



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

Grants Management Division

m e m o r a n d u m

TO: Mayor Laurel Lunt Prussing

FROM: Elizabeth H. Tyler, FAICP, Director, Community Development Services

DATE: December 4, 2008

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 2009

Description

On the agenda of the December 8, 2008, Urbana City Council Committee of the Whole meeting is 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 2009. A copy of the proposed Plan was provided to Council in the November 25, 2008 Community Development Commission meeting packet and is available online with this Council packet. Please contact Grants Management Division at 384-2447 for additional paper copies.

The public comment period on the Draft Plan ends December 19, 2008. The HACC staff has requested the City of Urbana provide the Certification as soon as possible after the end of the comment period. If approved, the certification will be included in the HACC's FY 2009 Plan submission to the Department of Housing and Urban Development (HUD). The Certification of Consistency is needed by December 31, 2008, which will provide sufficient time for the HACC Board to finalize the Plan for submission to HUD as required in January 2009.

Issues

The issue is whether the Urbana City Council should approve 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 2009.

Discussion

The Housing Authority of Champaign County requests the Certification of Consistency annually. An update to its Five-Year Plan for FY 2005-2009, the HACC Annual Plan for FY 2009 contains some minor changes and a significant change regarding Dunbar Court Urbana from the FY 2008

Plan reviewed by the Community Development Commission and City Council last year. Following is a summary of those changes:

1) Lakeside Terrace Redevelopment

Since the demolition of the Lakeside Terrace Apartments in 2005, the HACC worked with Brinshore Development to secure financing in order to redevelop the site into Crystal View Townhomes, a mixed-income development. In the Spring of 2008, the application for Low-Income Housing Tax Credits (LIHTC) for the development of Crystal View Townhomes was approved by the Illinois Housing Development Authority (IHDA). Crystal View Townhomes will be financed from a variety of sources, including Low-Income Housing Tax Credits (LIHTC) issued by IHDA, and HOME and CDBG funds from the City of Urbana. Depending on the date of loan closing with IHDA, Brinshore anticipates that construction will begin before December 21, 2008.

The HACC's Annual Plan for FY 2009 includes the following information on the project:

“c. The HACC’s developer will begin construction of Crystal View Townhomes in the fall of 2008 with the first units being available for occupancy in June of 2009. This redevelopment is being financed under HUD’s Mixed-Finance approach. The Mixed-Finance approach includes the use of several funding sources many of which require that families with specific ranges incomes occupy units. Of the 70 units planned, Crystal View will rent seven (7) units to households at 30% of the area median income (AMI) that have supportive housing needs per the Illinois Housing Development Authority referral support plan. In addition, in exchange for the Authority converting tenant-based Housing Choice Vouchers into Project-Based Assistance, the developer has committed to reserve an additional eighteen (18) units for applicants with very-low income with priority given to Lakeside Terrace Residents relocated from the original site. Our experience is that households who qualify for Housing Choice (Section 8) vouchers have incomes at or below 30% of the AMI. This means that twenty-five (25) units of Crystal View Townhomes will be rented to households with incomes at or below 30% 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 possible number of units for families at or below 30% AMI within the expanded redevelopment area and as dictated by the available project financing” (p. 1-2).

These actions are consistent with the City’s 2005-2009 Consolidated Plan and the City’s 2004 Lakeside Terrace Redevelopment Plan:

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).

2) Increase Affordable Housing Units

In addition to the development of Crystal View Townhomes, other steps in the plan to increase the number of affordable units to the extremely low-income households in Urbana are the HACC's recent purchase of a six-unit apartment building (Hayes Homes) in Urbana and the planned addition of three apartments at Steer Place:

In line with the City of Urbana's goal to maximize the number of replacement units available to families below 30% AMI, the HACC added to its public housing stock with the purchase of a 6-unit apartment building and is currently designing 3 additional apartments to be constructed at Steer Place. Both of these developments are located in Urbana" (p. 2).

To address the shortage of affordable housing for all eligible populations, the HACC will continue to pursue the purchase of land and other units in FY 2009 as stated under the last section of Strategy 2: Increase the number of affordable housing units as follows:

"The HACC plans to purchase existing housing units through the multiple listing to add to its ACC and to purchase land for development into public housing or to hold as an investment. If not developed into public housing or mixed finance/mixed income housing, the HACC will dispose of this land when it is profitable to do so. The HACC will also demolish and redevelop obsolete public housing sites-either replacing them with all public housing or a mixed income development." (p. 13)

The Crystal View Townhomes, Hayes Homes, and expansion of Steer place projects will expand the number of units available to extremely low-income families and HACC by a total of 34 units. This is consistent with the 2005-2009 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.... (p. 65)

3) Families with Disabilities

According to the HACC Plan, to address the needs of families with disabilities, a 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. 14-15)

This statement addresses the following Public Housing Strategies of the 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)

Public Housing Strategy: Encourage the Housing Authority of Champaign County to follow a similar process and design as the Burch Village and Lakeside Terrace redevelopment projects for the demolition and redevelopment of any other Public Housing units. (p. 65)

4) Dunbar Court

A major addition to the HACC Annual Plan for FY 2009 is the planning to begin the process of replacing 26 units of Dunbar Court in Urbana. According to the HACC, an October 2005 assessment of Dunbar Court resulted in the recommendation that it would be more cost effective to replace the units rather than to remodel. HACC staff will work closely with City of Urbana to develop the plan for redeveloping Dunbar Court.

If HOPE VI funding can be secured, the HACC plans to reduce overall density by replacing the 26 units at Dunbar Court, consisting of 4 one-bedroom, 10 two-bedroom, 8 three-bedroom and 4 four-bedroom units (total of 64 bedrooms). The new development is projected to have six (6) new four-bedroom and eight (8) five-bedroom public housing units on the site for a total of 64 bedrooms. If possible, the HACC would acquire available adjacent property in order to increase the number of units on the site. The resulting development would be designed to have a residential neighborhood appearance.

The HACC Plan (p. 37) indicates the actual start date for activity (application for funding, preliminary design concepts) on the project is scheduled to begin in the Winter of 2009-2010, but will depend on the HACC's ability to secure funding for the project. The proposed project is consistent with the following strategies included in the City's Consolidated Plan:

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

Public Housing Strategy: Encourage the Housing Authority of Champaign County to follow a similar process and design as the Burch Village and Lakeside Terrace redevelopment projects for the demolition or redevelopment of any other Public Housing Units. (P. 65)

5) Ensuring Consistency with Consolidated Plan

The HACC Annual Plan for FY 2009 provides a list of 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 Lakeside Terrace (IL06000004) 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 the number 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. 58)*

The first item listed above conforms to the following strategy 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)

The second item above is consistent with the following strategy in the Consolidated Plan:

Affordable Housing Strategy: Expand Homeownership opportunities for low and moderate income households. Support the Housing Authority's Section 8 Homeownership Program. (p. 63).

The third item noted above was included to address the activity identified in the City's Consolidated Plan, Public Housing Strategic Plan that 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 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 Community Housing Development Organizations, such as the Homestead Corporation of Champaign-Urbana. The phrasing of item three is consistent with the language that the City of Urbana requested to be included during its review of the HACC plan for 2007.

6) Additional Comments

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

Five-Year Plan - Page 3

The HACC has indicated that they have submitted applications to HUD to designate Hayes Homes and Steer Place in Urbana for elderly only.

Annual Plan - Page 1

The HACC has completed the development of its Section 8 Homeownership program. Several banks and lending institutions have entered into agreements with the HACC setting forth the banks' commitment and underwriting criteria. The goal for FY 2009 is to increase participants in the program from 9 to 20.

Annual Plan - Pages 22 - 23

The HACC updated the information regarding Deconcentration and Income Mixing, regarding two Low-Income Housing Tax Credit projects, noting, "*Douglass Square on the site of the former Burch Village is completed and fully occupied. Construction of Crystal View Townhomes on the Lakeside Terrace site will begin in the fall of 2008 with the first units available for occupancy in June of 2009.*"

Annual Plan - Page 24

The HACC has continued (from 2008) its increased tenant screening process for Section 8 vouchers to include, "*criminal and drug-related activity, more extensively than required by law or regulation.*"

These are among the positive steps that HACC has undertaken to improve its overall performance. Based on the scores of 90 for PHAS and 96 for SEMAP, the HACC is considered a High Performer by HUD (5-Year Plan, p. 2).

Fiscal Impacts

The City of Urbana expended \$40,000 of CDBG funds in FY 2002-2003 for predevelopment costs associated with the redevelopment of Lakeside Terrace. An additional \$327,297 in CDBG, HOME and local Match funding has been allocated for project. The Annual Action Plan for FY 2006-2007 allocated \$100,000 (\$50,000 CDBG and \$50,000 HOME and Match) and the FY 2007-2008 Annual Action Plan allocated an additional \$100,000 (\$50,000 CDBG and \$50,000 HOME and Match) to the redevelopment project.

In July 2008, the Urbana City Council approved an Amendment to the City of Urbana and Urbana HOME Consortium FY 2007-2008 Annual Action Plan that reallocated up to \$127,297 of additional unobligated HOME and match carryover funds to the Crystal View project. The City has also waived building and erosion control permit fees totaling \$44,024 for the Crystal View Townhomes project. The value of City expenditures, commitments and waived fees to date is \$411,951. No other City funds have been committed to strategies outlined in the HACC FY 2009 Annual Agency Plan.

Options

1. Approve 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 2009.
2. Approve the Resolution, with changes to the HACC FY 2009 Annual Plan.
3. Do not approve the Resolution.

Recommendations

The Housing Authority of Champaign County proposed projects for FY 2009 are consistent with the City of Urbana's Consolidated Plan.

The Urbana Community Development Commission voted unanimously to recommend Council approve the Resolution at its November 25, 2008 meeting (unapproved minutes attached). Staff recommends Council approve the Resolution.

Memorandum Prepared By:

John A. Schneider, Manager
Grants Management Division

Attachments:

1. 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 2009
2. Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan
3. Housing Authority of Champaign County Five-Year Plan for FY 2005-2009 and Annual Plan for Fiscal Year 2009
4. Unapproved Community Development Commission Minutes November 25, 2008

Copy: Edward Bland, Executive Director, Housing Authority of Champaign County

RESOLUTION NO. 2008-12-028R

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A CERTIFICATION OF CONSISTENCY FOR THE HOUSING AUTHORITY OF CHAMPAIGN COUNTY FIVE-YEAR PLAN FY 2005-2009, AND THE ANNUAL PLAN FISCAL YEAR 2009

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

WHEREAS, on May 6, 2005 the Urbana City Council adopted the *URBANA HOME CONSORTIUM AND CITY OF URBANA CONSOLIDATED PLAN FOR PROGRAM YEARS 2005-2009*; and

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

WHEREAS, the Urbana Community Development Services staff reviewed the Housing Authority of Champaign County's Five-Year Plan FY 2005-2009 and the *Annual Plan for Fiscal Year 2009* and found the Plan to be consistent with the *URBANA HOME CONSORTIUM AND CITY OF URBANA CONSOLIDATED PLAN FOR PROGRAM YEARS 2005-2009*.

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

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

Section 2. That the Mayor is hereby designated as the authorized representative of the City of Urbana and the Urbana HOME Consortium to

execute HUD form 50075 Certification by State and Local Officials of PHA
Plans Consistency with the Consolidated Plan.

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

AYES:

NAYS:

ABSTAINS:

Phyllis D. Clark, City Clerk

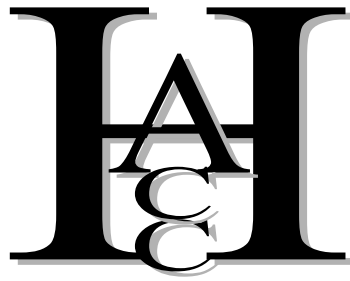
APPROVED by the Mayor this _____ day of _____,
_____.

Laurel Lunt Prussing, Mayor

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

I, _____ the _____ certify
that the Five Year and Annual PHA Plan of the _____ is
consistent with the Consolidated Plan of _____ prepared
pursuant to 24 CFR Part 91.

Signed / Dated by Appropriate State or Local Official



Housing Authority of Champaign County

Five-Year Plan Fiscal Years 2005-2009

Annual Plan Fiscal Year 2009

January 15, 2009

Submitted: **January 15, 2009**
Housing Authority of Champaign County
Board of Commissioners

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

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

PHA Plans

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

SUBMITTED BY:

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

January 15, 2009

**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: 04/2009

PHA Programs Administered:

Public Housing and Section 8 **Section 8 Only** **Public Housing Only**

Number of public housing units: **443** Number of S8 units: Number of public housing units:
Number of S8 units: **1358**

PHA Consortia: (check box if submitting a joint PHA Plan and complete table)

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participating PHA 1:				
Participating PHA 2:				
Participating PHA 3:				

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
- PHA website
- Other (list below)

Resident Advisory Board
Tenant Council – Skelton Place
Tenant Council – Steer Place
Tenant Council – Washington Square

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

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

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

Acquire single and/or multi-family housing, acquire land to use for future development and/or to hold as an investment and build housing on acquired land and/or remodel acquired housing. The location of all activities would be within Champaign County.

Other (list below)

Any Public Housing demolition or redevelopment activities may follow similar processes designed for the Burch Village and Lakeside Terrace redevelopment projects. The goal of the Housing Authority of Champaign County is to impact positively 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 could involve the use of several funding sources including, but not limited to, HUD Replacement Housing Funds, IHDA Tax Credits, HOME Funds, private/corporate contributions, Federal Home Loan Bank, Public Housing Reserves 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 could 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) 90
- Improve voucher management: (SEMAP score) 96
- Increase customer satisfaction:
- Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)

*Vacant Unit Turnaround
Perception of Safety
Maintenance & Repair
Neighborhood Appearance*

- Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

Acquire land to be used for future public housing development and/or to sell later to finance public housing development and/or replacement.

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:

Increase number of participants in the 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:

The HACC plans to improve security at the developments by increasing communication with the police and tenants, more frequent inspections of common area lighting, investigating upgrade of security cameras and soliciting applications from police officers to live in public housing.

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

The HACC submitted applications to designate

- 1. Columbia Place (IL006000003, Buildings 61 & 62),*
- 2. Hayes Homes (IL006000005, Building 24),*
- 3. Steer Place (IL 006000002, Building 23)*
- 4. Youman Place (IL006000003, Buildings 3-8) and*
- 5. Washington Square (IL006000003, Building 10)*

for elderly only.

- 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 2009
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

- Standard Plan**
- 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. The goal for FY2009 is to increase participants in the program from 9 to 20.*
- b.) *As a result of converting to Asset Management the HACC assigned maintenance staff to specific sites. This change has precipitated the following benefits:*
 1. *Cutting down on travel time. By placing personnel on specific sites the need for travel was greatly reduced.*
 2. *Creating a sense of ownership and pride in how the sites are maintained. Assignment of maintenance personnel to specific sites helps 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's developer will begin construction of Crystal View Townhomes in the fall of 2008 with the first units being available for occupancy in June of 2009. This redevelopment is being financed under HUD's Mixed-Finance approach. The Mixed-Finance approach includes the use of several funding sources many of which require that families with specific ranges incomes occupy units. Of the 70 units planned, Crystal View will rent seven (7) units to households at 30% of the area median*

income (AMI) that have supportive housing needs per the Illinois Housing Development Authority referral support plan. In addition, in exchange for the Authority converting tenant-based Housing Choice Vouchers into Project-Based Assistance, the developer has committed to reserve an additional eighteen (18) units for applicants with very-low income with priority given to Lakeside Terrace Residents relocated from the original site. Our experience is that households who qualify for Housing Choice (Section 8) vouchers have incomes at or below 30% of the AMI. This means that twenty-five (25) units of Crystal View Townhomes will be rented to households with incomes at or below 30% 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 possible number of units for families at or below 30% AMI within the expanded redevelopment area and as dictated by the available project financing.

In line with the City of Urbana's goal to maximize the number of replacement units available to families below 30% AMI, the HACC added to its public housing stock with the purchase of a 6-unit apartment building and is currently designing 3 additional apartments to be constructed at Steer Place. Both of these developments are located in Urbana.

- d.) The HACC is currently in the process of updating its Admissions and Continued Occupancy Policy (ACOP), the Resident Handbook and the Resident Lease to ensure that 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 the updates are completed, HACC will hold public hearings for the purpose of receiving comments on the proposed changes to the above referenced documents.*
- e.) The City of Champaign is planning to extend 4th Street along the west side of the Douglass Square (formerly Burch Village). Among other things this extension will allow Douglass Square to have a secondary access. The HACC has received approval for the disposition of a small triangle of land on the southwest corner of Douglass Square. The City of Champaign requires this land for right-of-way for a street extension.*
- f.) In order to utilize the Replacement Housing Factor funds and to provide additional public housing for Champaign County, the HACC will purchase land for development into public housing or to hold as an investment, purchase existing single and/or multi-family housing to add to our ACC and/or will demolish and redevelop existing public housing sites into additional public housing. Depending on funding options, the HACC will seek to develop the purchased land and/or existing public housing sites as mixed income developments.*

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.

Required Attachments:

<input checked="" type="checkbox"/>	"A" Admissions Policy for Deconcentration	62
<input checked="" type="checkbox"/>	"B" FY 2009 Capital Fund Program Annual Statement	67
<input type="checkbox"/>	Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)	
<input checked="" type="checkbox"/>	"C" List of Resident Advisory Board Members	96
<input checked="" type="checkbox"/>	"D" List of Resident Board Member	98
<input checked="" type="checkbox"/>	"E" Community Service Description of Implementation	100
<input checked="" type="checkbox"/>	"F" Information on Pet Policy	105
<input checked="" type="checkbox"/>	"G" Section 8 Homeownership Capacity Statement, if applicable	124
<input checked="" type="checkbox"/>	"H" Description of Homeownership Programs, if applicable	126

Optional Attachments:

- PHA Management Organizational Chart
- “I”** FY 2009 Capital Fund Program 5 Year Action Plan 135
- Public Housing Drug Elimination Program (PHDEP) Plan
- “J”** Comments of Resident Advisory Board or Boards
(must be attached if not included in PHA Plan text) 141
- Other (List below, providing each attachment name)

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
✓	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
✓	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
✓	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
✓	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of	Annual Plan: Housing Needs

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	
✓	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
✓	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
✓	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
✓	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
✓	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
✓	Schedule of flat rents offered at each public housing development	Annual Plan: Rent Determination

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	<input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	
✓	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
✓	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
✓	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
✓	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
✓	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
✓	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
✓	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
✓	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
✓	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
✓	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
✓	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
✓	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
✓	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S.	Annual Plan: Annual Audit

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location
Income <= 30% of MFI	9,358	N/A	N/A	N/A	N/A	N/A	N/A
Income >30% but <=50% of AMI	6,302	N/A	N/A	N/A	N/A	N/A	N/A
Income >50% but <80% of AMI	6,535	N/A	N/A	N/A	N/A	N/A	N/A
Elderly	1,911	N/A	N/A	N/A	N/A	N/A	N/A
Families with Disabilities	2,245	N/A	N/A	N/A	N/A	N/A	N/A
White/Non-Hispanic	14,490	N/A	N/A	N/A	N/A	N/A	N/A
Black/Non-Hispanic	3,810	N/A	N/A	N/A	N/A	N/A	N/A
Hispanic	823	N/A	N/A	N/A	N/A	N/A	N/A

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

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

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	50	100%	
Extremely low income <=30% AMI			
Very low income (>30% but <=50% AMI)			
Low income (>50% but <80% AMI)			
Families with children	15	30%	
Elderly families	35	70%	
Families with Disabilities			
Race/ethnicity – White/Non-Hispanic			
Race/ethnicity – Black/Non-Hispanic			
Race/ethnicity – Other			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	35	70%	
2 BR	8	16%	
3 BR	3	6%	
4 BR	3	6%	
5 BR	1	2%	

Housing Needs of Families on the Waiting List			
5+ BR	0	0%	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 20			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input 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"/> Section 8 tenant-based assistance			
<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	1754		
Extremely low income <=30% AMI	1733	98.80%	
Very low income (>30% but <=50% AMI)	20	1.14%	
Low income (>50% but <80% AMI)	1	.06%	
Families with children	1290	73.55%	
Elderly families	48	2.74%	
Families with Disabilities			
Race/ethnicity – White/Non-Hispanic	260	14.82%	
Race/ethnicity – Black/Non-Hispanic	1406	80.16%	
Race/ethnicity – Other	88	5.02%	

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)? 19 months (March 16, 2007)

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 implemented a 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.
 Reduce time to renovate public housing units.
 Seek replacement of public housing units lost to the inventory through mixed finance development.

The HACC's developer plans to begin construction of Crystal View Townhomes, a Mixed-Income/Mixed/Finance redevelopment of the public housing site, Lakeside Terrace, in the fall of 2008. The first units will be available to tenants in June of 2009.

- 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 HACC gives more low income families the opportunity to live in apartments with higher rents.

- 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 have helped to educate landlords about the Section 8 program and Fair Housing provisions applicable to rental housing. The HACC will not require assistance from the Cities in this process of holding Town Hall meetings bi-annually 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.

The HACC's developer partner for Lakeside Terrace (IL6-04) received LIHTC in August 2008.

- Pursue housing resources other than public housing or Section 8 tenant-based assistance.

The redevelopment of Lakeside Terrace required the HACC to seek non-public housing funds such as CDBG, HOME, Low-Income Housing Tax Credits, Tax Exempt Bonds, State of Illinois Trust Funds, State Donations Tax Credits etc.

- Other: (list below)

The HACC plans to purchase existing housing units through the multiple listing to add to its ACC and to purchase land for development into public housing or to hold as an investment. If not developed into public housing or mixed finance/mixed income housing, the HACC will dispose of this land when it is profitable to do so. The HACC will also demolish and redevelop obsolete public housing sites-either replacing them with all public housing or a mixed income development.

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 units available for persons with disabilities and will make application for additional vouchers 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 have been 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 Lakeside Terrace will meet the Federal Requirement of 5% of all units for the needs of persons with disabilities and an additional 2% for hearing impaired or 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, funding is becoming much tighter. The development of strategies is affected by the funds currently received by the HACC.

- Staffing constraints.

Because of budget constraints the HACC is unable to create new positions to alleviate the current heavy workload on the HACC staff.

- Limited availability of sites for assisted housing
 Extent to which particular housing needs are met by other organizations in the community.

- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs.

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.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2009 grants)		
a) Public Housing Operating Fund	\$1,247,749	Public Housing Administrative Expenses
b) Public Housing Capital Fund (IL06 CFP 501-08)	\$760,283	Capital Improvements
c) Replacement Housing Factor (IL06 R006 501-08)	\$366,855	Public Housing Replacement
d) HOPE VI Revitalization		
e) HOPE VI Demolition		
f) Annual Contributions for Section 8 Tenant-Based Assistance	\$8,693,090	Section 8 HAP & Administrative Expenses
g) Annual Contributions for Section 8 Tenant-Based Assistance – NRA	\$1,000,000	Section 8 HAP
h) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
i) Resident Opportunity and Self-Sufficiency Grants		
j) Community Development Block Grant		
k) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
IL06 CFP-501-07	\$467,864	Capital Improvements
3. Public Housing Dwelling Rental Income	\$550,000	Public Housing Administrative Expenses

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
4. Other income (list below)		
Investment Income	\$100,000	Other
Laundry/Vending Commissions	\$3,000	Other
4. Non-federal Sources (list below)	0	
Total resources	\$13,188,841	

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:

(within 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)

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)

Drawing (lottery) or other random choice technique.

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:

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

Other preferences: (select below)

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

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

Date and Time

Former Federal preferences:

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
Victims of domestic violence
Substandard Housing
Homelessness
High Rent Burden

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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 is addressing the need for Deconcentration by the redevelopment of Burch Village and Lakeside Terrace family developments. The redevelopment of these 2 properties was financed in part by Low-Income Housing Tax Credits which require income mixing. Douglass Square on the site of the former Burch Village is completed and fully occupied. Construction of Crystal View Townhomes on the Lakeside Terrace site will begin in the fall of 2008 with the first units available for occupancy in June of 2009.

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?

d. 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.

Improving curb appeal

- 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 (IL006000001, Buildings 1-14))
Dunbar Court (IL006000002, Buildings 1-6))
Scattered Sites (IL006000002, Buildings 7-22))

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

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

B. Section 8

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

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

(1) Eligibility

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

- Criminal or drug-related activity only to the extent required by law or regulation
 Criminal and drug-related activity, more extensively than required by law or regulation
 More general screening than criminal and drug-related activity (list factors below)
 Other (list below)

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

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

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

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

- Criminal or drug-related activity
 Other (describe below)

- (1) Lease violation
(2) Forwarding Address
(3) Payment History

(2) Waiting List Organization

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

- None
 Federal public housing
 Federal moderate rehabilitation

- Federal project-based certificate program
- Other federal or local program (list below)

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

- PHA main administrative office
- Other (list below)

(3) Search Time

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

If yes, state circumstances below:

Upon request, a client can receive extensions of 30 days up to, but not exceeding, 120 days.

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
- Other (list below)

Through flyers and written notifications to social and supportive 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)
- 95th percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit

Other (list below)

f. Rent re-determination:

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)

\$200.00/month

Other (list below)

Families are required to report increases in income only 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.

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning FY 2009	Expected Turnover
Public Housing	443	85
Section 8 Vouchers	1358	N/A
Section 8 Certificates	N/A	N/A
Section 8 Mod Rehab (SRO, Urbana)	25	N/A
Special Purpose Section 8 Certificates/Vouchers (Edge of Mall, Urbana)	50	N/A
Public Housing Drug Elimination Program (PHDEP)	N/A	N/A
Other Federal Programs	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*

(2) Section 8 Management: (list below)

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

(3) Pest Infestation Policy:

The HACC have taken proactive steps in preventing or eradicating pest infestation. A pest control firm has been contracted to provide at least quarterly, but 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 monthly 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"

-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 "I"

-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:

Dorsey Homes (IL006000001, Buildings 1-14)
Dunbar Court (IL006000002, Buildings 1-6)

- 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:

Lakeside Terrace (IL006000004)
Dorsey Homes (IL006000001, Buildings 1-14)
Dunbar Court (IL006000002, Buildings 1-6)

- 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:

HACC plans to acquire vacant land on which to building public housing units and to acquire existing units to replace those demolished at Burch Village and Lakeside Terrace (IL006000004).

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>Dunbar Court</i> 1b. Development (project) number: <i>IL006000002, Buildings 1-6)</i>
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <i>(06/01/09)</i>
5. Number of units affected: <i>26</i>
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: <i>Winter 2009-10</i> b. Projected end date of activity:
Demolition/Disposition Activity Description
1a. Development name: <i>Dorsey Homes</i> 1b. Development (project) number: <i>IL006000001, Buildings 1-14)</i>
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <i>(06/01/09)</i>
5. Number of units affected: <i>67</i>
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development

7. Timeline for activity:

- a. Actual or projected start date of activity: *Winter 2009-10*
- b. Projected end date of 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.

Designation of Public Housing Activity Description	
1a. Development name:	<i>Columbia Place</i>
1b. Development (project) number:	<i>IL006000003, Buildings 61 & 62</i>
2. Designation type:	Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one)	Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input checked="" type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	<i>10/28/08</i>
5. If approved, will this designation constitute a (select one)	<input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:	<i>16</i>
7. Coverage of action (select one)	<input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development

Designation of Public Housing Activity Description	
1a. Development name:	<i>Youman Place</i>
1b. Development (project) number:	<i>IL006000003, Buildings 3-8</i>
2. Designation type:	Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one)	Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input checked="" type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	<i>10/28/08</i>
5. If approved, will this designation constitute a (select one)	<input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:	<i>20</i>
7. Coverage of action (select one)	<input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development

Designation of Public Housing Activity Description	
1a. Development name:	<i>Steer Place</i>
1b. Development (project) number:	<i>IL006000002, Building 23</i>
2. Designation type:	Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one)	Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input checked="" type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	<i>10/28/08</i>
5. If approved, will this designation constitute a (select one)	<input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:	<i>104</i>
7. Coverage of action (select one)	<input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development

Designation of Public Housing Activity Description	
1a. Development name:	<i>Washington Square</i>
1b. Development (project) number:	<i>IL006000003, Building 10</i>
2. Designation type:	Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one)	Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input checked="" type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	<i>10/28/08</i>
5. If approved, will this designation constitute a (select one)	<input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:	
7. Coverage of action (select one)	<input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development

Designation of Public Housing Activity Description	
1a. Development name:	<i>Hayes Homes</i>
1b. Development (project) number:	<i>IL006000005, Building 24</i>
2. Designation type:	Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one)	Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input checked="" type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	<i>10/28/08</i>
5. If approved, will this designation constitute a (select one)	<input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:	<i>6</i>
7. Coverage of action (select one)	<input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

Conversion of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
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: <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:)

- | |
|--|
| <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent |
| <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units |
| <input type="checkbox"/> 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 October 2005, the HACC evaluated the family public housing developments located in Champaign County (excluding Burch Village and Lakeside Terrace due to approved demolition plans):

*Dorsey Family Homes (IL006000001, Buildings 1-14), Champaign, Illinois
Dunbar Court (IL006000002, Buildings 1-6), Urbana, Illinois
Scattered Sites (IL006000009, Buildings 7-22), Champaign, Illinois*

These sites were evaluated using a cost benefit analysis to determine if the HACC should continue 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 and (2) 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 in Champaign (Dorsey Family Homes and Scattered Sites) would be appropriate because removal of the developments would 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 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

N/A

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 11/1/08)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

1. Yes No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24

CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

- (1) *The family must qualify for, and enroll in, the FSS Program.*
- (2) *The family must be in good standing with the HACCC and/or Landlord.*

12. PHA Community Service and Self-Sufficiency Programs

[24 CFR Part 903.7 9 (1)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 01/04/99

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

- Yes No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no”, skip to sub-component 2,

Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
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	49	Waiting List	HACC Admin. Office	Both
PAID	3	Specific Criteria	Lincoln Land	Both
Credit Counseling	10	FSS	Urban League	Both
Job Training	0	FSS	Urban League	Both

(2) Family Self Sufficiency Programs

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2009 Estimate)	Actual Number of Participants (As of: 11/03/08)
Public Housing	N/A	17
Section 8	N/a	10

- 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

- 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

See Attachment "E", Community Service Description and Implementation.

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)

There is a perception of crime in public housing that has little basis in reality. Part of the reason that residents perceive that public housing is crime-ridden is the pervasiveness of crime reporting and crime programming on television. Also, residents of the high rise buildings call for an ambulance more than the general public does. However, police are also dispatched with the ambulance. Just seeing police in the building for any reason increases the residents' perception of crime in their building.

The HACC and the local police continue to hold regular meetings with residents to educate them in the fact that there is a high incidence of crime in the surrounding neighborhoods and how to keep crime out of public housing. Less than 5% of crime in the neighborhoods happens on HACC property. This helps residents be less fearful for their family's safety.

Each time a member of the maintenance staff is at a development after dark he inspects the common area exterior lighting to be sure it is working. This is a crime deterrent.

All applicants for public housing are subjected to criminal background checks. Successful applicants must have a clean record for the last 5 years.

The HACC continues with efforts in educating the residents of senior housing to be aware of predators. Also residents of Skelton Place and Washington Square have implemented a program where a resident monitors the front door during the weekend evenings to keep out criminal elements.

Also implemented is a pre-addressed "Tip Card" to be completed and mailed to the police department. By using this card a resident can report crimes anonymously.

2. What information or data did the PHA use 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)

Dorsey Family Homes (IL006000001, Buildings 1-14)
Dunbar Court (IL006000002, Buildings 1-6)
Skelton Place (IL006000001, Building 15)

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)

Implemented use of 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)

Dorsey Family Homes (IL006000001, Buildings 1-14)
Dunbar Court (IL006000002, Buildings 1-6)
Skelton Place (IL006000001, Building 15)
Scattered Sites (IL06000002, Buildings 7-22)

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)

Dorsey Family Homes (IL006000001, Buildings 1-14)

Dunbar Court (IL006000002, Buildings 1-6)

Skelton Place (IL006000001, Building 15)

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2009 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. PET POLICY

[24 CFR Part 903.7 9 (n)]

General Information

The Resident Advisory Board acted as consultants to create this Pet Policy. The Pet Policy's rules as adopted are reasonably related to the legitimate interest of the HACC to provide a decent, safe and sanitary living environment for all tenants and to protect and preserve the physical condition of the property and the financial interest of the HACC.

Elements of the Pet Policy

- *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 pet permitted per 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: Rottweilers, Doberman Pinschers, Pitt Bulldogs, or any other animal that displays vicious behavior*
- *Provision for proper pet waste removal and charges*
- *Tenant responsible for reasonable cost of repairs to dwelling unit caused by the pet and fumigation of unit*
- *Dogs and cats must be on leash or carried if outside resident's unit*
- *Tenant must have a personal insurance policy of at least \$100,000.00 naming the HACC as Additional Insured on the policy. A copy of the policy must be provided to the HACC and an annual review shall be conducted to insure that the policy is still in effect.*

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, annual fees are required from residents of family developments.

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Certifications of Compliance with the PHA Plans and Related Regulations, form HUD-50077. This form with an original signature will be sent to the Office of Public Housing on January 15, 2009 or before.

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:

See Attachment J, Comments of the Resident Advisory Board

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:

See Attachment J, Comments of the Resident Advisory Board

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)

Urbana HOME Consortium, City of Urbana, Illinois

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

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year 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 Lakeside Terrace (IL06000004) 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 the number 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.*

Other: (list below)

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

The following represents the comments included in the FY 2004 Annual Plan inserted by the City of Urbana:

“The City of Urbana supports the efforts of the HACC in its mission to provide safe, decent and sanitary housing for all. The Urbana FY2000-2004 Consolidated Plan (Summary of

Recommendations) includes the following policies and statements that should be inserted into the HACC Annual Plan for FY 2004:

AFFORDABLE HOUSING; in part “Additional subsidies for extremely low-income and very low-income tenants are needed, such as tenant-based rent assistance, assistance with security deposits and first month’s rents, and use of low-income housing tax credits”.

PUBLIC HOUSING; in part “Subsidized housing is greatly needed throughout Champaign County. However, family units owned and managed by the Housing Authority of Champaign County are generally considered last-resort housing due to poor living conditions. In the short-term family complexes should be renovated to ensure safe living conditions.

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

The City of Urbana submits the following additional comments and provisions related to the redevelopment of Lakeside Terrace:

With regard to replacement units related to the redevelopment of Lakeside Terrace in Urbana, in order to maintain consistency with the City of Urbana’s Consolidated Plan, the HACC recognizes the need to maximize the number of units that will be made available for families below 30% MFI. Should the City of Urbana provide funding toward the redevelopment of Lakeside Terrace, the HACC will provide for the maximum number of units for families at or below 30% MFI within the expanded redevelopment area and that those units not provided on site could be provided at scattered-sites, so that no fewer than 80% of demolished units are replaced with permanent, subsidized housing units that will be affordable to extremely low-income families with children.

With regard to the predevelopment planning efforts for Lakeside Terrace, City of Urbana staff, have been actively involved in the process and have provided guidance and direction throughout the planning process.

Should the City of Urbana provide funding toward the redevelopment of Lakeside Terrace, the HACC will adopt the following goal: The maximum number of affordable housing units are to be developed within the Lakeside Terrace redevelopment area and additional housing can be developed off-site in scattered site developments for persons below 30% MFI, so that no fewer than 80% of demolished units are replaced with permanent, subsidized housing units that will be affordable to extremely low-income families with children, irrespective of their income, which is consistent with the

Consolidated Plan.

The City of Urbana will not provide funding for the demolition of Lakeside Terrace units without a viable redevelopment plan, which is consistent with the provisions of the Consolidated Plan for the replacement of these units.

1. Consolidated Plan jurisdiction: (provide name here)

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.*

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

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ATTACHMENT (A)

Admissions Policy for Deconcentration

A. Admissions Policy for Deconcentration

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 2009 Capital Fund Program Annual Statement

Annual Statement/Performance and Evaluation Report

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

PHA Name: Housing Authority of Champaign County	Grant Type and Number Capital Fund Program Grant No: IL06P006 501-06 Replacement Housing Factor Grant No:	Federal FY of Grant: 2006
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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	179,815.00	118,000.00	118,000.00	
3	1408 Management Improvements Soft Costs	118,000.00	179,815.00	179,815.00	6,101.18
	Management Improvements Hard Costs				
4	1410 Administration	89,900.00	89,900.00	89,900.00	
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	129,103.44	129,103.44	129,103.44	80,113.38
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	171,634.36	214,237.02	214,237.02	156,211.26
11	1465.1 Dwelling Equipment—Nonexpendable	94,580.60	75,580.60	75,580.60	75,580.60
12	1470 Nondwelling Structures	8,470.00	8,470.00	8,470.00	8,470.00
13	1475 Nondwelling Equipment	83,970.94	83,970.94	83,970.94	83,970.94
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	23,602.66	0.00		

Amount of Annual Grant: (sum of lines 2 to 19.)	899,077.00	899,077.00	899,077.00	410,447.36
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: Housing Authority of Champaign County		Grant Type and Number Capital Fund Program Grant No: IL06P006 501-06				Federal FY of Grant: 2006			
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		21,808.94	21,808.94			
6/21/2007	5 Laptop Computers	CFP08-9	1475				8,140.00	8,140.00	
8/15/2007	1 laptop computer	CFP08-9	1475				1,502.50	1,502.50	
1/25/2008	1 laptop computer	CFP08-9	1475				1,270.19	1,270.19	

3/12/2008	1 laptop computer	CFP08-9	1475				1,243.85	1,243.85	
3/12/1985	4 desktop computers	CFP08-9	1475				3,248.00	3,248.00	
3/26/2008	Exchange Server	CFP08-9	1475				4,153.80	4,153.80	
4/7/2008	Exchange Server	CFP08-9	1475				1,957.74	1,957.74	
4/7/2008	Server software	CFP08-9	1475				292.86	292.86	
HA-Wide	New Vehicle		1475	3	58,455.00	58,455.00			
	New Maintenance Trucks	CFP8-15	1475				58,455.00	58,455.00	
HA-Wide	ADA Compliance		1460		7,000.00	-			
9/23/2008	Budget revision								
HA-Wide	Occupied Unit Painting		1460		-	-			from 05
HA-Wide	Hazardous Material Removal								
3/7/2008	Revise 3/7/08 move from 501-05		1460		5,272.00	-			
9/23/2008	Budget revision								
Dorsey Homes									
	Roof replacement		1460	25%	-	-			
	Storm Doors								
3/10/2008	Revise 3/10/08 move from 501-05		1460		-	-			
	Expand Resident Resource Center		1470		-	-			
3/18/2008	Change door latch hardware	CFP08-2	1470		570.00	570.00	570.00		
3/24/2008	Payment 1 - Doug Moore Const	CFP08-	1470						

		2						570.00	
Lakeside Terrace									
IL 6-4	Approved for demolition								
Dunbar Court									
IL 6-5	Site grading, seeding, bushes		1450		-	-			Funge to 09
Columbia Place									
IL 6-6	Replace kitchen cabinets		1460	30%	-	-			Funge to 09
	Replace common hall flooring		1460	100%	-	-			from 05
Skelton Place									
IL 6-7	Replace Trash compactor		1465.1			15,000.00	-		
9/23/2008	Budget revision								
	Upgrade security equipment		1475.0		-	-			
	Replace elevator car interiors		1460.0		-	-			
	Replace security cameras		1475.0		-	-			from 05
	Security equipment upgrade		1475.0		-	-			from 05
7/10/2007	Chimney Repair - funge in from 501-04		1460.0		-	-			
Youman Place									
IL 6-8	Upgrade kitchens		1460	50%					
	New Electric Ranges	CFP8-	1460					7,267.40	

		13			7,267.40	7,267.40		7,267.40	
	Accessibility upgrades		1460	3					
IL 6-8	Revision 3/7/08 move from 501-05		1460	3	-	-			
Scattered Sites									
IL 6-9	New kitchen cabinets	CFP8-12	1460	20%	9,475.00	9,475.00			
11/2/2007	Purchase Cabinets for 2 units	CFP8-12	1460				2,509.01		
11/2/2007	Payment 1 R P Lumber	CFP8-12	1460					2,509.01	
12/4/2007	Purchase Cabinets for 2 units	CFP8-12	1460				2,159.32		
	Payment 1 R P Lumber	CFP8-12	1460					2,159.32	
6/17/2008	Revision - from 1502	CFP8-12	1460		10,000.00	10,000.00			
8/20/2008	Purchase Cabinets for 4 units	CFP8-12	1460				14,728.52		
8/20/2008	Payment 1 R P Lumber	CFP8-12	1460					14,728.52	
9/23/2008	Budget revision		1460				(78.15)		
6/17/2008	Repair Siding	CFP09-3	1460		525.00	525.00			
7/7/2008	110 Roper	CFP09-3	1460				525.00		
7/7/2008	Payment 1	CFP09-3	1460					525.00	
7/10/2007	New gutters funge in from 501-04		1460		-	-			
	Replace Furnaces and Water heaters	CFP9-2	1460	100%	-	58,025.76			
9/30/2008			1460				58,025.76		

Steer Place									
IL 6-12	Upgrade kitchens		1460	25%	-	-			
	New Ranges		1465.1	100%					
	Barton Carroll's-New Ranges	CFP08-13	1465.1		37,790.48	37,790.48	37,790.48	37,790.48	
	Replace Elevator Car Interiors		1460	100%	-	-			
	Elevator mechanical upgrades		1460		-	-			
	Exterior lighting		1460		-	-			
	Common Area Furniture		1475		-	-			
	Security upgrades		1475		-	-			
	Landscape materials		1450		-	-			
Washington Square									
IL6-13	Replace Kitchen Cabinets	CFP08-5	1460						
7/10/2007	Funge out to 501-04	CFP08-5	1460		(25,949.00)	(25,949.00)			
7/10/2007	Note: Obligation did not show until 11-6-07 due to typo	CFP08-5	1460				173,051.00		
12/6/2007	Change Order #1	CFP08-5	1460				(706.58)		
12/21/2007	Change Order #2	CFP08-5	1460				633.63		
1/18/2008	payment 3B	CFP08-5	1460						93,283.55
2/6/2008	Floor Tile for contractor	CFP08-	1460				650.00		

		5						650.00	
3/10/2008	Funge out to 501-05	CFP08-5	1460				(41,606.04)		
3/10/2008	revision 3/10/08	CFP08-5	1460		158,043.96	158,043.96			
3/12/2008	Change order #3	CFP08-5	1460				(3,000.00)		
7/24/2008	payment 5B	CFP08-5	1460					35,088.46	
9/23/2008	Budget revision		1460				(3,072.95)		
	New Ranges		1465.1						
	Barton Carrolls - New Ranges	CFP08-13	1465.1		37,790.12	37,790.12	37,790.12	37,790.12	
IL 6-13	Upgrade security equipment		1475						
4/5/2008	Waters Electric - Exterior Lighting		1475						
5/8/2008			1475					2,347.00	
4/17/2008	Tepper Electric Supply - Exterior Lighting		1475				1,360.00		
5/8/2008			1475					1,360.00	
	Heating Zone Valve Repair		1465.1		-	-			
	Common area furniture		1475		-	-			
	Elevator Mechanical Upgrade		1460		-	-			
	Replace elevator car interiors		1460		-	-			
	Landscape materials		1450		-	-			

IL6-13	Power door opener at patio door		1465.1	1	4,000.00	-			
9/23/2008	Budget revision								
Admin. Building									
	Upgrade Telephone system		1475		-	-			
	Office remodeling	CFP8-1	1470				7,900.00		
12/4/2007	Payment6B Final	CFP8-1	1470		7,900.00	7,900.00		7,900.00	Complete
Warehouse									
	Remodel/Add office space		1470		-	-			
Operations									
	Operations		1406		179,815.00	118,000.00	118,000.00		
Mgt. Improvements									
	Management Improvements		1408		118,000.00	179,815.00	179,815.00	6,101.18	
Administration									
	Salaries and Benefits		1410		89,900.00	89,900.00	89,900.00		
Fees and Costs									
	A&E and associated fees		1430		129,103.44	129,103.44			
Edwardsville Publishing									
5/5/2008	RFP for Physical Needs Assessment		1430				39.54		
5/8/2008	Payment 1		1430					39.54	
7/7/2008	Architecture RFQ		1430				78.90		
7/7/2008	Payment 1		1430					78.90	
8/20/2008	CFP09-2 Mech, Windows, Concrete		1430				83.90		

8/20/2008	Payment 1		1430					83.90	
	News Gazette								
7/7/2008	Architecture RFQ		1430				94.50		
	Payment 1		1430					94.50	
7/21/2005	ADG Misc. Services		1430						
7/10/2006	Funge in from 501-04	ADG 16	1430				1,830.90		
7/21/2006	ADG Occupied Unit Painting	ADG18	1430						
7/10/2006	Funge in from 501-06		1430				4,697.00		
6/6/2007	Preliminary Design of Dunbar Court		1430						
8/2/2007	Funge from 501-05		1430				10,411.31		
10/2/2007	Funge back to 501-05		1430				(10,411.31)		
4/13/2007	Main Office Renovation	ML05- 22	1430				18,100.00		
6/15/2007	Payment 2	ML05- 22	1430					3,400.05	
8/3/2007	Funge to 501-05 to cover drawdown error payment 1	ML05- 22	1430				(7,588.00)		
8/3/2007	Payment 3	ML05- 22	1430					2,703.00	
9/3/2007	Payment 4	ML05- 22	1430					702.00	
	Payment 5	ML05- 22	1430					2,106.00	
11/16/2007	Payment 6	ML05- 22	1430					936.00	
2/5/2008	Payment 7	ML05- 22	1430					275.00	
8/5/2008	NTE not used	ML05- 22	1430				(389.95)		
5/1/2007	ACM Inspection - Administration bld.		1430						

5/1/2007	ACM Inspection - Dorsey Resource Center	ML5-24	1430				2,693.50		
	Payment 1 6/15/07	ML5-24	1430					1,653.75	
	Payment 1 6/15/08	ML5-24	1430					493.02	
8/22/2008	NTE Not used	ML5-24	1430				(546.73)		
6/6/2007	Preliminary Design for Dorsey Homes	ML5-26	1430				38,030.00		
7/3/2007	Payment 1	ML5-26	1430					4,515.00	
8/31/2007	Payment 2	ML5-26	1430					4,922.50	
10/2/2007	Funge to 501-05	ML5-26	1430				(14,125.50)		
11/2/2007	Payment 4	ML5-26	1430					13,341.50	
12/18/2007	Payment 5	ML5-26	1430					705.72	
8/8/2008	NTE Not used	ML5-26	1430				(419.78)		
6/15/2007	News Gazette 6-13 Kitchens	ML5-25	1430				180.00	180.00	
3/5/2008	Correct double posting: paid from 501-05		1430				(180.00)	(180.00)	
8/2/2007	Skelton Place Chimney Repair	ADG3-14							
	Funge in from 501-03		1430				543.70		
8/8/2008	NTE Not used		1430				(543.70)		
5/4/2007	Dorsey Community Center	ML-23	1430						
3/7/2008	funge remainder from 501-05	ML-23	1430				375.52		
	Payment 6	ML-23	1430					298.00	
8/8/2008	NTE Not used	ML-23	1430				(77.52)		

6/6/2007	Preliminary Design of Dunbar Court	ML5-27	1430						
3/6/2008	Funge remainder from 501-05	ML5-27	1430				394.40		
8/8/2008	NTE Not used	ML5-27	1430				(394.40)		
5/15/2007	Washington Square Cabinet Replacement	ML5-25	1430						
3/7/2008	Funge remainder to 501-06	ML-5-25	1430				6,819.73		
3/24/2008	Payment 6	ML-5-25	1430					495.00	
	Payment 7	ML-5-25	1430					445.00	
8/20/2008	Payment 8 - Final	ML-5-25	1430					1,500.00	
8/8/2008	NTE Not used	ML-5-25	1430				(4,379.73)		
5/5/2008	*Feasibility Study	ML5-28	1430				5,000.00		
5/22/2008	Payment 1	ML5-28	1430					4,980.00	
8/8/2008	NTE Not used	ML5-28	1430				(20.00)		
5/29/2008	Scattered Sites/Dunbar Renovation	ML5-29	1430				48,110.00		
6/16/2008	Payment 1	ML5-29	1430					9,456.00	
7/22/2008	Payment 2	ML5-29	1430					2,364.00	
8/20/2008	Payment 3	ML5-29	1430					9,300.00	
9/8/2008	Payment 4	ML5-29	1430					13,060.00	
10/7/2008	Payment 5	ML5-29	1430					2,045.00	
5/5/2008	Dunbar Court Lead Abatement	ML5-30	1430				12,015.00		

8/8/2008	NTE Not used	ML5-30	1430				(12,015.00)		
8/8/2008	Site Modifications: Washington Square and Skelton Place	ML5-32	1430				30,577.16		
5/22/2008	Berns, Clancy and Assoc.	MISC	1430				45.70		
5/22/2008	Payment 1: printing	MISC	1430					45.70	
7/1/2008	correct double post to 501-05	MISC	1430				(45.70)	(45.70)	
5/15/2008	NAHRO	CFP08-8	1430				120.00		
5/27/2008	Advertisement: payment 1	CFP08-8	1430					60.00	
6/16.08	Advertisement: payment 2	CFP08-8	1430					60.00	
Contingency	Contingency		1502		33,602.66	33,602.66			
6/11/2008	Revision - Move to project CFP8-12	CFP8-12	1502		(10,000.00)	(10,000.00)			
9/23/2008	Revision - Move to project CFP9-2	CFP9-2	1502			(23,602.66)			

Annual Statement/Performance and Evaluation Report

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

PHA Name: Housing Authority of Champaign County	Grant Type and Number Capital Fund Program Grant No: IL06P006 501-07 Replacement Housing Factor Grant No:	Federal FY of Grant: 2007
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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	5,000.00	5,000.00	5,000.00	
3	1408 Management Improvements Soft Costs	10,000.00	10,000.00	10,000.00	
	Management Improvements Hard Costs				
4	1410 Administration	92,867.00	92,867.00	92,867.00	92,867.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	75,000.00	75,000.00	49,419.64	30,025.50
8	1440 Site Acquisition				
9	1450 Site Improvement	100,000.00	100,000.00	54,120.99	
10	1460 Dwelling Structures	545,000.00	545,000.00	256,456.06	
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	40,000.00	40,000.00		
13	1475 Nondwelling Equipment	55,000.00	55,000.00		
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	5,803.00	5,803.00		

Amount of Annual Grant: (sum of lines 2 to 19.)	928,670.00	928,670.00	467,863.69	122,892.50
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	85,000.00	40,000.00		
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:		Grant Type and Number					Federal FY of Grant:		
Housing Authority of Champaign County		Capital Fund Program Grant No: IL06P006 501-07 Replacement Housing Factor Grant No:					2007		
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
Dorsey Homes									
	Exterior Soffit Renovation		1460	50%	20,000.00	20,000.00	-	-	
	Roof Replacement		1460	30%	50,000.00	50,000.00			
Burch Village									
IL 6-2	Approved for demolition								
Lakeside Terrace									
IL 6-4	Approved for demolition								
Dunbar Court									
IL6-5	Landscape Materials		1450	10%	15,000.00	-			
Columbia Place									
IL6-6	Replace Kitchen Cabinets		1460	20%	25,000.00	25,000.00			
Skelton Place									
IL6-7	Perimeter Fence		1450	100%	85,000.00	40,000.00			

	Replace Trash Compactor		1465	100%	20,000.00	20,000.00			
	Youman Place								
	IL6-8								
	Replace Sidewalks and Patios		1450		-	60,000.00			
	9/30/2008		1450				54,120.99		
	Scattered Sites								
	IL6-9								
	9/23/2008	Replace Furnaces, Water Heaters and Windows	CFP09-2	1460		275,000.00			
	9/30/2008	Furnaces and water heaters from 501-06, windows move forward from 2009		1460			256,456.06		
	Steer Place								
	IL6-12								
	Replace Kitchen Cabinets		1460	100%	450,000.00	175,000.00			
	Upgrade Phone System		1465	100%	20,000.00	20,000.00			
	Washington Square								
	IL6-13	None							
	Admin. Building								
	New Boiler		1470	1	40,000.00	40,000.00			
	PHA Wide								
	New Computers		1475	20%	25,000.00	25,000.00			
	New Vehicle		1475		30,000.00	30,000.00			

Operations			1406		5,000.00	5,000.00	5,000.00		
Mgt. Improvements			1408		10,000.00	10,000.00	10,000.00		
Administration			1410		92,867.00	92,867.00	92,867.00	92,867.00	
Fees and Costs									
	A&E and associated fees		1430		75,000.00	75,000.00			
8/1/2008	Oscar Steer Lintel Investigation	ML5-32	1430				6,500.00		
	Clean Streak and Company		1430				150.00	150.00	
10/20/2008	Change Order No. 1 ML5-32		1430				1,171.96		
10/20/2008	Payment 1 - Final		1430						7,671.96
8/8/2008	Site Modifications: Washington Square and Skelton Place	ML5-33	1430				8,702.84		
Direct Costs									
8/25/2008			1430				885.04	885.04	
	News Gazette								
9/4/2008	Advert: Architectural Services		1430				100.80	100.80	
??????	Physical Needs Assessment		1430				31,909.00		
9/8/2008	Payment 1 BC Stewart		1430						13,877.70
10/7/2008	Payment 1 BC Stewart		1430						7,340.00

Contingency			1502		5,803.00	5,803.00			

Annual Statement/Performance and Evaluation Report

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

Summary

PHA Name: Housing Authority of Champaign County	Grant Type and Number Capital Fund Program Grant No: IL06P006 501-08 Replacement Housing Factor Grant No:	Federal FY of Grant: 2008
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<input checked="" type="checkbox"/> Original Annual Statement	<input type="checkbox"/> Reserve for Disasters/ Emergencies	<input type="checkbox"/> Revised Annual Statement
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> 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	40,000.00	-	40,000.00	-
3	1408 Management Improvements Soft Costs	10,000.00	-	10,000.00	-
	Management Improvements Hard Costs	-	-	-	-
4	1410 Administration	76,028.00	-	76,000.00	-
5	1411 Audit	-	-	-	-
6	1415 Liquidated Damages	-	-	-	-
7	1430 Fees and Costs	80,000.00	-	-	-
8	1440 Site Acquisition	-	-	-	-
9	1450 Site Improvement	85,000.00	-	-	-
10	1460 Dwelling Structures	380,000.00	-	-	-
11	1465.1 Dwelling Equipment—Nonexpendable	-	-	-	-

12	1470 Nondwelling Structures	-	-	-	-
13	1475 Nondwelling Equipment	35,000.00	-	-	-
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	54,255.00	-	-	-
	Amount of Annual Grant: (sum of lines 2 to 19.)	760,283.00	-	126,000.00	-
	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
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Annual Statement/Performance and Evaluation Report

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

Part II: Supporting Pages

PHA Name:		Grant Type and Number				Federal FY of Grant:			
Housing Authority of Champaign County		Capital Fund Program Grant No: IL06P006 501-08 Replacement Housing Factor Grant No:				2008			
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	
Dorsey Homes									
IL 6-1									
Dunbar Court									
IL 6-5									
Columbia Place									
IL 6-6	Roof Repairs		1460		30,000.00				
Skelton Place									
	Perimeter Fence		1450.0		85,000.00				
Youman Place									
Scattered Sites									
IL 6-9									
Steer Place									
	Remodel Bathrooms		1460	104	150,000.00				
	Exterior Lighting		1475						

					35,000.00				
Washington Square									
	Remodel Bathrooms		1460	104	150,000.00				
	Additional Parking		1460		50,000.00				
Admin. Building									
Warehouse									
Operations			1406		40,000.00		40,000.00		
Mgt. Improvements			1408		10,000.00		10,000.00		
Administration			1410		76,028.00		76,000.00		
Fees and Costs			1430		80,000.00				
Contingency			1502		54,255.00				

Annual Statement/Performance and Evaluation Report

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

Summary

PHA Name: Housing Authority of Champaign County	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: IL06R006 501-06	Federal FY of Grant: 2006
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<input checked="" type="checkbox"/> Original Annual Statement	<input type="checkbox"/> Reserve for Disasters/ Emergencies	<input type="checkbox"/> Revised Annual Statement
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:	<input type="checkbox"/> 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				
3	1408 Management Improvements Soft Costs				
	Management Improvements Hard Costs				
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	149,388		
16	1492 Moving to Work Demonstration				

17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines 2 to 19.)	145,101	149,388		
	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
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Annual Statement/Performance and Evaluation Report

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

Summary

PHA Name: Housing Authority of Champaign County	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: IL06R006 501-07	Federal FY of Grant: 2007
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<input checked="" type="checkbox"/> Original Annual Statement	<input type="checkbox"/> Reserve for Disasters/ Emergencies	<input type="checkbox"/> Revised Annual Statement
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> 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				
3	1408 Management Improvements Soft Costs				
	Management Improvements Hard Costs				
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	144,542			
16	1492 Moving to Work Demonstration				

17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines 2 to 19.)	144,542			
	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
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Annual Statement/Performance and Evaluation Report

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

Summary

PHA Name: Housing Authority of Champaign County	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: ILO6R006 501-08	Federal FY of Grant: 2008
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<input checked="" type="checkbox"/> Original Annual Statement	<input type="checkbox"/> Reserve for Disasters/ Emergencies	<input type="checkbox"/> Revised Annual Statement
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> 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	-	-	-	-
3	1408 Management Improvements Soft Costs	-	-	-	-
	Management Improvements Hard Costs	-	-	-	-
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	-	-	-	-
16	1492 Moving to Work Demonstration	-	-	-	-
17	1495.1 Relocation Costs	-	-	-	-
18	1499 Development Activities	366,855.00	-	-	-
19	1502 Contingency	-	-	-	-
	Amount of Annual Grant: (sum of lines 2 to 19.)	366,855.00	-	-	-
	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
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ATTACHMENT (C)

List of Resident Advisory Board Members

C. List of Resident Advisory Board Members

FY 2009

ELECTED BOARD MEMBERS	ADDRESS
Olivia Brown (Chair) (Steer Place)	1202 E. Harding, #301 Urbana, IL 61801
Frank Bernhart (Vice Chair) (Washington Square)	108 W. Washington St., #611 Champaign, IL 61820
Naomi Witherspoon (Treasurer) (Steer Place)	1202 E. Harding, #605 Urbana, IL 61801
Clifford Wash (Sgt.-At-Arms) (Columbia Place)	503 E. Columbia Ave., #14 Champaign, IL 61820
Jennie Sheffield (RAB Representative) (Skelton Place)	302 S. Second St., #605 Champaign, IL 61820

ATTACHMENT (D)

List of Resident Board Member

D. List of Resident Board Member

The Housing Authority of Champaign County has two residents on its Board of Commissioners:

Margaret Neil 1101-A Dorsey Drive Champaign, Illinois 61821	Public Housing Resident
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Clyde Walker 901 S. Lierman #19 Urbana, IL 61801	Section 8 Resident
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ATTACHMENT (E)

Community Service Description of Implementation

E. Community Service Description of Implementation

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.

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 (F)

Information on Pet Policy

F. Information on Pet Policy

PETS

[24 CFR 5, Subpart C; 24 CFR 960, Subpart G]

INTRODUCTION

This chapter explains the PHA's policies on the keeping of pets and any criteria or standards pertaining to the policies. The rules adopted are reasonably related to the legitimate interest of the PHA to provide a decent, safe and sanitary living environment for all tenants, and to protect and preserve the physical condition of the property, as well as the financial interest of the PHA.

The chapter is organized as follows:

Part I: Assistance Animals. This part explains the difference between assistance animals and pets and contains policies related to the designation of an assistance animal as well as their care and handling.

Part II: Pet policies for all developments. This part includes pet policies that are common to both elderly/disabled developments and general occupancy developments.

Part III: Pet deposits and fees for elderly/disabled developments. This part contains policies for pet deposits and fees that are applicable to elderly/disabled developments.

Part IV: Pet deposits and fees for general occupancy developments. This part contains policies for pet deposits and fees that are applicable to general occupancy developments.

PART I: ASSISTANCE ANIMALS

[Section 504; Fair Housing Act (42 U.S.C.); 24 CFR 5.303]

10-I.A. OVERVIEW

This part discusses situations under which permission for an assistance animal may be denied, and also establishes standards for the care of assistance animals.

Assistance animals are animals that work, provide assistance, or perform tasks for the benefit of a person with a disability, or that provide emotional support that alleviates one or more identified symptoms or effects of a person's disability. Assistance animals – often referred to as “service animals,” “assistive animals,” “support animals,” or “therapy animals” – perform many disability-related functions, including but not limited to the following:

- Guiding individuals who are blind or have low vision
- Alerting individuals who are deaf or hearing impaired
- Providing minimal protection or rescue assistance
- Pulling a wheelchair
- Fetching items
- Alerting persons to impending seizures
- Providing emotional support to persons with disabilities who have a disability-related need for such support

Assistance animals that are needed as a reasonable accommodation for persons with disabilities are not considered pets, and thus, are not subject to the PHA's pet policies described in Parts II through IV of this chapter [24 CFR 5.303; 960.705].

10-I.B. APPROVAL OF ASSISTANCE ANIMALS

A person with a disability is not automatically entitled to have an assistance animal. Reasonable accommodation requires that there is a relationship between the person's disability and his or her need for the animal [PH Occ GB, p. 179].

A PHA may not refuse to allow a person with a disability to have an assistance animal merely because the animal does not have formal training. Some, but not all, animals that assist persons with disabilities are professionally trained. Other assistance animals are trained by the owners themselves and, in some cases, no special training is required. The question is whether or not the animal performs the assistance or provides the benefit needed by the person with the disability [PH Occ GB, p. 178].

A PHA's refusal to permit persons with a disability to use and live with an assistance animal that is needed to assist them, would violate Section 504 of the Rehabilitation Act and the Fair Housing Act unless [PH Occ GB, p. 179]:

- There is reliable objective evidence that the animal poses a direct threat to the health or safety of others that cannot be reduced or eliminated by a reasonable accommodation
- There is reliable objective evidence that the animal would cause substantial physical damage to the property of others

PHAs have the authority to regulate assistance animals under applicable federal, state, and local law [24 CFR 5.303(b)(3); 960.705(b)(3)].

PHA Policy

For an animal to be excluded from the pet policy and be considered an assistance animal, there must be a person with disabilities in the household, and the family must request and the PHA approve a reasonable accommodation in accordance with the policies contained in Chapter 2.

10-I.C. CARE AND HANDLING

HUD regulations do not affect any authority a PHA may have to regulate assistance animals under federal, state, and local law [24 CFR 5.303; 24 CFR 960.705].

PHA Policy

Residents must care for assistance animals in a manner that complies with state and local laws, including anti-cruelty laws.

Residents must ensure that assistance animals do not pose a direct threat to the health or safety of others, or cause substantial physical damage to the development, dwelling unit, or property of other residents.

When a resident's care or handling of an assistance animal violates these policies, the PHA will consider whether the violation could be reduced or eliminated by a reasonable accommodation. If the PHA determines that no such accommodation can be made, the PHA may withdraw the approval of a particular assistance animal.

PART II: PET POLICIES FOR ALL DEVELOPMENTS

[24 CFR 5, Subpart C; 24 CFR 960, Subpart G]

10-II.A. OVERVIEW

The purpose of a pet policy is to establish clear guidelines for ownership of pets and to ensure that no applicant or resident is discriminated against regarding admission or continued occupancy because of ownership of pets. It also establishes reasonable rules governing the keeping of common household pets. This part contains pet policies that apply to all developments.

10-II.B. MANAGEMENT APPROVAL OF PETS

Registration of Pets

PHAs may require registration of the pet with the PHA [24 CFR 960.707(b)(5)].

PHA Policy

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

Registration includes documentation signed by a licensed veterinarian or state/local authority that the pet has received all inoculations required by state or local law, and that the pet has no communicable disease(s) and is pest-free. This registration must be renewed annually and will be coordinated with the annual reexamination date.

Pets will not be approved to reside in a unit until completion of the registration requirements.

Pets will not be allowed in family communities except for the unit occupied by an elderly person age 62 or older (exception is for a person needing an assistance animal).

Refusal to Register Pets

PHA Policy

The PHA will refuse to register a pet if:

The pet is not *a common household pet* as defined in Section 10-II.C. below

Keeping the pet would violate any pet restrictions listed in this policy

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

The applicant has previously been charged with animal cruelty under state or local law; or has been evicted, had to relinquish a pet or been prohibited from future pet ownership due to pet rule violations or a court order

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

If the PHA refuses to register a pet, a written notification will be sent to the pet owner within 20 business days of the PHA's decision. The notice will state the reason for refusing to register the pet and will inform the family of their right to appeal the decision in accordance with the PHA's grievance procedures.

Pet Agreement

PHA Policy

Residents who have been approved to have a pet must enter into a pet agreement with the PHA, or the approval of the pet will be withdrawn.

The pet agreement is the resident's certification that he or she has received a copy of the PHA's pet policy and applicable house rules, that he or she has read the policies and/or rules, understands them, and agrees to comply with them.

The resident further certifies by signing the pet agreement that he or she understands that noncompliance with the PHA's pet policy and applicable house rules may result in the withdrawal of PHA approval of the pet or termination of tenancy.

10-II.C. STANDARDS FOR PETS [24 CFR 5.318; 960.707(b)]

PHAs may establish reasonable requirements related to pet ownership including, but not limited to:

- Limitations on the number of animals in a unit, based on unit size
- Prohibitions on types of animals that the PHA classifies as dangerous, provided that such classifications are consistent with applicable state and local law
- Prohibitions on individual animals, based on certain factors, including the size and weight of the animal
- Requiring pet owners to have their pets spayed or neutered

PHA's may not require pet owners to have any pet's vocal cords removed.

Definition of "Common Household Pet"

There is no regulatory definition of common household pet for public housing programs, although the regulations for pet ownership in both elderly/disabled and general occupancy developments use the term. The regulations for pet ownership in elderly/disabled developments expressly authorize PHAs to define the term [24 CFR 5.306(2)].

PHA Policy

Common household pet means a domesticated animal, such as a dog, cat, bird, or fish that is traditionally recognized as a companion animal and is kept in the home for pleasure rather than commercial purposes.

The following animals are not considered common household pets:

Reptiles

Rodents

Insects

Arachnids

Wild animals or feral animals

Pot-bellied pigs

Animals used for commercial breeding

Pet Restrictions

PHA Policy

The following animals are not permitted:

Any animal whose adult weight will exceed 20 pounds

Dogs of the pit bull, rottweiler, chow, or boxer breeds

Ferrets or other animals whose natural protective mechanisms pose a risk to small children of serious bites or lacerations

Any animal not permitted under state or local law or code

Number of Pets

PHA Policy

Residents may own a maximum of 1 pet.

In the case of fish, residents may keep no more than can be maintained in a safe and healthy manner in a tank holding up to 20 gallons. Such a tank or aquarium will be counted as 1 pet.

Rodents (Rabbit, guinea pig, hamster, or gerbil only), must be enclosed in an acceptable cage at all times. Maximum 1

Turtle, Must be enclosed in an acceptable cage or container at all times. Maximum 1

Birds, must be enclosed in a cage at all times, Maximum 2

Other Requirements

PHA Policy

Dogs and cats must be spayed or neutered at the time of registration or, in the case of underage animals, within 30 days of the pet reaching 6 months of age. Exceptions may be made upon veterinary certification that subjecting this particular pet to the procedure would be temporarily or permanently medically unsafe or unnecessary.

Pets must be licensed in accordance with state or local law. Residents must provide proof of licensing at the time of registration and annually, in conjunction with the resident's annual reexamination.

10-II.D. PET RULES

Pet owners must maintain pets responsibly, in accordance with PHA policies, and in compliance with applicable state and local public health, animal control, and animal cruelty laws and regulations [24 CFR 5.315; 24 CFR 960.707(a)].

Pet Area Restrictions

PHA Policy

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

Pets other than dogs or cats must be kept in a cage or carrier when outside of the unit.

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

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

Designated Pet/No-Pet Areas [24 CFR 5.318(g), PH Occ GB, p. 182]

PHAs may designate buildings, floors of buildings, or sections of buildings as no-pet areas where pets generally may not be permitted. Pet rules may also designate buildings, floors of building, or sections of building for residency by pet-owning tenants.

PHAs may direct initial tenant moves as may be necessary to establish pet and no-pet areas. The PHA may not refuse to admit, or delay admission of, an applicant on the grounds that the applicant's admission would violate a pet or no-pet area. The PHA may adjust the pet and no-pet areas or may direct such additional moves as may be necessary to accommodate such applicants for tenancy or to meet the changing needs of the existing tenants.

PHAs may not designate an entire development as a no-pet area, since regulations permit residents to own pets.

PHA Policy

With the exception of common areas as described in the previous policy, the PHA has not designated any buildings, floors of buildings, or sections of buildings as no-pet areas. In addition, the PHA has not designated any buildings, floors of buildings, or sections of buildings for residency of pet-owning tenants.

Cleanliness

PHA Policy

The pet owner shall be responsible for the removal of waste from the exercise area by placing it in a sealed plastic bag and disposing of it in a container provided by the PHA.

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

Litter box requirements:

Pet owners must promptly dispose of waste from litter boxes and must maintain litter boxes in a sanitary manner.

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

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

Alterations to Unit

PHA Policy

Pet owners shall not alter their unit, patio, premises or common areas to create an enclosure for any animal.

Installation of pet doors is prohibited.

Noise

PHA Policy

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

Pet Care

PHA Policy

Each pet owner shall be responsible for adequate care, nutrition, exercise and medical attention for his/her pet.

Each pet owner shall be responsible for appropriately training and caring for his/her pet to ensure that the pet is not a nuisance or danger to other residents and does not damage PHA property.

No animals may be tethered or chained inside or outside the dwelling unit at any time.

Responsible Parties

PHA Policy

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

A resident who cares for another resident's pet must notify the PHA and sign a statement that they agree to abide by all of the pet rules.

Pets Temporarily on the Premises

PHA Policy

Pets that are not owned by a tenant are not allowed on the premises. Residents are prohibited from feeding or harboring stray animals.

This rule does not apply to visiting pet programs sponsored by a humane society or other non-profit organizations, and approved by the PHA.

Pet Rule Violations

PHA Policy

All complaints of cruelty and all dog bites will be referred to animal control or an applicable agency for investigation and enforcement.

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

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

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

That the pet owner is entitled to be accompanied by another person of his or her choice at the meeting

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

Notice for Pet Removal

PHA Policy

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

The notice will contain:

A brief statement of the factual basis for the PHA's determination of the pet rule that has been violated

The requirement that the resident /pet owner must remove the pet within 30 calendar days of the notice

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

Pet Removal

PHA Policy

If the death or incapacity of the pet owner threatens the health or safety of the pet, or other factors occur that render the owner unable to care for the pet, the situation will be reported to the responsible party designated by the pet owner.

If the responsible party is unwilling or unable to care for the pet, or if the PHA after reasonable efforts cannot contact the responsible party, the PHA may contact the appropriate state or local agency and request the removal of the pet.

Termination of Tenancy

PHA Policy

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

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

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

Emergencies

PHA Policy

The PHA will take all necessary steps to ensure that pets that become vicious, display symptoms of severe illness, or demonstrate behavior that constitutes an immediate threat to the health or safety of others, are immediately removed from the premises by referring the situation to the appropriate state or local entity authorized to remove such animals.

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

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

PART III: PET DEPOSITS AND FEES IN ELDERLY/DISABLED DEVELOPMENTS

10-III.A. OVERVIEW

This part describes the PHA's policies for pet deposits and fees in elderly, disabled and mixed population developments. Policies governing deposits and fees in general occupancy developments are described in Part IV.

10-III.B. PET DEPOSITS

Payment of Deposit

The PHA may require tenants who own or keep pets in their units to pay a refundable pet deposit. This deposit is in addition to any other financial obligation generally imposed on tenants of the project [24 CFR 5.318(d)(1)].

The maximum amount of pet deposit that may be charged by a PHA on a per dwelling unit basis, is the higher of the total tenant payment (TTP) or such reasonable fixed amount as the PHA may require. The PHA may permit gradual accumulation of the pet deposit by the pet owner [24 CFR 5.318(d)(3)].

The pet deposit is not part of the rent payable by the resident [24 CFR 5.318(d)(5)].

PHA Policy

Pet owners are required to pay a pet deposit in addition to any other required deposits. The amount of the deposit must be paid in full before the pet is brought on the premises.

Refund of Deposit [24 CFR 5.318(d)(1)]

The PHA may use the pet deposit only to pay reasonable expenses directly attributable to the presence of the pet, including (but not limited to) the costs of repairs and replacements to, and fumigation of, the tenant's dwelling unit. The PHA must refund the unused portion of the pet deposit to the tenant within a reasonable time after the tenant moves from the project or no longer owns or keeps a pet in the unit.

PHA Policy

The PHA will refund the pet deposit to the resident, less the costs of any damages caused by the pet to the dwelling unit, within 30 days of move-out or removal of the pet from the unit.

The resident will be billed for any amount that exceeds the pet deposit.

The PHA will provide the resident with a written list of any charges against the pet deposit within 10 business days of the move-out inspection. If the resident disagrees with the amount charged to the pet deposit, the PHA will provide a meeting to discuss the charges.

10-III.C. OTHER CHARGES

Pet-Related Damages During Occupancy

PHA Policy

All reasonable expenses incurred by the PHA as a result of damages directly attributable to the presence of the pet in the project will be the responsibility of the resident, including:

The cost of repairs and replacements to the resident's dwelling unit

Fumigation of the dwelling unit

Repairs to common areas of the project

The expense of flea elimination shall also be the responsibility of the resident.

If the resident is in occupancy when such costs occur, the resident shall be billed for such costs in accordance with the policies in Section 8-I.G, Maintenance and Damage Charges. Pet deposits will not be applied to the costs of pet-related damages during occupancy.

Charges for pet-related damage are not part of rent payable by the resident.

Pet Waste Removal Charge

The regulations do not address the PHA's ability to impose charges for house pet rule violations. However, charges for violation of PHA pet rules may be treated like charges for other violations of the lease and PHA tenancy rules.

PHA Policy

A separate pet waste removal charge of \$50.00 per occurrence will be assessed against pet owners who fail to remove pet waste in accordance with this policy.

Notices of pet waste removal charges will be in accordance with requirements regarding notices of adverse action. Charges are due and payable 30 calendar days after billing. If the family requests a grievance hearing within the required timeframe, the PHA may not take action for nonpayment of the charge until the conclusion of the grievance process.

Charges for pet waste removal are not part of rent payable by the resident.

PART IV: PET DEPOSITS AND FEES IN GENERAL OCCUPANCY DEVELOPMENTS

10-IV.A. OVERVIEW

This part describes the PHA's policies for pet deposits and fees for those who reside in general occupancy developments.

10-IV.B. PET DEPOSITS

A PHA may require a refundable pet deposit to cover additional costs attributable to the pet and not otherwise covered [24 CFR 960.707(b)(1)].

A PHA that requires a resident to pay a pet deposit must place the deposit in an account of the type required under applicable State or local law for pet deposits, or if there are no such requirements, for rental security deposits, if applicable. The PHA must comply with such laws as to retention of the deposit, interest, and return of the deposit to the resident, and any other applicable requirements [24 CFR 960.707(d)].

Payment of Deposit

PHA Policy

Pet owners are required to pay the following deposit. The deposit must be paid in full before the pet is brought on the premises.

<u>Type of Pet</u>	<u>Deposit</u>
Dog	\$250.00
Cat	\$150.00
Fish Aquarium	\$100.00
Caged Animal	\$100.00

The pet deposit is not part of rent payable by the resident.

Refund of Deposit

PHA Policy

The PHA will refund the pet deposit to the resident, less the costs of any damages caused by the pet to the dwelling unit, within 30 days of move-out or removal of the pet from the unit.

The resident will be billed for any amount that exceeds the pet deposit.

The PHA will provide the resident with a written list of any charges against the pet deposit within 20 business days of the move-out inspection. If the resident disagrees with the amount charged to the pet deposit, the PHA will provide a meeting to discuss the charges.

10-IV.C. NON-REFUNDABLE NOMINAL PET FEE

PHAs may require payment of a non-refundable nominal pet fee to cover the reasonable operating costs to the development relating to the presence of pets [24 CFR 960.707(b)(1)].

PHA Policy

The PHA may require pet owners to pay a non-refundable nominal pet fee.

This fee is intended to cover the reasonable operating costs to the project relating to the presence of pets. Reasonable operating costs to the project relating to the presence of pets include, but are not limited to:

Landscaping costs

Pest control costs

Insurance costs

Clean-up costs

The pet fee will be billed on a monthly basis, and payment will be due 30 calendar days after billing.

Charges for the non-refundable pet fee are not part of rent payable by the resident.

10-IV.D. OTHER CHARGES

Pet-Related Damages During Occupancy

PHA Policy

All reasonable expenses incurred by the PHA as a result of damages directly attributable to the presence of the pet in the project will be the responsibility of the resident, including:

The cost of repairs and replacements to the resident's dwelling unit

Fumigation of the dwelling unit

Repairs to common areas of the project

The expense of flea elimination shall also be the responsibility of the resident.

If the resident is in occupancy when such costs occur, the resident shall be billed for such costs in accordance with the policies in Section 8-I.G, Maintenance and Damage Charges. Pet deposits will not be applied to the costs of pet-related damages during occupancy.

Charges for pet-related damage are not part of rent payable by the resident.

Pet Waste Removal Charge

The regulations do not address the PHA's ability to impose charges for house pet rule violations. However, charges for violation of PHA pet rules may be treated like charges for other violations of the lease and PHA tenancy rules.

PHA Policy

A separate pet waste removal charge of \$50.00 per occurrence will be assessed against pet owners who fail to remove pet waste in accordance with this policy.

Such charges will be due and payable 30 calendar days after billing.

Charges for pet waste removal are not part of rent payable by the resident.

ATTACHMENT (G)

Section 8 Homeownership Capacity Statement

G. Section 8 Homeownership Capacity Statement

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.

ATTACHMENT (H)

Description of Homeownership Programs

H. Description of Homeownership Programs

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 \$6.55 per hour
Family must have a minimum annual income of \$13,100.

- 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 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 (I)

FY 2009 Capital Fund Program 5 Year Action Plan

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name Housing Authority of Champaign County						<input type="checkbox"/> Original 5-Year Plan <input checked="" type="checkbox"/> Revision No: 4
Development Number/Name/HA- Wide	Work Statement for Year 1 FFY Grant: 2008 PHA FY:	Work Statement for Year 2 FFY Grant: 2009 PHA FY:	Work Statement for Year 3 FFY Grant: 2010 PHA FY:	Work Statement for Year 4 FFY Grant: 2011 PHA FY:	Work Statement for Year 5 FFY Grant: 2012 PHA FY:	
IL6-01	0	45,000	22,900	6,150	0	
IL6-02						
IL6-04						
IL6-05	0	15,000	0	100,000	0	
IL6-06	30,000	36,150	92,000	85,000	11,950	
IL6-07	85,000	115,000	110,000	13,200	65,000	
IL6-08	0	7,225	80,000	57,000	18,000	
IL6-09	0	15,000	0	0	0	
IL6-12	185,000	235,000	230,000	290,000	170,000	
IL6-13	200,000	140,000	350,000	125,000	100,000	
IL6-17	0		0	0	0	
Admin. Bldg.	0	40,000	0	0	0	
Maint. Facility	0		0	0	0	
PHA Wide	0	125,000	150,000	155,000	100,000	
Contingency	54,255					
Operations	40,000	30,000	30,000	30,000	30,000	
Mgmt. Improvements	10,000	100,000	100,000	100,000	100,000	
Administration	76,028	90,000	90,000	90,000	90,000	
Fees & Costs	80,000	80,000	80,000	80,000	80,000	
CFP Funds Listed for 5-year planning	760,283	1,073,375	1,184,900	1,161,350	1,189,950	
Replacement Housing Factor Funds	366,855	366,855	366,855	366,855	366,855	

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

Activities for Year : 2 FFY Grant: 2009 PHA FY: 2010			Activities for Year : 3 FFY Grant: 2010 PHA FY: 2011		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
IL 6-01 Dorsey Homes	Perimeter fencing	45,000	IL 6-01 Dorsey Homes	Sidewalk and Paving repair	22,900
IL 6-05 Dunbar Court	Fence in former alley	15,000	IL 6-05 Dunbar Court	None	
IL 6-06 Columbia Place	Common hall flooring, ventilation and lighting	30,000	IL 6-06 Columbia Place	Concrete and masonry repairs	37,000
	Replace common hall entry doors	6,150		ADA compliance	55,000
IL 6-7 Skelton Place	Additional paving and parking	100,000	IL 6-7 Skelton Place	Concrete repairs	20,000
	Replace elevator car interiors	15,000		Exterior masonry repair and painting	90,000
IL6-8 Youman Place	Parking area resurfacing	5,800	IL6-8 Youman Place	New kitchen cabinets	80,000
	Sealcoat and striping	1,425			
IL6-9 Scattered Sites	Fence repair	15,000	IL6-9 Scattered Sites	None	
IL6-12 Steer Place	Construct new accessible units	200,000	IL6-12 Steer Place	Exterior lighting	35,000
	Upgrade phone system	20,000		Resurface parking lot/sealcoat and stripe	30,000
	Replace elevator car interiors	15,000		Move/remodel manager office	25,000
IL6-13 Washington Square	Remodel common area kitchen	25,000	IL6-13 Washington Square	Remodel bathrooms	150,000
	Masonry Repairs	100,000		Common area flooring	15,000
	Replace elevator cab interiors	15,000		Masonry repairs and maintenance	100,000

				Resurface, sealcoat and stripe parking	85,000
IL6-17 Hayes Homes	None			Additional parking	50,000.00
Admin. Building	New boiler	40,000	IL6-17 Hayes Homes	None	
PHA Wide	New computers	25,000	PHA Wide	Site Acquisition	150,000
	Energy Performance Contract	100,000			
	Total CFP Estimated Cost	773,375		Total CFP Estimated Cost	884,900

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

Activities for Year : 4 FFY Grant: 2011 PHA FY: 2012			Activities for Year : 5 FFY Grant: 2012 PHA FY: 2013		
Development Name/Number	Major Work Categories	Estimated Cost			
IL6-1 Dorsey Homes	Sealcoat and striping	6,150	IL6-1 Dorsey Homes	None	
IL6-5 Dunbar Court	Demolition	100,000	IL6-5 Dunbar Court	None	
IL6-06 Columbia Place	Roof repairs	30,000	IL6-06 Columbia Place	Water heater replacement	11,400
	Kitchen cabinets	55,000		Sealcoat and striping	550
IL 6-07 Skelton Place	Sealcoat and striping	2,900	IL 6-07 Skelton Place	Phone system upgrade	30,000
	Exterior lighting	10,300		Common area paint and upgrade	35,000
IL 6-8 Youman Place	Bathroom remodel	57,000	IL 6-8 Youman Place	ADA compliance	18,000
IL6-9 Scattered Sites	None		IL6-9 Scattered Sites	None	
IL6-12 Steer Place	Repair pack rust at lintels	280,000	IL6-12 Steer Place	Common area flooring	85,000
	Apartment flooring replacement	10,000		Reface apartment doors	50,000
				Air conditioner/louver replacement	250,000
IL6-13 Washington Square	Apartment flooring replacement	15,000		Exterior lighting	35,000
	Replace common area air handler unit	10,000			
	Replace apartment heater zone valves	100,000	IL6-13 Washington Square	Security enhancements	15,000
				Boiler replacement	150,000
IL6-17 Hayes Homes	None			Common area carpet	\$55,000.00

				Apartment door re- facing	\$30,000.00
PHA Wide	Occupied unit painting	30,000			
PHA Wide	Hazardous material removal	45,000	IL6-17 Hayes Homes	None	
PHA Wide	Replace computers	10,000			
			PHA Wide	Demolition	100,000
PHA Wide	ADA compliance	70,000	Admin Building	Telephone system	25,000
Admin Building	Replace Air Handler	30,000			
	Total CFP Estimated Cost	861,350		Total CFP Estimated Cost	889,950

ATTACHMENT (J)

Comments of Resident Advisory Board

J. Comments of Resident Advisory Board

The RAB Chair received a draft copy of the proposed FY 2009 Annual Plan on November 4, 2008. When the HACC receives comments from the RAB, they will be included below along with the HACC's answers and remedies.



UNAPPROVED - INCOMPLETE
MINUTES
COMMUNITY DEVELOPMENT COMMISSION
Tuesday, November 25, 2008, City Council Chambers
400 South Vine Street, Urbana, IL 61801

Call to Order: Chairperson Cobb called the meeting to order at 7:04 p.m.

Roll Call: Connie Eldridge called the roll. A quorum was present.

Commission Members Present: Fred Cobb, Chris Diana, Brad Roof, Anne Heinze Silvis, Dennis Vidoni

Commission Members Absent: Janice Bengtson, George Francis, Theresa Michelson, Jerry Moreland

Others Present: John Schneider, Janel Gomez and Connie Eldridge, Community Development Services; David Gillon, Busey Bank; Edward Bland, Jr., Housing Authority of Champaign County (HACC).

Approval of Minutes: *Chairperson Cobb asked for approval or corrections to the September 23, 2008 minutes. Commissioner Roof moved to approve the minutes, and Commissioner Silvis seconded the motion. The motion carried unanimously.*

Petitions and Communications: None.

Staff Report: Mr. Schneider provided updates and distributed the following: a staff briefing memorandum dated November 25, 2008; A Directory of Who's Who in Government 2008-2009 from the Champaign County League of Women Voters; an invitation to A Woman's Fund Open House on December 5, 2008; the Schedule for Adoption of the Fiscal Year (FY) 2009-2010 Annual Action Plan (AAP); Neighborhood Cleanup report with Census Tract data; and the City's Consolidated Annual Performance and Evaluation Report (CAPER) Review Letter to the Department of Housing and Urban Development (HUD) dated November 26, 2008.

Janel Gomez announced that Money Smart Week will be held April 19-25, 2009.

Mr. Schneider announced the upcoming neighborhood public hearings as part of the AAP process. The City's auditor selected and is conducting a single audit on the HOME Program.

Old Business: **ASSIST/IHDA (Illinois Housing Development Association) First-Time Homebuyer Programs – David Gillon, President of the Community Reinvestment Group –** David Gillon, a Senior Vice President at Busey Bank, distributed a chart showing the income/purchase price limits for first-time homebuyer programs in Champaign County. Mr. Gillon explained the down payment assistance programs and responded to questions.

New Business: A Resolution Authorizing the Mayor to Execute a Certification of Consistency for the Housing Authority of Champaign County (HACC) Five-Year Plan FY 2005-2009, and the Annual Plan Fiscal Year 2009 – Mr. Schneider explained the Housing Authority’s annual request for a Certificate of Consistency from the City of Urbana. Community Development staff review the HACC Annual Plan for consistency with the City of Urbana’s Consolidated Plan FY 2005-2009.

Major points concern the redevelopment of Lakeside Terrace Apartments into Crystal View Townhomes, a new mixed-income residential development. The HACC’s developer is Brinshore Development Corporation, L.L.C., with Homestead Corporation as a local partner. Construction may begin before December 21, 2008, depending on the loan closing with the Illinois Housing Development Association (IHDA) for Low-Income housing Tax Credits (LIHTC).

Twenty five (25) units will be available to households at or below 30% of Area Median Income (AMI), which is more than the original request of 25% of the units. Seven of the 25 units will be rented to households that have supportive housing needs per IHDA’s referral support plan. Eighteen of the 25 units will be reserved for applicants with very-low income, with priority given to former Lakeside Terrace residents.

The HACC recently increased its number of public housing units by purchasing a six-unit apartment building (known as Hayes Homes) and adding three units at Steer Place, both of which are in the City of Urbana. These actions are consistent with the Consolidated Plan. The HACC will also purchase land and other units as they become available. In order to purchase properties, the HACC must follow HUD’s process, which is long and requires much documentation. A minimum percent of units must address families with disabilities. City of Urbana ordinance also requires the units to be made visitable.

A major addition to the Annual Plan FY 2009 is the future replacement of Dunbar Court’s 26 public housing units in Urbana. If HOPE VI funds are secured, the HACC will replace the Dunbar Court units with at least 14 new four and five bedroom public housing units on the site. The HACC would also like to acquire adjacent property to increase the number of units at the site.

The HACC has submitted a request to HUD to designate Hayes Homes and Steer Place units in Urbana for elderly residents only.

Based on its scores, HUD considers the HACC a High Performer.

In response to Commissioner Roof, Ed Bland stated that Lakeside Terrace had 99 public housing units for residents with incomes at or below 30% AMI. Commissioner Roof asked about the HACC’s progress for replacing public housing units. Mr. Bland discussed the HACC’s plans to purchase existing housing units through the multiple listing and to purchase land in Champaign County. Under the tax credit philosophy, properties that receive this funding must have mixed income households. These require different income streams rather than being 100% very low- or

low-income. Tax credit properties have more stability and fewer social problems, as working and nonworking families live together.

Agreeing that mixed income communities are better places to live, Commissioner Roof asked about families who were displaced earlier. Mr. Bland stated that more families are receiving rent subsidies than five years ago. The HACC is paying over \$8,000,000 to landlords in Champaign County. The HACC is serving 1,800 families today, which is 200 more than five years ago.

Noting the challenges of locating available lots in Urbana, Commissioner Vidoni asked how the HACC was doing. Mr. Bland stated the HACC is working through the multiple listing and has purchased six units in Urbana. The HACC's goal and mission is to provide affordable housing throughout Champaign County, not just in the cities. Because families in other communities also need affordable housing, the HACC will purchase properties outside city borders. The HACC will purchase affordable land wherever it is available.

In response to Commissioner Roof, Mr. Bland reviewed the HACC's Section 8 Homeownership Program, which began in 2004. As their incomes increased, nine families started as renters and became homeowners. After families repair their credit and increase their income, the HACC helps families secure mortgages. The HACC makes sure the families can afford their mortgages, uses escrow accounts, and subsidizes the mortgages. All the families have been very successful. Mr. Bland stated that this program has been successful nationwide.

Commissioner Vidoni asked if the HACC was affected by the Urban League's closing, and Mr. Bland answered no.

In response to Chairperson Cobb, Mr. Bland stated the definition of elderly is 62 years. Elderly persons are not restricted to elderly only units. Many grandparents who are raising their grandchildren live in multi-bedroom units.

The HACC hopes to build some single family scattered site units; however, it is also looking at townhomes and row homes. Any future housing projects will not look like traditional public housing. The goal is to have these units blend in with the broader community.

Commissioner Vidoni moved to recommend to City Council approval of 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 2009. Commissioner Roof seconded the motion, and the motion carried unanimously

Adjournment: Chairperson Cobb adjourned the meeting at 8:23 p.m.

Recorded by Connie Eldridge