cited in 24 CFR 983.205(b): Term of the HAP contract.

The HAP contract will provide for annual review of the rental amounts. Adjustments of rents will be subject to the annual adjustment factor provided that the rents charged for the PBA units are comparable to unassisted units in the rental market.

Special rent adjustments above the annual adjustment factor shall also be considered if it is determined that the rent continues to be reasonable. The owner shall be responsible for providing the HACC with market comparability data for any special rent increase that is requested.

The HACC will provide for vacancy payment under the PBA contract for up to 60 days provided that the vacancy is not the fault of the owner and the owner has taken every reasonable action to minimize the likelihood and extent of vacancies.

### **Tenant Selection**

Tenants residing in units selected for the PBA program who otherwise qualify for Section 8 assistance will be placed on the HACC Section 8 waiting list. Owners may also refer applicants to the waiting list based on the HACC waiting list policies and selection criteria.

The HACC will maintain a single Section 8 waiting list for all tenant based and project based assistance. Applicants will be offered project-based assistance as they reach the top of the list and units are available. If an applicant rejects a PBA unit, they will remain in their same place on the waiting list for tenant-based assistance.

Admission to PBA units is subject to HUD requirements and 75% of all new admissions on an annual basis must be at or below 30% of median income of the area. The remaining 25% shall have annual incomes between 30% and 50% of median income. An exception to this admission criteria will be made for any continuously assisted family in the Section 8 tenant base program or the Public Housing program who wishes to locate to a PBA unit.

Owners must lease all assisted units to eligible families. Failure to do so will result in a reduction of the units under contract or other legal remedies including suspension or debarment from HUD programs.

After one year of occupancy in a PBA unit, a tenant may move. The HACC will convert PBA tenants wishing to move to Housing Choice Voucher participants by providing them with the next available voucher. Housing Assistance payments will continue on the PBA unit until the tenant vacates the PBA unit.

The owner is responsible for screening and selection of tenants in accordance with the written selection criteria approved as part of the original proposal for the PBA program. The owner must promptly notify the HACC in writing of the rejection of a family and the grounds for such decision.

If the owner rejects an applicant family who believes the rejection was unlawful discrimination, the HACC will assist the family or refer the family to the local Fair Housing Center or the HUD field office.

When a family is selected for a PBA unit, the HACC will brief the family and provide them with all required written information and documents identified in 24 CFR 983.203.

### **Ongoing Activities**

The HACC shall administer the PBA program in accordance with all provisions under the Housing Choice Voucher program including issuing of monthly HAP payments, annual re-certification of household composition and income and annual inspection of all units to assure compliance with HQS.

The owner is responsible for managing the units in accordance with all requirements under the approved management plan and the Housing Assistance Payments contract. After initial occupancy, the owner must immediately notify the HACC of any vacancies. The HACC will refer a minimum of five families to the owner from its existing waiting list.

If the HACC has not referred an adequate number of applicant families to the owner within 30 days from notification of the vacancy, the owner may advertise and solicit applications from otherwise eligible families. Upon selection of an applicant, the owner will refer the applicant to the HACC for processing and briefing.

If a determination is made that the unit does not meet HQS requirements due to overcrowding as defined in the subsidy standards in the HACC Housing Choice Voucher program, then HACC will issue tenant based assistance upon availability.

### **Other Policies**

All other policies stated in the Section 8 Administrative Plan related to occupancy of Section 8 tenant-based assisted units will apply to Project Based units as appropriate.

# **ATTACHMENT (J)**

## **ANNUAL PLAN CERTIFICATIONS**

## **J. Annual Plan Certifications**

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Originals will be mailed to the U.S. Department of Housing and Urban Development prior to December 31, 2006.

# **ATTACHMENT (K)**

## **PROGRESS MEETING 5-YEAR PLAN GOALS**

## **K. Progress Meeting 5-Year Plan (2005-2009) Goals**

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### **1. INCREASE THE AVAILABILITY OF DECENT, SAFE, AND AFFORDABLE HOUSING.**

**GOAL:** Expand the supply of assisted housing.

- Apply for additional rental vouchers.
- Reduce public housing vacancies.
- Leverage private or other public funds to create additional housing opportunities.
- Acquire or build units or developments.

**STATUS:**

- As of October 1, 2006 there are less than ten total vacancies in the Public Housing Program. Of these, all have been assigned a new resident from the waiting list.
- With two obsolete Public Housing developments demolished, the replacement developments will utilize the IHDA Tax Credits and Trust Fund, as well as HOME funds, to finance the new developments.

**GOAL:** Improve the quality of assisted housing.

- Improve public housing management: (PHAS score).
- Improve voucher management: (SEMAP score).
- Increase customer satisfaction.
- Renovate or modernize public housing units.
- Demolish or dispose of obsolete public housing.
- Provide replacement vouchers.

**STATUS:**

- The original FY 2004 PHAS score of 90 that established the HACC as a High Performer was later reduced to 89. Scores have not been released for FY 2005 or FY 2006 as of October 1, 2006; however, the HACC has feels that the management improvements made over the past year will ensure High Performer status for the current year.
- Maintenance staff has been assigned to specific sites to maintain a more visible presence as well as to provide a more personal approach to maintaining the properties.
- The HACC has continued to aggressively manage the Capital Fund Program to ensure the highest level of value concerning the modernization of the Public Housing developments.
- The HACC was granted 45 replacement vouchers for the demolition of Burch Village. 96 replacement vouchers have been granted to the Lakeside Terrace demolition project.

**GOAL:** Increase assisted housing choices.

- Conduct outreach efforts to potential voucher landlords.
- Implement voucher homeownership program.
- Convert public housing to vouchers.

**STATUS:**

- Several Section 8 Housing Program Forums have been held for prospective landlords, with additional planned in the future, to facilitate communication between the public and the HACC Section 8 Department.
- A successful Section 8 Homeownership program has been implemented with several families already purchasing their homes.

**2. IMPROVE COMMUNITY QUALITY OF LIFE AND ECONOMIC VITALITY.**

**GOAL:** Provide an improved living environment.

- Implement public housing security improvements.

**STATUS:**

- Security surveillance enhancements have been, and continually being, implemented in the high-rise sites.
- Increased site lighting has been installed at many of the sites.
- All door entry hardware, including keys with restricted (HACC only) keyway, has been installed at all Public Housing sites (with the exception of Skelton Place).

**3. PROMOTE SELF-SUFFICIENCY AND ASSET DEVELOPMENT OF FAMILIES AND INDIVIDUALS.**

**GOAL:** Promote self-sufficiency and asset development of assisted households.

- Increase the number and percentage of employed persons in assisted families.
- Provide or attract supportive services to improve assistance recipients' employability.
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.

**STATUS:**

- The HACC gives a housing preference to working families.
- The HACC continually reaches out to other agencies, and in turn forms agreements, to provide job training as well as other basic educational services for the residents.
- Regular meetings are held with the residents to establish the specific needs of each development.

- Created the Public Housing Family Self-Sufficiency program, as well as the Section 8 Family Self-Sufficiency program, to enable interested assisted families in becoming more self-sufficient.

#### **4. ENSURE EQUAL OPPORTUNITY IN HOUSING FOR ALL AMERICANS.**

**GOAL:** Ensure equal opportunity and affirmatively further fair housing.

- Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability.
- Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability.
- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required.

**STATUS:**

- A committee has been formed, with participation from the City of Champaign, City of Urbana, HACC and PACE, and concerned citizens to determine the specific local housing needs of persons with disabilities.
- The new developments replacing Burch Village and Lakeside Terrace will meet all federal and state guidelines concerning accessibility; additionally, the units not accessible will be adaptable.
- The HACC will continue to affirmatively provide service with no regard to race, color, religion national origin, sex, familial status, and disability.

# **ATTACHMENT (L)**

## **CRITERIA FOR SUBSTANTIAL DEVIATIONS AND SIGNIFICANT AMENDMENTS**

## **L. Criteria for Substantial Deviations and Significant Amendments**

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The following actions are defined as Substantial Deviations or Significant Amendments.

### **Goals:**

Additions or deletions of Strategic Goals.

### **Programs:**

Adding new programs not included in the Housing Agency Plan.  
Any change with regard to Demolition, Disposition, Designation of Housing, Homeownership Programs or Conversion activities.

### **Capital Fund Program:**

Additions of Non-Emergency work items in excess of \$25,000 (items not included in the current Annual Statement or Five-Year Action Plan) or change in use of Replacement Reserve Funds in excess of \$25,000.

### **Policies:**

Changes to rent or admissions policies or organization of the waiting list.

*Note: Any changes in HUD regulatory requirements will be adopted and not considered a deviation from the above definition.*

# **ATTACHMENT (M)**

## **FY 2003 HOPE VI Demolition Grant Budgets for Burch Village (IL06-02) and Lakeside Terrace (IL06-04)**

**HOPE VI Budget  
Part I: Summary**

<b>PHA Name:</b> Housing Authority of Champaign County	<b>HOPE VI Grant Number</b> IL06URD006D103 (Burch Village)	<b>Quarter Ending:</b> 6/30/06
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Line No.	Summary by Budget Line Item	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-HOPE VI Funds	0.00	0.00	0.00	0.00
2	1408 Management Improvements	0.00	0.00	0.00	0.00
3	1410 Administration	87,454.00	98,585.00	98,585.00	54,011.00
4	1430 Fees and Costs	0.00	0.00	0.00	0.00
5	1440 Site Acquisition	0.00	0.00	0.00	0.00
6	1450 Site Improvement	0.00	0.00	0.00	0.00
7	1460 Dwelling Structures	0.00	0.00	0.00	0.00
8	1465 Dwelling Equipment	0.00	0.00	0.00	0.00
9	1470 Nondwelling Structures	0.00	0.00	0.00	0.00
10	1475 Nondwelling Equipment	0.00	0.00	0.00	0.00
11	1485 Demolition	381,346.00	402,809.00	402,809.00	402,809.00
12	1495 Relocation Costs	100,000.00	67,406.00	67,406.00	67,406.00
13	<b>Amount of HOPE VI</b> (Sum of lines 2-12)	<b>568,800.00</b>	<b>568,800.00</b>	<b>568,800.00</b>	<b>524,226.00</b>

**Signature of PHA Executive Director**

Edward Bland

Date (mm/dd/yyyy)

**HUD Certification:** In approving this budget and providing assistance to a specific housing development, I hereby certify that the assistance will not be more than is necessary to make the assisted activity feasible after taking into account assistance from other government sources (24 CFR 12.50).

**Signature of Authorized HUD Official**

Date (mm/dd/yyyy)

**HOPEVI Budget**  
**Part II: Supporting Pages**

PHA Name: Housing Authority of Champaign County	HOPE VI Grant Number IL06URD006D103 (Burch Village)	Quarter Ending: 6/30/06
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Work Item Number	Budget Line Item Number	Statement of Need	Description of Proposed/Approved Action and Method of Accomplishment	Project Number	Total Estimated Cost		Total Actual Cost	
					Original	Revised	Funds Obligated	Funds Expended
1	3	Administration	½ Time Administrative Salary for 3 Years	IL06-02	61,818.00	63,372.00	63,372.00	33,507.00
2	3	Administration	½ Time Administrative Benefits for 3 Years	IL06-02	21,636.00	31,213.00	31,213.00	16,504.00
3	3	Administration	Training for Relocation and Project Administration	IL06-02	4,000.00	4,000.00	4,000.00	4,000.00
4	11	Demolition	Demolition of All Housing Units and Site Improvements	IL06-02	346,346.00	367,809.00	367,809.00	367,809.00
5	11	Demolition	Demolition of Non-Dwelling Structures	IL06-02	35,000.00	35,000.00	35,000.00	35,000.00
6	12	Relocation	Permanent Relocation of 44 Households	IL06-02	100,000.00	67,406.00	67,406.00	67,406.00
<b>Total</b>					<b>568,800.00</b>	<b>568,800.00</b>	<b>563,953.00</b>	<b>524,226.00</b>

**HOPE VI Budget  
Part I: Summary**

<b>PHA Name:</b> Housing Authority of Champaign County	<b>HOPE VI Grant Number</b> IL06URD006D203 (Lakeside Terrace)	<b>Quarter Ending:</b> 6/30/06
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Line No.	Summary by Budget Line Item	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-HOPE VI Funds	0.00	0.00	0.00	0.00
2	1408 Management Improvements	0.00	0.00	0.00	0.00
3	1410 Administration	83,454.00	90,000.00	90,000.00	58,075.00
4	1430 Fees and Costs	40,000.00	75,000.00	69,751.00	54,123.00
5	1440 Site Acquisition	0.00	0.00	0.00	0.00
6	1450 Site Improvement	0.00	0.00	0.00	0.00
7	1460 Dwelling Structures	0.00	0.00	0.00	0.00
8	1465 Dwelling Equipment	0.00	0.00	0.00	0.00
9	1470 Nondwelling Structures	0.00	0.00	0.00	0.00
10	1475 Nondwelling Equipment	0.00	0.00	0.00	0.00
11	1485 Demolition	605,000.00	627,000.00	600,235.00	162,842.00
12	1495 Relocation Costs	193,546.00	130,000.00	130,000.00	127,907.00
13	<b>Amount of HOPE VI</b> (Sum of lines 2-12)	<b>922,000.00</b>	<b>922,000.00</b>	<b>889,986.00</b>	<b>402,947.00</b>

**Signature of PHA Executive Director**

Edward Bland

Date (mm/dd/yyyy)

**HUD Certification:** In approving this budget and providing assistance to a specific housing development, I hereby certify that the assistance will not be more than is necessary to make the assisted activity feasible after taking into account assistance from other government sources (24 CFR 12.50).

**Signature of Authorized HUD Official**

Date (mm/dd/yyyy)

**HOPEVI Budget**  
**Part II: Supporting Pages**

<b>PHA Name:</b> Housing Authority of Champaign County	<b>HOPE VI Grant Number</b> IL06URD006D203 (Lakeside Terrace)	<b>Quarter Ending:</b> 6/30/06
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Work Item Number	Budget Line Item Number	Statement of Need	Description of Proposed/Approved Action and Method of Accomplishment	Project Number	Total Estimated Cost		Total Actual Cost	
					Original	Revised	Funds Obligated	Funds Expended
1	3	Administration	½ Time Administrative Salary for 3 Years	IL06-04	61,818.00	56,950.00	56,950.00	35,966.00
2	3	Administration	½ Time Administrative Benefits for 3 Years	IL06-04	21,636.00	28,050.00	28,050.00	18,528.00
3	3	Administration	Training for Relocation and Project Administration	IL06-04	0.00	5,000.00	5,000.00	3,581.00
4	4	Fees & Costs	Preparation of Specifications, Plans and Surveys for Demolition	IL06-04	40,000.00	23,810.00	23,810.00	16,667.00
5	4	Fees & Costs	Asbestos Inspection Services	IL06-04	0.00	16,897.00	16,897.00	14,677.00
6	4	Fees & Costs	Asbestos Abatement Design and Monitoring	IL06-04	0.00	18,490.00	18,490.00	12,225.00
7	4	Fees & Costs	Title Search, Survey, Advertisements	IL06-04	0.00	15,803.00	10,554.00	10,554.00
8	11	Demolition	Demolition of All Housing Units and Site Improvements	IL06-04	565,000.00	587,000.00	560,235.00	155,107.00
9	11	Demolition	Demolition of Non-Dwelling Structures	IL06-04	40,000.00	40,000.00	40,000.00	7,735.00
10	12	Relocation	Permanent Relocation of 88 Households	IL06-04	193,546.00	130,000.00	130,000.00	127,907.00
<b>Total</b>					<b>922,000.00</b>	<b>922,000.00</b>	<b>889,986.00</b>	<b>402,947.00</b>