

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

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004

Annual Plan for Fiscal Year 2000

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

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

PHA Plan Agency Identification

PHA Name: Waukegan Housing Authority

PHA Number: IL 026

PHA Fiscal Year Beginning: 07/2000

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

5-YEAR PLAN
PHA FISCAL YEARS 2000 - 2004
[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: (state mission here)

B. Goals

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

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

- PHA Goal: Expand the supply of assisted housing
Objectives:
- Apply for additional rental vouchers:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)
- PHA Goal: Improve the quality of assisted housing
Objectives:
- Improve public housing management: (PHAS score)
 - Improve voucher management: (SEMAP score)
 - Increase customer satisfaction:

- Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)
- Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

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

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

- PHA Goal: Provide an improved living environment
Objectives:
 - Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
 - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
 - Implement public housing security improvements:
 - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
 - Other: (list below)

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

- PHA Goal: Promote self-sufficiency and asset development of assisted households
Objectives:
 - Increase the number and percentage of employed persons in assisted families:

- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

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

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

Other PHA Goals and Objectives: (list below)

Annual PHA Plan PHA Fiscal Year 2000

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

The Waukegan Housing Authority is a medium PHMAP High-Performer agency located in Lake County, Illinois. The WHA manages 449 units of public housing in four developments.

The mission of the WHA is:

To provide adequate and affordable housing, economic opportunity and a suitable living environment without discrimination for low-income, very low-income families, persons with disabilities or the elderly.

The WHA will accomplish its mission ideals through its goals and objectives:

- A. Providing decent, safe and affordable housing in the Waukegan community.
- B. Ensuring equal opportunity in housing for everyone.
- C. Promoting self-sufficiency and asset development of financially disadvantaged families and individuals.
- D. Improving community quality of life and economic vitality.
- E. Increase resident participation through resident council and/or advisory committee.
- F. Provide timely response to resident request for maintenance problems.
- G. Return vacated units with new residents in 20 days.
- H. Continue to enforce our "One Strike" policies for residents and applicants.
- I. Improve and/or maintain our financial stability through aggressive rent collections and improved reserve position.

The WHA's financial resources include an operating fund, capital fund, dwelling rental income and Section 8 Administrative fees which will be used to operate the agency in the most cost effective means possible and still provide the services and activities for its residents.

The WHA has assessed the housing needs of Waukegan and surrounding Lake County area and has determined that it is currently and will continue to meet the housing needs of the community to the extent practical for a medium agency. The WHA has approved a Deconcentration Policy and will utilize Local Preferences to attract and encourage applicants that can qualify for public housing. The WHA has determined that its housing strategy complies with the state of Illinois's Consolidated Plan

The WHA has updated and rewritten its Admissions and Continued Occupancy Plan, Dwelling Lease and Grievance procedures to comply with all QHWRA requirements. The WHA has established a minimum rent of \$50.00 and elected to recognize its flat and ceiling rents as synonymous and chosen to select the local Fair Market Rents (FMR) to determine its dollar value

The WHA has conducted a physical needs assessment to determine its modernization requirements and has developed an Annual and 5 year Action Plan to address its Capital Improvements.

The WHA has no plans to demolish or dispose of any of its properties. The WHA has jointly addressed with the local police department to develop safety and crime prevention that adequately meets the needs of its residents.

The WHA has developed an agency wide Pet Policy that allows any family to have a pet if they follow a set of rules.

The WHA has certified that it has and will continue to adhere to all Civil Rights requirements and will affirmatively further fair housing. In addition, the WHA has included a copy of its most recent fiscal year audit reports as part of the documentation made available for public review during the 45 days prior to submission of WHA's Agency Plan to HUD on April 17, 2000.

Because the WHA is a PHMAP High-Performer, it was not required to respond to the following Annual Plan components.

- Operations and Management
- Grievances Procedures
- Designation of Public Housing
- Conversion of Public Housing
- Homeownership
- Community Service
- Asset Management

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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5. Operations and Management Policies	N/A
6. Grievance Procedures	N/A
7. Capital Improvement Needs	31, Attachment B

8. Demolition and Disposition	N/A
9. Designation of Housing	N/A
10. Conversions of Public Housing	N/A
11. Homeownership	N/A
12. Community Service Programs	N/A
13. Crime and Safety	N/A
14. Pets (Inactive for January 1 PHAs)	N/A
15. Civil Rights Certifications (included with PHA Plan Certifications)	Attachment C
16. Audit	42
17. Asset Management	N/A
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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:

- (A) Admissions Policy for Deconcentration (IL026d01)
- (B) FY 2000 Capital Fund Program Annual Statement (IL026a01)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart
- (B) FY 2000 Capital Fund Program 5 Year Action Plan (IL026b01)
- (E) Public Housing Drug Elimination Program (PHDEP) Plan (IL026e01)
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- 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
Yes	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
Yes	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
Yes	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair	5 Year and Annual Plans

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	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.	
Yes	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
Yes	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
Yes	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
Yes	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
Yes	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
Yes	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
Yes	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
Yes	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
N/A	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
Yes	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
Yes	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8	Annual Plan: Grievance Procedures

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Administrative Plan	
Yes	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
Yes	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
N/A	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
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	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
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
N/A	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
N/A	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
Yes	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
Yes	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
N/A	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7.9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	197	5	5	5	3	3	2
Income >30% but <=50% of AMI	213	5	5	5	3	3	2
Income >50% but <80% of AMI	152	4	4	3	3	3	2
Elderly	62	5	4	3	3	3	4
Families with Disabilities	45	5	5	4	5	3	4
Race/Ethnicity B	410	5	5	5	3	3	2
Race/Ethnicity H	107	5	5	5	3	3	2
Race/Ethnicity W	45	5	5	5	3	3	2
Race/Ethnicity							

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: 1996-2000
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset 1991
- 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	296		55
Extremely low income <=30% AMI	111	38	
Very low income (>30% but <=50% AMI)	109	37	
Low income (>50% but <80% AMI)	76	25	
Families with children	241	81	
Elderly families	36	12	
Families with Disabilities	29	10	
Race/ethnicity B	197	67	
Race/ethnicity W	27	9	
Race/ethnicity H	72	24	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1 BR	63	21	12
2 BR	153	52	29
3 BR	61	21	11
4 BR	16	5	3
5 BR	3	1	-

Housing Needs of Families on the Waiting List			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input 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	193		0
Extremely low income <=30% AMI	62	32	
Very low income (>30% but <=50% AMI)	77	40	
Low income (>50% but <80% AMI)	54	28	
Families with children	163	58	
Elderly families	20	7	
Families with Disabilities	10	4	
Race/ethnicity B	158	82	
Race/ethnicity W	15	8	
Race/ethnicity H	20	10	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1 BR			

Housing Needs of Families on the Waiting List			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
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)? 6 Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

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
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program

- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

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

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

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

Select all that apply

- 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
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

- Funding constraints

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

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 2000 grants)		
a) Public Housing Operating Fund	877,524	
b) Public Housing Capital Fund	708,050	
c) HOPE VI Revitalization	N/A	
d) HOPE VI Demolition	N/A	
e) Annual Contributions for Section 8 Tenant-Based Assistance	2,566,762	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	98,533	
g) Resident Opportunity and Self-Sufficiency Grants	N/A	
h) Community Development Block Grant	N/A	
i) HOME	N/A	
Other Federal Grants (list below)	-0-	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
2. Prior Year Federal Grants (unobligated funds only) (list below)	-0-	
3. Public Housing Dwelling Rental Income	607,450	
4. Other income (list below)	33,000	
Maintenance charges, interest, laundry		
4. Non-federal sources (list below)	-0-	
Total resources	4,891,319	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

- When families are within a certain number of being offered a unit: (state number) 3
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)

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

- Criminal or Drug-related activity
- Rental history

- Housekeeping
- Other (describe)

- c. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

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

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

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

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

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

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

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.

1 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)

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

- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

- At an annual reexamination and lease renewal
- Any time family composition changes
- At family request for revision
- Other (list)

(6) Deconcentration and Income Mixing

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

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

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

- Adoption of site-based waiting lists
If selected, list targeted developments below:
- Employing waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments
If selected, list targeted developments below:
- Other (list policies and developments targeted below)
Utilization of Local Preferences for working families in all developments.

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

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

- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)

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:

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)

(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:

(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)

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:

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

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

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

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

- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:

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

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

e. Ceiling rents

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

- Yes for all developments

- Yes but only for some developments
- No

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

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

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

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

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) 40/mo.
- Other (list below)

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)
The Waukegan Housing Authority, per guidelines elected to utilize ceiling/flat rents synonymously

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)

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)

(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)

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached.
 A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing		
Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

C. Management and Maintenance Policies

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

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

(2) Section 8 Management: (list below)

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)
- PHA main administrative office
 - PHA development management offices
 - Other (list below)

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its

public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment B (IL026a01)

-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 B (IL026b01)

-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:

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

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

Demolition/Disposition Activity Description
1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/>
Disposition <input type="checkbox"/>

<p>3. Application status (select one)</p> <p>Approved <input type="checkbox"/></p> <p>Submitted, pending approval <input type="checkbox"/></p> <p>Planned application <input type="checkbox"/></p>
<p>4. Date application approved, submitted, or planned for submission: (DD/MM/YY)</p>
<p>5. Number of units affected:</p> <p>6. Coverage of action (select one)</p> <p><input type="checkbox"/> Part of the development</p> <p><input type="checkbox"/> Total development</p>
<p>7. Timeline for activity:</p> <p>a. Actual or projected start date of activity:</p> <p>b. Projected end date of activity:</p>

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

Designation of Public Housing Activity Description
1a. Development name:
1b. Development (project) number:
2. Designation type:

Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

Conversion of Public Housing Activity Description
1a. Development name:
1b. Development (project) number:
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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

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

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

- Yes No: Has the PHA 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? DD/MM/YY

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	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)

		criteria/other)		

(2) Family Self Sufficiency program/s

a. Participation Description

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

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

C. Welfare Benefit Reductions

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

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

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower-level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below)

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

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

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

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

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

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

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

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)

D. Additional information as required by PHDEP/PHDEP Plan

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

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: IL026e01)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. Yes No: Was the most recent fiscal audit submitted to HUD?
3. Yes No: Were there any findings as the result of that audit?
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:

Board was in general agreement with policies and other Agency Plan documents.

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

Considered comments, but determined that no changes to the PHA Plan were necessary.

The PHA changed portions of the PHA Plan in response to comments
List changes below:

Other: (list below)

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

1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2. Yes No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

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

Candidates were nominated by resident and assisted family organizations

Candidates could be nominated by any adult recipient of PHA assistance

Self-nomination: Candidates registered with the PHA and requested a place on ballot

Other: (describe)

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: State of 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)

Other: (list below)

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

The State of Illinois's plan has established the following housing priorities to address housing needs, which are also the priorities of the Waukegan Housing Authority:

1. Maintain the supply of decent, safe and sanitary rental housing that is affordable for low, very low and moderate income families

2. The modernization of the Waukegan Housing Authority housing for occupancy by low and very low income families

D. Other Information Required by HUD

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

Attachments

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

- A Deconcentration Policy (IL026d01)
- B Capital Improvements
Annual (IL026a01) and 5-Year Plan (IL026b01)
- C Board Resolution
- D Compliance with State Plan
- E PHDEP (IL026e01)

**Annual Statement/Performance
and Evaluation Report**

Part I: Summary

Comprehensive Grant Program (CGP)

**U.S. Department of Housing
and Urban Development**

Office of Public and Indian Housing

OMB approval No. 2577-0157 (Exp. 7/31/98)

HA Name Waukegan Housing Authority	Comp Grant Number IL06P026708	FFY of Grant Approval 2000
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<input checked="" type="checkbox"/> Original Annual Statement	<input type="checkbox"/> Reserve for Disasters/Emergencies	<input type="checkbox"/> Revised Annual Statement/Revision Number
<input type="checkbox"/> Final Performance & Evaluation Report	<input type="checkbox"/> Performance & Evaluation Report for Program Year Ending _____	

Line #	Summary by Development Accounts	Total Estimated Cost		Total Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations (May not exceed 20% of line				
3	1408 Management Improvements				
4	1410 Administration	63,947			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees & Cost	30,000			
8	1440 Site Acquisition				
9	1450 Site Improvement	18,509			
10	1460 Dwelling Structures	558,094			
11	1465.1 Dwelling Equipment-Nonexpendable	37,500			
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserves				
16	1495.1 Relocation Costs				
17	1498 Mod Used for Development				
18	1502 Contingency (may not exceed 8% of line 19)				
19	Amount of Annual Grant (Sum of lines 2-18)	708,050			
20	Amount of Line 19 related to LBP Activities				
21	Amount of Line 19 related to Section 504 Compliance				
22	Amount of Line 19 related to Security				
23	Amount of Line 19 related to Energy Conservation Measures				

(1) To be completed for the Performance & Evaluation Report or a Revised Annual Statement (2) To be completed for the Performance & Evaluation Report

Signature of Executive Director and Date X	Signature of Public Housing Director/Office of Native American Programs Administrator X
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**Annual Statement/Performance
and Evaluation Report
Part II: Supporting Pages
Comprehensive Grant Program (CGP)**

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

OMB Approval No. 2577-0157 (Exp. 7/31/98)

Development Number/Name	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
HA Wide Activities								
IL 26-1 Barwell Manor	A. Replace storm/exit door	1460	120	192,000				
	B. Replace furnaces	1460	80	160,000				
	Subtotal			352,000				
IL 26-2E	A. Repaint interiors	1460	99	174,645				
	Subtotal			174,645				
IL 26-2F	A. Replace storm door	1460	40	28,859				
	B. Replace appliances	1465.1	50	37,500				
	Subtotal			66,359				
IL 26-6 Scattered Sites	A. Re-key locks	1460	25	2,590				
	B. Repair existing driveway and in storage shed	1450		18,509				
	Subtotal			21,099				
HA-Wide Administration Cost	A. Administration (salaries/benefits)	1410	8%	63,947				
	Mod. Coord. 100% Exec. Dir. 10%, Deputy Dir. 5%)							
	Subtotal			63,947				
HA-Wide Fees & Cost	A. A/E Fees (preparation of plans & specifications)	1430	100%	30,000				
	Subtotal			30,000				
Grand Total				708,050				
(1) To be completed for the Performance & Evaluation Report or a Revised Annual Statement (2) To be completed for the Performance & Evaluation Report								
Signature of Executive Director and Date					Signature of Public Housing Director/Office of Native American Program Administration			

**Annual Statement/Performance
and Evaluation Report
Part III: Implementation Schedule
Comprehensive Grant Program (CGP)**

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

OMB Approval No. 2577-0157 (Exp. 7/31/98)

Development All Funds Obligated (Quarter Ending Date) Number/Name	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (1)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
IA Wide Activities							
<u>IL 26-1</u> Barwell Manor	03/31/2002			09/30/2003			
<u>IL 26-2E</u> Ravine Terrace	03/31/2002			09/30/2003			
<u>IL 26-2F</u> Armory Terrace	03/31/2002			09/30/2003			
<u>IL 26-6</u> Scattered Site	03/31/2002			09/30/2003			
<u>HA Wide</u>	03/31/2002			09/30/2003			
(1) To be completed for the Performance & Evaluation Report or a Revised Annual Statement				(2) To be completed for the Performance & Evaluation Report			
Signature of the Executive Director and Date				Signature of Public Housing Director/Office of Native American Programs Administrator and Date			

Five-Year Action Plan
Part I: Summary
 Comprehensive Grant Program (CGP)

U.S. Department of Housing and Urban Development B Approval No. 2577-0157 (Exp. 7/31/98)
 Office of Public and Indian Housing

HA Name Waukegan Housing Authority		Locality (City/County & State) Waukegan/Lake/Illinois				<input checked="" type="checkbox"/> Original <input type="checkbox"/> Revision Number
A. Development Number/Name	Work Statement for Year 1 FFY: <u>00</u>	Work Statement for Year 2 FFY <u>01</u>	Work Statement for Year 3 FFY <u>02</u>	Work Statement for Year 4 FFY <u>03</u>	Work Statement for Year 5 FFY <u>04</u>	
IL 26-1 Barwell Manor	SEE ANNUAL STATEMENT	117,468	227,406	263,000	212,600	
IL 26-2E Ravine Terrace		149,900		143,550	91,500	
IL 26-2F Armory Terrace		111,200	234,585	72,500	53,921	
IL 26-3 Poe Manor		30,000	73,950	45,000	140,000	
IL 26-6 Scattered Sites		152,500	17,599	33,200	65,000	
B. Physical Improvements Subtotal			561,068	553,540	557,250	563,021
C. Management Improvements			50,000	50,000	50,000	43,729
Equipment						
E. Administration			66,340	70,800	70,800	70,800
F. Other			30,642	33,710	30,000	30,500
G. Operations						
H. Demolition						
I. Replacement Reserves						
J. Mod Used for Development						
K. Total CGP Funds		708,050	708,050	708,050	708,050	
L. Total Non-CGP Funds						
M. Grand Total		708,050	708,050	708,050	708,050	
Signature of Executive Director & Date: X		Signature of P.H. Director/Office of Native American Program Admin & Date: X				

Five-Year Action Plan
Part I: Summary (Continuation)
 Comprehensive Grant Program (CGP)

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

OMB Approval No. 2577-0157 (Exp. 7/31/98)

A. Development Number/Name	Work Statement for Year 1 FFY: <u>00</u>	Work Statement for Year 2 FFY <u>01</u>	Work Statement for Year 3 FFY <u>02</u>	Work Statement for Year 4 FFY <u>03</u>	Work Statement for Year 5 FFY <u>04</u>
	SEE ANNUAL STATEMENT				

Five-Year Action Plan
Part II: Supporting Pages
Physical Needs Work Statement(s)
 Comprehensive Grant Program (CGP)

U.S. Department of Housing and Urban Development OMB Approval No. 2577-0157 (Exp. 7/31/98)
 Office of Public and Indian Housing

Work Statement for Year 1 FFY: 00	Work Statement for Year <u>2</u> FFY: <u>01</u>			Work Statement for Year <u>3</u> FFY: <u>02</u>				
	Development Number/Name	General Description	Quantity	Estimated Cost	Development Number/Name	General Description	Quantity	Estimated Cost
	Major Work Categories				Major Work Categories			
SEE ANNUAL STATEMENT	<u>IL 26-1 Barwell Manor</u>				<u>IL 26-1 Barwell Manor</u>			
	A. Landscaping/site improvement		1	31,369	A. Install fire extinguishers		120	12,000
	B. Playground equipment		3	60,000	B. Replace smoke detectors		120	18,000
	C. Repair building stairs		1	26,099	C. Clean/seal brick		LS	45,000
	Subtotal			117,468	D. Repair fencing		LS	25,000
	<u>IL 26-2E Ravine Terrace</u>				E. Repair balconies		LS	50,000
	A. Re-key locks		99	9,900	F. Install security screens		120	77,406
	B. Replace boilers		2	50,000	Subtotal			227,406
	C. Replace A/C System		1	60,000	<u>IL 26-2F Armory Terrace</u>			
	D. Replace trash compactor		1	30,000	A. Improve wall/ceiling		10	100,000
	Subtotal			149,900	B. Replace toilets		50	30,000
	<u>IL 26-2F Armory Terrace</u>				C. Replace furnace closet doors		50	25,000
	A. Replace floor tiles/carpet		41	111,200	D. Repaint exteriors		10	42,085
	Subtotal			111,200	E. Install security screens		50	37,500
	<u>IL 26-3 Poe Manor</u>				Subtotal			234,585
A. Replace trash compactor		1	30,000	<u>IL 26-3 Poe Manor</u>				
Subtotal			30,000	A. Upgrade domestic sewer line		1	60,000	
<u>IL 26-6 Scattered Sites</u>				B. Replace bathroom light		155	13,950	
A. Replace roofs/gutters		25	50,000	Subtotal			73,950	
B. Replace windows/doors		25	102,500	<u>IL 26-6 Scattered Sites</u>				
Subtotal			152,500	A. Upgrade electrical			17,599	
Subtotal of Estimated Cost			561,068	Subtotal			17,599	
				Subtotal of Estimated Cost			553,540	

Five-Year Action Plan
Part II: Supporting Pages
Physical Needs Work Statement(s)
 Comprehensive Grant Program (CGP)

U.S. Department of Housing and Urban Development OMB Approval No. 2577-0157 (Exp. 7/31/98)
 Office of Public and Indian Housing

Work Statement for Year 1 FFY: 00	Work Statement for Year <u>4</u> FFY: <u>03</u>				Work Statement for Year <u>5</u> FFY: <u>04</u>			
	Development Number/Name Major Work Categories	General Description	Quantity	Estimated Cost	Development Number/Name Major Work Categories	General Description	Quantity	Estimated Cost
SEE ANNUAL STATEMENT	<u>IL 26-1 Barwell Manor</u>				<u>IL 26-1 Barwell Manor</u>			
	A. Replace concrete sidewalk		4000 SF	50,000	A. Repair sidewalks		6000 SF	48,000
	B. Repair Balconies/tuckpointing		1	33,000	B. Improve parking		8000 SF	131,000
	C. Replacement of cabinets/countertops		120	180,000	S. Repair siding		8000 SF	33,600
	Subtotal			263,000	Subtotal			212,600
	<u>IL 26-2E Ravine Terrace</u>				<u>IL 26-2E Ravine Terrace</u>			
	A. Install air conditioners		98	143,550	A. Replace floor tiles in hallway		8000 SF	32,000
	Subtotal			143,550	B. Replace heater/fan in bathroom		99	39,500
	<u>IL 26-2F Armory Terrace</u>				C. Repair trash compactor		1	20,000
	A. Replace insulation		50	35,000	Subtotal			91,500
	B. Replace ranges		50	15,000	<u>IL 26-2F Armory Terrace</u>			
	C. Replace refrigerators		50	22,500	A. Tuckpointing			27,000
Subtotal			72,500	B. Re-key building locks			10,000	
<u>IL 26-3 Poe Manor</u>				C. Replace exhaust fans			16,921	
A. Replace exterior lighting		1	10,000	Subtotal			53,921	
B. Improve parking area		1	35,000	<u>IL 26-3 Poe Manor</u>				
Subtotal			45,000	A. Install central A/C system		LS	110,000	
<u>IL 26-6 Scattered Sites</u>				B. Repair boilers		LS	30,000	
A. Insulate wall/ceilings		25	15,700	Subtotal			140,000	
B. Site improvement/landscaping/driveway		5	17,500					
Subtotal			33,200					
	Subtotal of Estimated Cost			557,250	Subtotal of Estimated Cost			continue

form HUD-52834 (10/96)

Five-Year Action Plan
Part II: Supporting Pages
Physical Needs Work Statement(s)
 Comprehensive Grant Program (CGP)

U.S. Department of Housing and Urban Development OMB Approval No. 2577-0157 (Exp. 7/31/98)
 Office of Public and Indian Housing

Work Statement for Year 1 FFY: <u>00</u>	Work Statement for Year <u>4</u> FFY: <u>03</u>				Work Statement for Year <u>5</u> FFY: <u>04</u>			
	Development Number/Name	General Description	Quantity	Estimated Cost	Development Number/Name	General Description	Quantity	Estimated Cost
	Major Work Categories				Major Work Categories			
SEE ANNUAL STATEMENT					IL 26-6 Scattered Sites			
					A. Repaint exteriors	10	30,000	
					B. Replace cabinets & tops	17	35,000	
					Subtotal		65,000	
					Subtotal of Estimated Cost		563,021	

Five-Year Action Plan
Part III: Supporting Pages
Management Needs Work Statement(s)
 Comprehensive Grant Program (CGP)

U.S. Department of Housing and Urban Development OMB Approval No. 2577-0157 (Exp. 7/31/98)
 Office of Public and Indian Housing

Work Statement for Year 1 FFY: <u>00</u>	Work Statement for Year <u>2</u> FFY: <u>01</u>				Work Statement for Year <u>3</u> FFY: <u>02</u>				
	Development Number/Name	General Description	Quantity	Estimated Cost	Development Number/Name	General Description	Quantity	Estimated Cost	
	Major Work Categories				Major Work Categories				
SEE ANNUAL STATEMENT		Drug Elimination Program		50,000		Drug Elimination Program		50,000	
	Subtotal of Estimated Cost				50,000	Subtotal of Estimated Cost			

Five-Year Action Plan
Part III: Supporting Pages
Management Needs Work Statement(s)
 Comprehensive Grant Program (CGP)

U.S. Department of Housing and Urban Development OMB Approval No. 2577-0157 (Exp. 7/31/98)
 Office of Public and Indian Housing

Work Statement for Year 1 FFY: <u>00</u>	Work Statement for Year <u>4</u> FFY: <u>03</u>				Work Statement for Year <u>5</u> FFY: <u>04</u>				
	Development Number/Name Major Work Categories	General Description	Quantity	Estimated Cost	Development Number/Name Major Work Categories	General Description	Quantity	Estimated Cost	
SEE ANNUAL STATEMENT	Drug Elimination Program		100%	50,000	Drug Elimination Program		100%	43,729	
	Subtotal of Estimated Cost				50,000	Subtotal of Estimated Cost			

WAUKEGAN HOUSING AUTHORITY

DECONCENTRATION POLICY:

10-WHA-99

Adopted: June 16, 1999

Effective: July 1, 1999

It is the policy of the Waukegan Housing Authority (WHA) to house families in a manner that will prevent a concentration of poverty families and/or concentration of higher income families in any one development. The specific objective of the Waukegan Housing Authority is to house no less than 40% of its inventory with families that have income at or below 30% of the area median income by public housing development. Also, the Waukegan Housing Authority does not concentrate families with higher income levels, it is the goal of the Waukegan Housing Authority not to house more than 60% of its units in any one development with families whose income exceeds 30% of the area median income. The WHA will track the status of family income, by development, on a monthly basis by utilizing reports generated by the WHA.

To accomplish the deconcentration goals the WHA will take the following actions:

- A. At the beginning of each fiscal year, the WHA will establish a goal for housing 40% of its new admissions with families whose incomes are at or below the area median income. The annual goal will be calculated by taking 40% of the total number of moves from the previous fiscal year.
- B. To accomplish the goals of:
 1. Housing not less than 40% of its inventory on an annual basis with families that have incomes at or below 30% of area median income, and
 2. Not housing families with incomes that exceed 30% of the area median income in developments that have 60% or more of the total household living the development with incomes that exceed 30% of the area median income, the WHA's Tenant Selection and Assignment Plan, which is a part of this policy, provides for the utilization of local preferences with regards to applicant selection from its waiting list.

Public Housing Drug Elimination Program Plan

Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.

Annual PHDEP Plan Table of Contents:

1. General Information/History
2. PHDEP Plan Goals/Budget
3. Milestones
4. Certifications

Section 1: General Information/History

A. Amount of PHDEP Grant \$98,120

B. Eligibility type (Indicate with an “x”) N1_____ N2_____ R__X

C. FFY in which funding is requested 2000

D. Executive Summary of Annual PHDEP Plan

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long

The Waukegan Housing Authority proposes to utilize a comprehensive strategy of prevention & intervention, Police & Security strategies, and Community diversified involvement to combat the drug, drug activity and violence in and around it’s developments. Resident Councils, Housing Authority staff and Community organizations are committed to the improvement of our City. Evidence of the commitment of the City is exemplified via the continuation of the Community Police Program; the implementation of the Citizen’s Police Academy; and, the continuation of the Police liaison Officer contracted with the Housing Authority. The utilization of the opportunities made available through this drug grant funding in coordination with other subsidies received by the Authority; as well as, in-kind resources via community social service entities, will enhance the drug prevention and intervention programs designed by the residents & staff of the Waukegan Housing Authority.

E. Target Areas

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
Armory Terrace Homes	50	50
Barwell Manor Homes	120	120
Ravine Terrace	98	98
Harry A. Poe Manor	155	155
Scattered Sites	25	25

F. Duration of Program

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an “x” to indicate the duration of program by # of months. For “Other”, identify the # of months).

G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an “x” by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. For grant extensions received, place “GE” in column or “W” for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 1995					
FY 1996	223,000	IL06DEP0260196	-0-	1	
FY 1997	133,000	IL06DEP0260197	-0-		
FY 1998	133,800	IL06DEP0260198	-0-		
FY 1999	98,120	IL06DEP0260199	98,120	-	9/30/01

Section 2: PHDEP Plan Goals and Budget

A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

The WHA intends to utilize a multiple strategy of police and security measures complemented by a prevention and intervention program to combat drugs, drug activity and violence in and around its developments. To meet the desired results the WHA will contract with the Waukegan Police department for an Liaison Officer an Off-Duty Police Officer to act as security guard. These officers will arrest people and provide a sense of security and improvement in the quality of life of the residents. The physical improvement will be the installation of additional security fencing to create a “defensible space” condition at two developments. The intervention and prevention programs provide a wide range of activities for WHA youth and adults from job training to drug free to athletics to after school to counseling. All the programs are designed to increase enrollment and decrease use and/or exposure to drugs.

B. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to each line item.

FY 2000 PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 - Reimbursement of Law Enforcement	40,000
9120 - Security Personnel	10,000
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	28,533
9160 - Drug Prevention	10,000
9170 - Drug Intervention	10,000
9180 - Drug Treatment	

9190 - Other Program Costs	
TOTAL PHDEP FUNDING	98,533

C. PHDEP Plan Goals and Activities

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be listed sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be added in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences per column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

9110 - Reimbursement of Law Enforcement						Total PHDEP Funding: \$40,000	
Goal(s)	Liaison Officer(s) to work with WHA and residents						
Objectives	To improve quality of life for residents						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1. Liaison Officer			10/1/99	9/30/01	40,000		Reduce criminal activity by 5%
2.							
3.							

9120 - Security Personnel						Total PHDEP Funding: \$10,000	
Goal(s)	Hiring of Security Guards(s)						
Objectives	To secure senior buildings and improve quality of life for residents						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1. Security Guards			10/1/99	9/30/01	10,000		Reduce resident calls by 5%
2.							
3.							

9130 - Employment of Investigators						Total PHDEP Funding: \$0-	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1.							
2.							
3.							

9140 - Voluntary Tenant Patrol					Total PHDEP Funding: \$-0-		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9150 - Physical Improvements					Total PHDEP Funding: \$28,533		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Fencing –exterior, Cameras			10/1/99	9/30/01	28,533		Completed by 12/31/00
2.							
3.							

9160 - Drug Prevention					Total PHDEP Funding: \$10,000		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Equipment			10/1/99	9/30/01	5,000		Increase enrollment by 10 people
2. Supplies			10/1/99	9/30/01	5,000		Increase enrollment by 10 people
3.							

9170 - Drug Intervention					Total PHDEP Funding: \$10,000		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Training			10/1/99	9/30/01	5,000		Increase enrollment by 5 people
2. Contractual			10/1/99	9/30/01	5,000		Increase enrollment by 5 people
3.							

9180 - Drug Treatment					Total PHDEP Funding: \$-0-		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9190 - Other Program Costs					Total PHDEP Funds: \$-0-		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

Section 3: Expenditure/Obligation Milestones

Indicate by Budget Line Item and the Proposed Activity (based on the information contained in Section 2 PHDEP Plan Budget and Goals), the funds that will be expended (at least 25% of the total grant award) and obligated (at least 50% of the total grant award) within 12 months of execution.

Budget Line Item #	25% Expenditure of Total Grant Funds By Activity #	Total PHDEP Funding Expended (sum of the activities)	50% Obligation of Total Grant Funds by Activity #	Total PHDEP Funding Obligated (sum of the activities)
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110	100	40,000		40,000
9120	100	10,000		10,000
9130				
9140				
9150				
9160	100	28,533		
9170	100	10,000		28,533
9180	100	10,000		10,000
9190				10,000
TOTAL		\$98,533		\$98,533

Section 4: Certifications

A comprehensive certification of compliance with respect to the PHDEP Plan submission is included in the “PHA Certifications of Compliance with the PHA Plan and Related Regulations.”

**Minutes of the General Resident Meeting
Ernest Smith Sr. Apts., Centreville
1:30 p.m., Tuesday, March 14, 2000**

The residents and others in attendance are listed on the attached attendance roster.

Larry McLean, SCCHA Management Director, welcomed everyone and expressed his appreciation for their attendance.

Mr. McLean acknowledged the presence of **Ms. Vivian Cash**, ESSRC Treasurer, Secretary for the SCCHA Board of Commissioners, and Agency Plan Resident Advisory Board (RAB) member; and **Ms. Lillie Smith**, ESSRC Officer and RAB member.

The proposed Agency Plan for the St. Clair County Housing Authority (SCCHA), including the Capital Funds Program and Public Housing Drug Elimination Program was reviewed. The proposed Public Housing Lease and Admissions and Continued Occupancy Policy (ACOP) were also reviewed.

In reviewing the **ACOP and Lease**, Mr. McLean made specific reference to the changes listed below.

Admissions and Continued Occupancy Policy:

- **Section 2 Reasonable Accommodation** (page 4) --- new language to comply with applicable laws regarding accommodations for persons with disabilities.
- **Section 8 Eligibility for Admissions** (page 9) ---incorporates suggested language regarding types of households determined eligible and expanded grounds for denial. Two significant mandated denials include *“live-time” denials for:*
 - Persons convicted of manufacturing methamphetamines
 - Lifetime registrants under State Sex Offenders registration programs
- **Section 10 Resident Selection and Assignment** (page 20)
 - Incorporates a 2 point preference for Greatest Housing Need, which will be awarded to applicants not currently receiving federal housing assistance as the head of household, co-head, or spouse.

Note: HUD eliminated the mandated federal “need” based preferences previously and we already have discontinued their use locally.

- Incorporates statutory requirement that at least 40% of annual admissions be families with annual incomes at or below 30% of area median income (see 10.3 – page 23).

Note: This provision is expected to have minimal impact since virtually all families that apply fall in the targeted category.

- Deconcentration Policy (10.4, page 23) --- provides flexibility to encourage income mixing of properties.
- Security Deposits (page 26) --- increase security deposits for families as described. No change for elderly households.
- Re-Admission (page 28)--- allows management to re-admit (by-passing waiting list) within 12 months households that vacate in good-standing (designed to benefit seniors and working families)
- Absence From Unit Due to Medical Reasons --- Limits to 6 months the period of time a resident can be absent from the unit due to medical reasons.
- **Section 11 Income, Exclusions, and Deductions** --- Paragraph 11 (page 33) incorporates required exclusion of incremental income due to employment for 12 months for targeted families
- **Section 13 Rent Determinations** (page 41) --- Incorporates mandated “family choice” rent options.
 - Flat Rent (see Appendix K)
 - Formula Based Rent (traditional rent calculation method)
 - Ceiling Rent (see Appendix K)
 - Minimum Rent (13.3, page 42) ---establishes minimum monthly rent of \$50 (before utility allowance)
- **Section 14 Community Service** (page 46) ---incorporates mandated 8 hours of community service monthly for those households not excluded due to employment, age, and/or disability.
- **Section 15 Recertification** (page 49) --- establishes:
 - 3 year certification cycle for “Flat Rent” households
 - Eliminates requirement to report increase in income between annual recertification for formula based and ceiling rent households

- Excludes reduction in household's rent due to loss of income resulting from sanctioned TANF benefits due to family's failure to comply with employment / training requirements (15.6, page 52)
- **Section 16 – Transfers** (page 55) --- incorporates a “need based” criteria for tenant initiated transfer requests with minimum non-refundable fee.
- **Section 19 Repayment Agreements** (page 65) --- establishes guidelines pertaining to terms and conditions of repayment agreement, including establishing fees for the service.
- **Section 21 Service Charge Policy** ---expands the list of “fixed charge” items (as opposed to time and material) and establishes a specific hourly billing rate.

Lease Agreement

- The lease has been revised to incorporate all of the policy changes enumerated above.
- Special Note Regarding Pets ---the law mandates that all public housing households have the right to own pets, subject to reasonable housing authority restrictions and HUD guidelines. HUD has not issued guidance notice and the issue is on hold. The ACOP contains the previous “elderly only” restrictions and will have to be revised upon issuance of the HUD notice. The lease is written to allow pets “only with management’s written permission” and no further revision is anticipated. In the interim, management will continue to administer “elderly only” pet provisions.
- Resident allowed to operate “home-based” business with limitations and restrictions (page 5, item 9.d)
- Resident required to designate “Executor” in the event of death / incapacitation (see paragraph 27, page 9)

The **Agency Plan** was reviewed for items not discussed previously. Considerable discussion ensued regarding the Capital Improvements Plan. Mr. McLean noted that \$85,000 in improvements for the Adeline James Building (floor coverings and concrete work) and \$58,000 in parking lot and concrete work for development #30-20 (elderly units on Market Street) were scheduled for the first year of the plan. Year 3 of the plan includes \$175,000 for conversion of the efficiency units in the senior hi-rise building to one-bedroom units. Year 4 of the plan includes \$335,000 for central air conditioning for development #30-8.

The Public Housing Drug Elimination Program was discussed. SCCHA’s approach to use 60% of available funds for supplemental law enforcement and 40% for prevention programs

was noted. The residents questioned the contract expenditures with the Centreville Police Department, expressing the need for greater visibility of uniformed patrols and community policing. Speeding on S. 47th Street and the need to have officers assigned to the sub-station on a regular basis were items of specific concern. Mr. McLean reported that SCCHA administrators were in frequent discussions with the CPD's community policing program and that there has been a severe manpower shortage at the CPD (seven officers have left the department). He indicated that the residents concerns would be addressed during the next meeting with the CPD.

SCCHA's plans to develop a **Homebuyer Assistance Program** was noted and was well received everyone in attendance.

The meeting concluded with some general discussion regarding a wide variety of matters pertaining to Housing Authority operations.

Prepared by: _____ March 15, 2000
Larry R. McLean, Management Director

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**Minutes of the General Resident Meeting
Greystone / Hawthorne Apts., Alorton
6:30 p.m., Thursday, March 16, 2000**

The residents and others in attendance are listed on the attached attendance roster.

Larry McLean, SCCHA Management Director, welcomed everyone and expressed his appreciation for their attendance.

The proposed Agency Plan for the St. Clair County Housing Authority (SCCHA), including the Capital Funds Program and Public Housing Drug Elimination Program was reviewed. The proposed Public Housing Lease and Admissions and Continued Occupancy Policy (ACOP) were also reviewed.

All of those in attendance were from Greystone Apts., and it was requested that only items impacting Greystone Residents be addressed.

Mr. McLean explained that the major issue involving Greystone is the upcoming expiration of the Housing Assistance Payments contract (July 2000). It was reported that the owners are working with SCCHA to request HUD approval for a renewal, but nothing has been finalized at this time.

The owners request for a 2% rent increase effective July 2000 was noted and the residents were advised that a notification letter was mailed today to each household.

In reviewing the **ACOP and Lease**, Mr. McLean made specific reference to the changes listed below.

Admissions and Continued Occupancy Policy:

- **Section 2 Reasonable Accommodation** (page 4) --- new language to comply with applicable laws regarding accommodations for persons with disabilities.
- **Section 8 Eligibility for Admissions** (page 9) ---incorporates suggested language regarding types of households determined eligible and expanded grounds for denial. Two significant mandated denials include *“live-time” denials for:*
 - Persons convicted of manufacturing methamphetamines
 - Lifetime registrants under State Sex Offenders registration programs
- **Section 10 Resident Selection and Assignment** (page 20)

- Incorporates a 2 point preference for Greatest Housing Need, which will be awarded to applicants not currently receiving federal housing assistance as the head of household, co-head, or spouse.

Note: HUD eliminated the mandated federal “need” based preferences previously and we already have discontinued their use locally.

- Re-Admission (page 28)--- allows management to re-admit (by-passing waiting list) within 12 months households that vacate in good-standing (designed to benefit seniors and working families)
- Absence From Unit Due to Medical Reasons --- Limits to 6 months the period of time a resident can be absent from the unit due to medical reasons.
- **Section 16 – Transfers** (page 55) --- incorporates a “need based” criteria for tenant initiated transfer requests with minimum non-refundable fee.
- **Section 19 Repayment Agreements** (page 65) --- establishes guidelines pertaining to terms and conditions of repayment agreement, including establishing fees for the service.
- **Section 21 Service Charge Policy** ---expands the list of “fixed charge” items (as opposed to time and material) and establishes a specific hourly billing rate.

The **Agency Plan** was reviewed for items not discussed previously. SCCHA’s plans to develop a **Homebuyer Assistance Program** was noted and was well received everyone in attendance.

The meeting concluded with some general discussion regarding a wide variety of matters pertaining to Housing Authority operations.

Prepared by: _____ March 16, 2000
Larry R. McLean, Management Director

**Minutes of the General Resident Meeting
Private Mathison Manor Apts., Centreville
6:00 p.m., Monday, March 20, 2000**

The residents and others in attendance are listed on the attached attendance roster.

Larry McLean, SCCHA Management Director, welcomed everyone and expressed his appreciation for their attendance.

Mr. McLean acknowledged the presence of **Ms. Minnie Jones**, PMMRC Vice President, and Agency Plan Resident Advisory Board (RAB) Chairman.

The proposed Agency Plan for the St. Clair County Housing Authority (SCCHA), including the Capital Funds Program and Public Housing Drug Elimination Program was reviewed. The proposed Public Housing Lease and Admissions and Continued Occupancy Policy (ACOP) were also reviewed.

In reviewing the **ACOP and Lease**, Mr. McLean made specific reference to the changes listed below.

Admissions and Continued Occupancy Policy:

- **Section 2 Reasonable Accommodation** (page 4) --- new language to comply with applicable laws regarding accommodations for persons with disabilities.
- **Section 8 Eligibility for Admissions** (page 9) ---incorporates suggested language regarding types of households determined eligible and expanded grounds for denial. Two significant mandated denials include *“live-time” denials for:*
 - Persons convicted of manufacturing methamphetamines
 - Lifetime registrants under State Sex Offenders registration programs
- **Section 10 Resident Selection and Assignment** (page 20)
 - Incorporates a 2 point preference for Greatest Housing Need, which will be awarded to applicants not currently receiving federal housing assistance as the head of household, co-head, or spouse.

Note: HUD eliminated the mandated federal “need” based preferences previously and we already have discontinued their use locally.

- Incorporates statutory requirement that at least 40% of annual admissions be families with annual incomes at or below 30% of area median income (see 10.3 – page 23).

Note: This provision is expected to have minimal impact since virtually all families that apply fall in the targeted category.

- Deconcentration Policy (10.4, page 23) --- provides flexibility to encourage income mixing of properties.
- Security Deposits (page 26) --- increase security deposits for families as described. No change for elderly households.
- Re-Admission (page 28)--- allows management to re-admit (by-passing waiting list) within 12 months households that vacate in good-standing (designed to benefit seniors and working families)
- Absence From Unit Due to Medical Reasons --- Limits to 6 months the period of time a resident can be absent from the unit due to medical reasons.
- **Section 11 Income, Exclusions, and Deductions** --- Paragraph 11 (page 33) incorporates required exclusion of incremental income due to employment for 12 months for targeted families
- **Section 13 Rent Determinations** (page 41) --- Incorporates mandated “family choice” rent options.
 - Flat Rent (see Appendix K)
 - Formula Based Rent (traditional rent calculation method)
 - Ceiling Rent (see Appendix K)
 - Minimum Rent (13.3, page 42) ---establishes minimum monthly rent of \$50 (before utility allowance)
- **Section 14 Community Service** (page 46) ---incorporates mandated 8 hours of community service monthly for those households not excluded due to employment, age, and/or disability.
- **Section 15 Recertification** (page 49) --- establishes:
 - 3 year certification cycle for “Flat Rent” households
 - Eliminates requirement to report increase in income between annual recertification for formula based and ceiling rent households

- Excludes reduction in household's rent due to loss of income resulting from sanctioned TANF benefits due to family's failure to comply with employment / training requirements (15.6, page 52)
- **Section 16 – Transfers** (page 55) --- incorporates a “need based” criteria for tenant initiated transfer requests with minimum non-refundable fee.
- **Section 19 Repayment Agreements** (page 65) --- establishes guidelines pertaining to terms and conditions of repayment agreement, including establishing fees for the service.
- **Section 21 Service Charge Policy** ---expands the list of “fixed charge” items (as opposed to time and material) and establishes a specific hourly billing rate.

Lease Agreement

- The lease has been revised to incorporate all of the policy changes enumerated above.
- Special Note Regarding Pets ---the law mandates that all public housing households have the right to own pets, subject to reasonable housing authority restrictions and HUD guidelines. HUD has not issued guidance notice and the issue is on hold. The ACOP contains the previous “elderly only“ restrictions and will have to be revised upon issuance of the HUD notice. The lease is written to allow pets “only with management’s written permission” and no further revision is anticipated. In the interim, management will continue to administer “elderly only” pet provisions.
- Resident allowed to operate “home-based” business with limitations and restrictions (page 5, item 9.d)
- Resident required to designate “Executor” in the event of death / incapacitation (see paragraph 27, page 9). A resident suggested that space be provided to identify a secondary executor, in case the person listed first is unavailable / inaccessible. Mr. McLean indicated that the suggestion would be considered.

The **Agency Plan** was reviewed for items not discussed previously. Considerable discussion ensued regarding the Capital Improvements Plan. Mr. McLean noted that \$85,000 in improvements for the Adeline James Building (floor coverings and concrete work) and \$58,000 in parking lot and concrete work for development #30-20 (elderly units on Market Street) were scheduled for the first year of the plan. Year 3 of the plan includes \$175,000 for conversion of the efficiency units in the senior hi-rise building to one-bedroom units. Year 4 of the plan includes \$335,000 for central air conditioning for development #30-8 and \$200,000 for #30-10. Year 5 includes another \$175,000 to complete the central air installation in 30-10.

The Public Housing Drug Elimination Program was discussed. SCCHA's approach to use 60% of available funds for supplemental law enforcement and 40% for prevention programs was noted. Concerns regarding the level of police visibility were raised. The residents expressed the need for greater visibility of uniformed patrols and community policing. The need to have officers assigned to the sub-station on a regular basis was an item of specific concern. Mr. McLean reported that SCCHA administrators were in frequent discussions with the CPD's community policing program and that there has been a severe manpower shortage at the CPD (seven officers have left the department). He indicated that the residents concerns would be addressed during the next meeting with the CPD.

SCCHA's plans to develop a **Homebuyer Assistance Program** was noted and was well received everyone in attendance.

The meeting concluded with some general discussion regarding a wide variety of matters pertaining to Housing Authority operations.

Prepared by: _____ March 23, 2000
Larry R. McLean, Management Director

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**Minutes of the Public Hearing
SCCHA Central Office
6:30 p.m., Tuesday, March 21, 2000**

Those in attendance are listed on the attached attendance roster.

Larry McLean, SCCHA Management Director, welcomed everyone and expressed his appreciation for their attendance. Effie Smith, Programs & Leasing Director, was introduced.

Mr. McLean acknowledged the presence of Mr. John Prather from Land of Lincoln Legal Assistance, and Mr. Michael Muir, of the St. Clair County Intergovernmental Grants Department. The remaining members of the audience were Section 8 participants.

Mr. McLean started the meeting that the Agency Plan and the program changes to be discussed were made necessary in order to comply with the Quality Housing & Work Responsibility Act (QHWRA) of 1998.

The proposed Agency Plan for the St. Clair County Housing Authority (SCCHA), including the Capital Funds Program and Public Housing Drug Elimination Program was reviewed, along with the Section 8 Administrative Plan, the proposed Public Housing Lease and Admissions and Continued Occupancy Policy (ACOP).

In reviewing the changes to the Section 8 Administrative Plan, Ms. Smith referenced the following topics:

- 1) the merger of certificates and vouchers into a "housing choice vouchers;"
- 2) preference point changes;
- 3) the shopping incentive;
- 4) equal opportunity and fair housing accommodations language;
- 5) family, landlord, and authority obligations;
- 6) statutory requirement for 75% of all admissions for families qualifying as extremely low income;
- 7) procedures for participants to report income changes;
- 8) acceptable housing types;
- 9) new requirements for timing of initial HQS inspections;
- 10) rent reasonableness;
- 11) payment standard rationale and methodology;
- 12) missed appointments policy;
- 13) damage claim handling for units leased before October 2, 1995;
- 14) SEMAP monitoring.

Since there were no public housing residents in attendance, there was no detailed briefing on the **ACOP and Lease**. A summary of changes to the ACOP was made available to those in attendance.

Mr. McLean briefed the audience on the content of the **Agency Plan**, with copies being made available to those in attendance.

The following components of the Agency Plan were reviewed:

- 1) Executive Summary
- 2) Five-Year Plan
- 3) Jurisdictional Housing Needs
- 4) Financial Resources
- 5) Eligibility, Selection, and Admissions
- 6) Rent Determinations
- 7) Operation and Management;
- 8) Grievance Procedures (Public Housing and Section 8)
- 9) Capital Improvements
- 10) Demolition and/or Disposition
- 11) Designated Housing
- 12) Conversion of Public Housing
- 13) Homeownership
- 14) Community Service and Self-Sufficiency
- 15) Safety and Crime Prevention
- 16) Ownership of Pets in Public Housing
- 17) Civil Rights Compliance
- 18) Audit
- 19) Asset Management
- 20) Consistency with Consolidated Plan

The following topics were specifically discussed:

- **Eligibility for Admissions** ---Two significant mandated denials include “*live-time*” *denials for*:
 - Persons convicted of manufacturing methamphetamines
 - Lifetime registrants under State Sex Offenders registration programs
- **Preference point systems for Section 8 and Public Housing**
- **Statutory requirement that at least 40% of annual admissions in Public Housing Program be families with annual incomes at or below 30% of area median income.**

- **Deconcentration Policy** --- provides flexibility to encourage income mixing of properties.
- **Security Deposits** --- increase security deposits for families as described. No change for elderly households.
- **Income, Exclusions, and Deductions** --- required exclusion of incremental income due to employment for 12 months for targeted families
- **Rent Determinations for Public Housing**, including the following options:
 - Flat Rent
 - Formula Based Rent (traditional rent calculation method)
 - Ceiling Rent
 - Minimum Rent ---minimum monthly rent of \$50 (before utility allowance)
- **Community Service** ---mandated 8 hours of community service monthly for those households not excluded due to employment, age, and/or disability. It was noted that this provision of the ACOP was “on-hold” until HUD issues governing guidelines.
- **Recertification requirements for public housing:**
 - 3 year certification cycle for “Flat Rent” households
 - Eliminated requirement to report increase in income between annual recertification for formula based and ceiling rent households
 - Prohibition of reducing household’s rent due to loss of income resulting from sanctioned TANF benefits due to family’s failure to comply with employment / training requirements
- **Pet Policy in Public Housing** ---the law mandates that all public housing households have the right to own pets, subject to reasonable housing authority restrictions and HUD guidelines. HUD has not issued guidance notice and the issue is on hold. In the interim, management will continue to administer “elderly only” pet provisions.

John Prather questioned the provision in the Section 8 Internal Review Procedure that excludes administrative decisions regarding voucher extensions / suspensions from the review process. Ms. Smith explained that there was no regulatory requirement to provide reviews of such decisions.

Mr. Prather raised a question regarding the impact of TANF (Welfare) sanctions on participants' rent amounts. Mr. McLean and Ms. Smith explained that according to regulations there are no changes (decreases) in the monthly rent for households whose TANF benefits are reduced (sanctioned) due to non-compliance with program requirements.

John Prather expressed his concern over some of the narrative contained in the Safety and Crime Prevention section of the Agency Plan. Mr. McLean responded that his concerns were duly noted and the referenced section would be subject to edit.

The meeting concluded at approximately 8:00 p.m. with some general discussion regarding a wide variety of matters pertaining to Housing Authority operations.

Prepared by: _____ March 23, 2000
Larry R. McLean, Management Director

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