

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**

**PHA Plan
Agency Identification**

PHA Name: Housing Authority of the Village of Oak Park

PHA Number: IL103

PHA Fiscal Year Beginning: (mm/yyyy) 01/2000

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 to provide very low income households and families of all ages, races and ethnic backgrounds with affordable, decent, safe, and sanitary housing while complying with HUD Federal regulations and working within the Village of Oak Park's housing values, policies, and standards.

The OPHA operates within the Village of Oak Park and is a partner with its clients, the residents and landlords of Oak Park, the Village Government, the Oak Park Residence Corporation, the Oak Park Regional Housing Center, and all the various other institutions and organizations which contribute to the quality of life in Oak Park.

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)
 - Inform existing clients and waiting list persons of HUD Section 8 changes with special mailings when needed and through a newsletter twice a year.
- 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)
 - Continue to encourage Section 8 clients to be counseled by the Village's Community Relations Department to encourage the widest variety of housing options for program participants. The Community Relations Department and the Tenant's Handbook describe the protections of the law for anyone seeking housing in Oak Park, the benefits of looking widely throughout Oak Park, and the responsibilities of renters.
 - Seek more landlords willing to participate in the Section 8 Program by meeting with landlords annually in groups and/or individual meetings and through a newsletter to explain the benefits of participation, dispel misperceptions, and provide information. Cooperation, within the limits of the regulations, with landlords as their needs or concerns become known.
- Other PHA Goal: Continue to effectively utilize HUD funds for Mills Park Tower and the Section 8 Program.
- Objectives:
- Maintain very high occupancy at Mills Park Tower and continue to operate a quality property.

- Operate the Section 8 Program in conformance with the HUD approved annual budget authority for housing assistance payments.

Other PHA Goal: Work With OPHA’s Community Partners to Determine the Feasibility of Increasing Oak Park’s Housing Stock, and Making Available Additional Rental Units Within Fair Market Rents and Scattered Throughout the Community.

Issue Statement: Oak Park is a physically small, fully developed community. Oak Park’s housing stock is very old and has a predominance of studio and one-bedroom units. Recent conversions to condominiums of Oak Park’s vintage apartment buildings, especially the buildings with two or more bedrooms, has exacerbated the shortage of rental units. Further, a robust rental market is putting units of all sizes beyond HUD’s Fair Market Rents and Payment Standards even with exception rents having been applied for and approved.

Objectives:

- In the years 2000 and 2001, explore the feasibility of using OPHA’s bonding power and/or “project basing” some numbers of Section 8 Certificates/Vouchers to promote rehab of scattered existing units or making available small percentages of new units in mixed income developments.
- After 2001, explore the feasibility of converting some Section 8 assistance into a Homeownership Program under HUD’s Section 8 (Y) Program.
- Annually seek from HUD higher Fair Market Rents and Payment Standards to meet increasing rent levels in Oak Park.

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)
 - Seek an enhanced relationship with the Village of Oak Park that articulates mutual roles and responsibilities in meeting low income housing needs and assists OPHA in its work as a community resource.

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)
 - Seek foundation grants and private sector participation in promoting increased self-sufficiency and family empowerment for Section 8 households.
 - Seek foundation grants and private sector funding in cooperation with other community partners to strengthen the existing social service network.

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)
 - Participate with the Village of Oak Park and other community partners in promoting fair housing throughout the Chicago Metropolitan Area and in the necessary efforts to provide affordable housing and Section 8 opportunities throughout the Chicagoland region.

- Other PHA Goal: Oak Park has made a conscious decision to be a diverse community, welcoming all who come here without regard to age, race, income, religion, ethnicity, sexual preference or disability. In 1963, the Village Board appointed a Community Relations Commission, and a number of citizens formed the Oak Park-River Forest Citizens Committee for Human Rights. In 1968, before the Federal government passed its fair housing legislation, Oak Park passed its own Fair Housing Ordinance, one that has become a model for other communities.

In 1971, the trustees created a Community Relations Department within Village Hall to deal with the day-to-day enforcement of the Fair Housing Ordinance.

In 1973, the President and Board of Trustees expressed this commitment in a policy statement, which is reaffirmed by each Board as it takes office. The Statement on Diversity was revised and adopted as follows by the President and Trustees of the Village of Oak Park on April 19, 1999.

OAK PARK DIVERSITY STATEMENT

The people of Oak Park choose this community, not just as a place to live, but as a way of life. Oak Park has committed itself to equality not only because it is legal, but because it is right; not only because equality is ethical, but because it is desirable for us and for our children. Ours is a dynamic community that encourages the orientation, disability, religion, economic status, political affiliation, or any of the other distinguishing characteristics that all too often divide people in society.

Oak Park's proud traditions of citizen involvement and accessible local government challenge us to show others how such a community can embrace change while still respecting and preserving the best of the past. Creating a mutually respectful, multicultural environment does not happen on its own; it must be intentional. Our goal is for people of widely differing backgrounds to do more than live next to one another. Through interaction, we believe we can reconcile the apparent paradox of appreciating and even celebrating our differences while at the same time developing consensus on a shared vision for the future. Oak Park recognizes that a free, open and inclusive community is achieved through full and broad participation of all its citizenry. We believe the best decisions are made when everyone is represented in decision-making and power is shared collectively.

Oak Park is uniquely equipped to accomplish these objectives, because we affirm all people as members of the human family. We reject the notion of race as a barrier dividing us and we reject prejudicial behavior towards any group of people.

We believe residence in this village should be open to anyone interested in sharing our benefits and responsibilities.

To achieve our goals, the Village of Oak Park must continue to support the Board's fair housing philosophy that has allowed us to live side-by-side and actively seek to foster unity in our community. We believe that mutual understanding among individuals of diverse backgrounds can best be attained with an attitude of reciprocal good will and increased association.

The Village of Oak Park commits itself to a future ensuring equal access, full participation in all of the Village's institutions and programs and equality of

opportunity in all Village operating policies. The success of this endeavor prepares us to live and work in the twenty-first Century.

It is our intention that such principles will be a basis for policy and decision making in Oak Park. The President and Board of Trustees of the Village of Oak Park reaffirm their dedication and commitment to these precepts.

Other PHA Goals and Objectives: (list below)

- PHA Goal: Improve OPHA's Fiscal Strength and Organizational Capacity.
Objectives:
- Monitor the fiscal and program impact of QHWRA changes on OPHA's clients and OPHA and report positive and negative impacts to the Illinois Congressional Delegation.
 - Refine OPHA's administrative allocation plan.
 - More clearly identify OPHA's costs of running HUD's programs so that potential deficits are properly charged to HUD.
 - Create a cash reserve for OPHA under OPHA's control
 - Utilize OPHA's real property, Mills Park Tower and the office at 21 South Boulevard, as assets consistent with the purposes stated in QHWRA.

As required by 24 CFR 903 and sound management practice, OPHA intends to review this document each year, report on progress towards achievement of goals and objectives, and make changes, as appropriate.

The achievement of many of the goals and objectives contained in the Five Year Plan depend upon financial resources currently not available to OPHA. HUD's funding is insufficient to pursue and achieve many of these goals and objectives. OPHA will make a good faith effort to accomplish these goals and objectives because OPHA believes they will be useful for its clients and the community.

**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 Five Year and Annual Plans were developed by the Oak Park Housing Authority (OPHA) in accordance with recent regulations issued by the U.S. Department of Housing and Urban Development (HUD).

The Mission of the Oak Park Housing Authority is to provide very low income households and families of all ages, races and ethnic backgrounds with affordable, decent, safe, and sanitary housing while complying with HUD Federal regulations and working within the Village of Oak Park's housing values, policies, and standards.

The goals of the Oak Park Housing Authority are:

- A. Continue to effectively utilize HUD funds for Mills Park Tower and the Section 8 Program.
- B. Continue to provide Section 8 resources throughout Oak Park on a scattered, non-concentrated basis.
- C. Work with OPHA's Community Partners to determine the feasibility of increasing Oak Park's housing stock, and making available additional rental units within Fair Market Rents and scattered throughout the community.
- D. Improve OPHA's fiscal strength and organizational capacity.
- E. Shape OPHA into a recognized community resource.

The Plans provide more detailed objectives and respond to HUD requirements by discussing specific subjects in the Annual Plan.

In cooperation with the Village of Oak Park, OPHA has identified priority community housing needs. OPHA concludes that the two key issues faced by households on OPHA’s waiting lists are: lack of affordable housing units and/or HUD Fair Market Rents which are too low; and lack of sufficient supply of units with two, three, or more bedrooms.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

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

Required Attachments:

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

Optional Attachments:

- PHA Management Organizational Chart
- FY 2000 Capital Fund Program 5 Year Action Plan Attachment B
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) Attachment C
- 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
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies

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

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

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Accessi-bility	Size	Loca-tion
Income <= 30% of AMI	918	5	4	1	1	5	1

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Accessi-bility	Size	Loca-tion
Income >30% but <=50% of AMI	1878	5	4	1	1	5	1
Income >50% but <80% of AMI	9270	3	1	1	1	5	1
Elderly	628	5	1	1	1	1	1
Families with Disabilities	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: 1995 and 2000
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover

Housing Needs of Families on the Waiting List			
Waiting list total	162		
Extremely low income <=30% AMI	128	72%	
Very low income (>30% but <=50% AMI)	30	18%	
Low income (>50% but <80% AMI)	4	2%	
Families with children	0	0%	
Elderly families	134	82%	
Families with Disabilities	28	17%	
Race/ethnicity black	73	45%	
Race/ethnicity white	81	50%	
Race/ethnicity other	8	5%	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	162	100%	N/A
2 BR	0	0%	N/A
3 BR	0	0%	N/A
4 BR	0	0%	N/A
5 BR	0	0%	N/A
5+ BR	0	0%	N/A
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
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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	913		
Extremely low income <=30% AMI	611	67%	
Very low income (>30% but <=50% AMI)	259	28%	
Low income (>50% but <80% AMI)	41	4%	
Families with children	660	72%	
Elderly families	12	1%	
Families with Disabilities	241	26%	
Race/ethnicity white	41	4%	
Race/ethnicity black	863	95%	
Race/ethnicity other	7	Less than 1%	
Race/ethnicity Hispanic	2	Less than 1%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	206	23%	N/A
2 BR	326	36%	N/A
3 BR	313	34%	N/A
4 BR	69	7%	N/A
5 BR	0	0%	N/A
5+ BR	0	0%	N/A

Housing Needs of Families on the Waiting List
<p>Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p> <p>If yes:</p> <p>How long has it been closed (# of months)? 24</p> <p>Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>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</p>

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)
 - Inform existing clients and waiting list persons of HUD changes with special mailings when needed and through a newsletter twice a year.
 - Maintain very high occupancy at Mills Park Tower and continue to operate a quality property.

- Operate the Section 8 Program in conformance with the HUD approved annual budget authority for housing assistance payments.
- Seek more landlords willing to participate in the Section 8 Program by meeting with landlords annually in groups and/or individual meetings and through a newsletter to explain the benefits of participation, dispel misperceptions, and provide information. Cooperate, within the limits of the regulations, with landlords as their needs or concerns become known.
- Annually seek from HUD higher Fair Market Rents and Payment Standards to meet increasing rent levels in Oak Park.

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)
 - In the years 2000 and 2001, explore the feasibility of using OPHA’s bonding power and/or “project basing” some numbers of Section 8 Certificates/Vouchers to promote rehab of scattered existing units or making available small percentages of new units in mixed income developments.

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)
 - Meet the 75% federal requirement by choosing eligible income families in sequence from Section 8 waiting lists.

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)
 - Choose income eligible families in sequence from the Mills Park Tower and Section 8 waiting lists.

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)
Not applicable.

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)
Not applicable

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)
Not applicable

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)
 - Continue to encourage Section 8 clients to be counseled by the Village’s Community Relations Department to encourage the widest variety of housing options for program participants. The Community Relations Department and the Tenant’s Handbook describe the protections of the law for anyone seeking housing in Oak Park, the benefits of looking widely throughout Oak Park, and the responsibilities of renters.
 - Seek more landlords willing to participate in the Section 8 Program by meeting with landlords annually in groups and/or individual meetings and through a newsletter to explain the benefits of participation, dispel misperceptions, and provide information. Cooperate, within the limits of the regulations, with landlords as their needs or concerns become known.
 - Participate with the Village of Oak Park and other community partners in promoting fair housing throughout the Chicago Metropolitan Area and in the necessary efforts to provide affordable housing and Section 8 opportunities throughout the Chicagoland region.

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	\$373,000	
b) Public Housing Capital Fund	\$264,000	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$2,557,000	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
1997 CIAP	85,000	Public Housing Capital Improvements
3. Public Housing Dwelling Rental Income	\$320,000	Public Housing Operations
4. Other income (list below)		
Office Account	\$5,000	Other
Mills Park Tower Miscellaneous	\$5,000	Other
4. Non-federal sources (list below)		
Total resources	\$3,724,000	

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)
Top 10
- 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) Credit background check

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)

Mills Park Tower Office

- 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? 1
 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)
Mills Park Tower Office

(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
- 2 Substandard housing
- Homelessness
- 2 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
- 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)

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)
Verification of information listed on application.
- 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:

Upon request, a sixty- (60) day extension is granted.

(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.

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)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- 1 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)
- 2 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? In the processes of developing

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

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

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

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

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

For the non-reimbursed medical expenses of non-disabled or non-elderly families

Other (describe below)

e. Ceiling rents

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

Yes for all developments

Yes but only for some developments

No

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

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

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

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

f. Rent re-determinations:

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

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

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

(2) Flat Rents

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

- The section 8 rent reasonableness study of comparable housing

- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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)
- Comparison to budget and HUD Fair Market Rent

(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 A

-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

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

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

Designation of Public Housing Activity Description	
1a. Development name:	Mills Park Tower
1b. Development (project) number:	IL103-1
2. Designation type:	Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one)	Approved; included in the PHA’s Designation Plan <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	(1975)
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:	198
7. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input checked="" 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:

Unknown at this time.

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (1)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 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 criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)

(2) Family Self Sufficiency program/s

a. Participation Description

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

- 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 use to determine the need for PHA actions to improve safety of residents (select all that apply).

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

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

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: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

PET RIDER TO THE DWELLING LEASE

The purpose of this Rider to the Dwelling Lease is to authorize the Tenant to maintain one pet in the Tenant’s dwelling unit, subject to certain specific conditions and restrictions. Pets are restricted to smaller domesticated animals as follows: a dog, cat, caged bird, fish or turtle. Reptiles, other than a turtle, are not considered pets.

1. Tenant shall provide the Housing Authority with the following description of the pet:

Type of Animal: _____ Breed: _____

Color: _____ Height: _____ Weight: _____

Age: _____ License No.: _____ Year: _____

Only the pet above is authorized to be kept in the Tenant’s dwelling unit. Substitutions are not allowed. Other animals shall not be brought onto the Housing Authority’s property by any occupants of the unit or any Tenant guests. Tenant shall insure that all guests visiting the Tenant’s dwelling unit abide by the provisions of this agreement. The feeding or harboring of stray animals is prohibited and shall constitute having a pet without permission of the Housing Authority.

2. PET DEPOSIT: The Tenant shall pay the Housing Authority the sum of \$50.00 as a pet deposit upon the execution of this agreement. This deposit shall be fully refundable at the time the Tenant moves, or disposes of the pet, providing no damage has been caused by the pet. Sums necessary to repair damage will be deducted from the pet deposit. Damages in excess of the pet deposit shall be charged to the Tenant's account and will become due and payable the first day of the second month following the month the charges are billed.

3. LICENSE/INOCULATIONS: The Tenant shall provide the Housing Authority with written proof of all the following information:
 - a) Current valid license from the Village of Oak Park _____
(Per the Village of Oak Park laws "A cat that does not run at large does not have to be licensed. They still must be inoculated.")

 - b) Certificate by a licensed veterinarian or state or local authority empowered to inoculate animals stating that the pet has received all inoculations required by applicable state and local law _____

 - c) Cat or dog has been neutered or spayed _____

 - d) Cats have been de-clawed _____

4. PET RULES: No more than one pet may reside in each unit. Tenant shall be responsible for the actions of the Tenant's pet at all times and agrees by the terms and regulations of the Pet Rider:
 - a) A cat or dog shall not exceed 15 inches in height at the shoulder or 20 pounds in weight when fully grown.
 - b) Vicious and/or intimidating dogs, as determined by the Housing Authority, shall not be allowed.
 - c) All pets shall remain inside the Tenant's dwelling unit:
 1. Birds shall be caged at all times.
 2. No pets may be in common areas, including the halls, except when being taken out of the building for exercise.
 3. Pets must be removed from Mills Park Tower premises to exercise and to deposit pet wastes.
 4. Pets shall not be permitted in the Living Room, Lobby, Nurses Office, Laundry Room, Office or small north elevator.
 5. When pets are being taken out of the building to exercise or deposit pet wastes they must be on a leash, controlled by an adult.
 6. A pet shall not be tied to any fixed object outside a dwelling unit or any outside fixture on the premises on Mills Park Tower.
 7. Tenant shall not alter their unit in order to create an enclosure for any pet.

8. A pet shall be fed and watered only inside a dwelling unit.
 9. Pets are not allowed to be transported inside the laundry carts to or from your unit.
- d) A Tenant shall take adequate precautions to eliminate any pet odors within or around the unit and maintain the unit in a sanitary condition at all times.
1. A pet shall be housebroken.
 2. Tenant shall provide a litter box for cat waste, which shall be kept in the dwelling unit. Litter must be changed no less than twice a week. The litter box must be cleaned no less than once a day. Waste and litter must be put into a double plastic bag, secured tightly and disposed of in a container provided by the Housing Authority.
 3. Village of Oak Park regulations state that “pet waste must be picked up and disposed of properly.”
 4. Deceased pets may not be thrown into the garbage chute.
- e) Tenant shall not permit their pet to disturb, interfere, or diminish the peaceful enjoyment of other tenants. The terms “disturb, interfere, or diminish” shall include, but not be limited to: barking, howling, biting, scratching, chirping and other sounds or actions disturbing to your neighbors.
- f) Pets may not be left unattended in a dwelling unit for not more than 8 hours at a time.
5. DAMAGES: Tenant shall be responsible for all damages caused by the pet, including the cost of cleaning of carpets and/or fumigation of units.
6. PET RULE VIOLATION PROCEDURES/SPECIAL CIRCUMSTANCES:
- a) If the Housing Authority determines on the basis of objective facts supported by written statements, that a Tenant has violated a pet rule, the Housing Authority shall serve a notice of violation on the Tenant. The notice shall state that a specific violation must be corrected and that the Tenant can request a meeting with the Director. If the pet rule violation has not been corrected within the stated period of time the Housing Authority shall serve notice on the Tenant requiring the removal of the pet. Failure to remove the pet shall result in the initiation of procedures to have the pet removed and/or terminate the Tenant’s tenancy.
 - b) If a pet becomes vicious, displays symptoms of severe illness, or demonstrates other behavior that constitutes an immediate threat to the health of safety of other tenants or Housing Authority personnel, as determined by the Housing Authority, the Tenant shall be requested to immediately remove the pet. If the Tenant refuses, or if it is not possible to contact the Tenant, the Housing Authority shall contact appropriate state or local agency” to have the pet immediately removed from the premises.

- c) A tenant who has been asked to remove a pet for cause, even if they have done so, shall not be permitted to acquire any further pets during the remainder of their tenancy.

7. ALTERNATE CUSTODIAN/ABANDONMENT

- a) A Tenant shall provide signed statements (including name, address, and telephone number) from at least two separate individuals who will take the pet away overnight or longer, and who will be available to take the pet from the premises within twelve hours. Examples of when the alternate custodian will need to remove the pet include, but are no limited to the following: if Tenant is taken to a hospital, nursing home, becomes deceased, or otherwise unable/unwilling to care for the pet.

Name: _____ Telephone: Day _____ Evening _____

Address: _____

Name: _____ Telephone: Day _____ Evening _____

Address: _____

- b) If a pet is left unattended for twenty-four (24) hours, or more, and if the Housing Authority is unable to obtain the assistance of the alternate custodian in removing the pet, the Housing Authority shall have the right to enter the unit, remove the pet and transfer it to the proper agency, subject to the provisions of state law and local ordinances. The Housing Authority may, at its option, place the pet in a facility that will provide care and shelter for no less than thirty (30) days. The cost of such animal care shall be paid from the Tenant's security deposit(s). The Housing Authority shall accept no responsibility for the pet under the above circumstances.

- 8. ANNUAL REGISTRATION: Tenant shall register the pet annually at the time of their regularly scheduled Annual Review of income and family composition. Proof shall be required of current dog or cat license, current inoculations, and (if applicable) verification that the pet has been spayed/neutered.
- 9. HOLD HARMLESS: Tenant agrees to indemnify, defend, and hold the Housing Authority form and against any and all claims, actions, suits, judgements, and demands brought by any party on account of, or in connection with any action or damage caused by Tenant's pet.
- 10. LEASE PROVISIONS: Failure to comply with the rules and terms of the Pet Rider is material noncompliance with the Dwelling Lease terms, and is grounds for termination of the lease.

Failure to remove a pet that is judged to be a nuisance or a threat to the health and

safety of the tenants and/or Housing Authority personnel at the request of the Housing Authority, is grounds for eviction.

SIGNATURES:

_____	_____
Tenant	Date
_____	_____
Tenant	Date
_____	_____
Housing Authority Representative	Date

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:
See Attachment C provided at the end of this file.

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)
Resident Advisory Board recommendations included as various components in the Plan. Some recommendations are dependent upon finding additional financial resources.

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: Village of Oak Park

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)

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)
The Consolidated Plan identifies very low income renter needs as a high priority.

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.

Attachment A – Capital Fund Program Annual Statement

Annual Statement

Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number FFY of Grant Approval: (01/2000)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	\$26,400
3	1408 Management Improvements	
4	1410 Administration	\$26,400
5	1411 Audit	\$1,500
6	1415 Liquidated Damages	
7	1430 Fees and Costs	\$15,000
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	\$144,700
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	\$20,000
14	1485 Demolition	
15	1490 Replacement Reserve	\$20,000
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	\$10,000
20	Amount of Annual Grant (Sum of lines 2-19)	\$264,000
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

**Annual Statement
Capital Fund Program (CFP) Part II: Supporting Table**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
IL103-1	Elevator Repairs	1460	\$144,700

**Annual Statement
 Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
IL103-1 Mills Park Tower	06/2000	12/2000

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
IL103-1	Mills Park Tower	0		
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
1. Replace one third of kitchen cabinets and counter tops			\$158,400	FY 2002
2. Replace existing intercom and directory			\$21,000	
3. Replace existing sink faucet handles			\$57,430	
4. Insulate first floor plumbing pipes			\$8,200	
5. Install shut off valves for cold water supplies in five apartment tiers			\$68,520	
6. Paint all public spaces and replace signage			\$80,000	
7. Replace five floors of hallway carpet			\$20,000	
Total estimated cost over next 5 years			\$413,550	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
IL103-1	Mills Park Tower	0		
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
1. Replace one third of kitchen cabinets and counter tops			\$158,400	FY 2003
2. Replace 13 floors of hallway carpet			\$52,000	
3. Replace electric baseboard heaters in all apartments			\$102,750	
4. Replace thermostats in all apartments			\$18,000	
5. Replace all apartments stoves			\$79,000	
6. Replace all apartment light fixtures			\$39,600	
Total estimated cost over next 5 years			\$449,750	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
IL103-1	Mills Park Tower	0		
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
1. Replace one third of kitchen cabinets and counter tops			\$158,400	FY 2004
2. Replace closet doors in all apartments			\$198,000	
3. Install handrails			\$39,600	
Total estimated cost over next 5 years			\$396,000	

Attachment C – Comments of Resident Advisory Boards

**OAK PARK HOUSING AUTHORITY
MILLS PARK TOWER
RESIDENT ADVISORY BOARD MEETING
TUESDAY, JULY 13, 1999 10:00 AM
HELD IN THE LIVING ROOM/COMMUNITY ROOM OF MILLS
PARK TOWER**

MINUTES

(Taken by Amy Christopher, OPHA Staff)

Attendance: Ted Brzyski, Executive Director; Rosellen Ryczek, Director of Elderly and Disabled Housing; Barbara McGuire, Assistant Coordinator; Melissa Neyfeldt, Receptionist Clerk; John Plant, OPHA maintenance staff; Mario Bryand, OPHA maintenance staff; Amy Christopher, OPHA staff; 68 Mills Park Tower Residents.

Detailed sign in sheets with names of all attendees are available for inspection at the OPHA office for those with a legitimate right to inspect the sheets. The privacy protections under the Illinois Freedom of Information Act protect the names of recipients of public housing assistance.

Rosellen opened the meeting at 10:00 AM, with greetings of hello. Rosellen introduced Ted to the residents.

Ted stated that he has been the Executive Director of OPHA for just over one year. The reason why the meeting was called is to discuss details of the Public Housing Agency Plan that HUD just recently mandated for all Housing Authorities. This plan will include Mills Park Tower and Section 8 information. It is a Five-Year Plan that will include a mission statement and general goals. There is an annual component that will illustrate items such as the following examples: identification of the number of people who need housing, the planned use of funding from HUD for capital improvements, and restatement of the pet policy. The plan is due October 15th to HUD.

The people attending the meeting today make up a Resident Advisory Board whose input will be used to design portions of the plan. Volunteers from today's meeting will make up a Steering Committee which will meet to discuss the comments made today, the draft Plan on the table at the Public Hearing, and also those comments made at the Public Hearing which will be in mid-September. Everyone is invited to the Public Hearing. Rosellen indicated that the Agency Plan would be available in the Living Room area of Mills Park Tower for residents to read during the 45 days prior to the Public Hearing.

Rosellen indicated that there are a few new HUD mandates and plan topics that the people of Mills Park Tower may be interested in discussing. The first topic Rosellen gave an

overview on is the choice between the current rent calculation and the new “Flat Rent” option. Rosellen indicated that later this month she plans to send out a letter describing the details of this topic and then an all-resident meeting will follow. Additionally HUD will no longer allow month-to-month leases and so all residents must sign a one year lease. This will have very little impact on tenants, because the policy on 30-day move out notice will still be in effect and residents will not be penalized for breaking their one-year lease.

Rosellen then went on to the subject of Capital Improvements. She indicated that the Mills Park Tower building is funded through the rent paid by tenants and HUD subsidy money under the Performance Funding System (PFS). Money from HUD is based on a formula involving the number of units in the building. Rosellen stated that Modernization has been a category that also provided money for improvement to the building. In the past this has been a competitive process between Housing Authorities and buildings were not always guaranteed the money needed. In the future money for modernization of the building will come from what is called Comp Grant or Capital Improvements Fund. This will be a specific amount of money per unit per year. This will allow more PHA’s to obtain some money needed for improvements and it will be easier to plan ahead and predict available dollars.

Rosellen moved on to the topic of Safety and Security and stated it is an important issue for people in 1999. She said having the Oak Park Police Sub-Station in the building is good because it is a visible deterrent. Also, when the officers do come to the building they walk floors, stairwells and elevators and are visible in the building. Rosellen urged the residents to call the police department with any concerns or when problems occur. The police are very responsive and Rosellen said she was 100% satisfied with their performance.

Rosellen announced that with Village of Oak Park CDBG funds, the Mills Park Tower front and rear entries will be changed from key locks to card entries. The card works with a proximity sensor and as long as a resident holds the card within six inches of the sensor the door will open. It will also work if the card is in a purse, wallet or pocket within six inches of the sensor. If the card is lost the resident must report it right away and the card will be taken out of the system and be deactivated. A new card will be issued for a charge. This new system should be in place before winter.

Rosellen stated that she has met with an architect two times to make a list of capital improvements to list in the Agency Plan. She recognized that alleviating parking problems will be a priority in the plan.

Rosellen made an additional comment that the Steering Committee will discuss further the topics brought to attention today and that volunteering for the Steering Committee will not require a big time commitment.

Rosellen then opened the floor to questions.

A tenant 18B asked if changes could be made to ventilate the halls better.

Rosellen responded that while talking to the architect they thought of air conditioning or replacing the windows in the halls. Air conditioning costs have not yet been determined. Hopefully by next summer it will be taken care of.

A tenant indicated that there are parked cars in the lot that are never moved and that one may actually be rat-infested. The tenant inquired about helping with the parking problems by getting rid of cars that are not used and are just parked.

Rosellen responded that she does know that there are a couple cars that don't belong. She stated that parking regulations may be needed such as parking stickers and proof of insurance. She said she thought about charging for parking, but HUD said it was not allowed.

A tenant indicated that there is a light out on the east side of the building that points south and she is scared when she leaves for dialysis early in the morning.

Rosellen responded that items involving safety are very important and should be reported to maintenance right away. She indicated that the staff does not want residents to feel uncomfortable about safety. The light will be fixed very soon.

A tenant indicated that there is little place for people to be outside. There are only three benches outside in front of the building and the adjacent park has too many loose dogs for residents to feel comfortable. The tenant also indicated that there are very few options for young disabled people in Oak Park and she would like to see more housing opportunities that are geared for disabled people from 45-60 years old. The tenant commented that she feels that residents at Mills Park Tower do not make her children comfortable when they come to visit and she is not sure why except that residents may feel threatened by her children because they are young adults.

Rosellen responded by stating that she never heard complaints about dogs in the park being a problem before. She also apologized to the tenant if her family does not feel welcome and indicated that everyone's family and guests should be welcomed here.

A tenant indicated that she couldn't find a cookbook that she checked out from the Oak Park Library and thinks that it was taken from her apartment. She asked that it be returned to her as soon as possible. She stated that she has never had trouble with anybody or anything before.

A tenant asked about the restatement of the pet policy.

Rosellen responded that there would be no changes to the pet policy.

A tenant asked if residents could get emergency call buttons in their apartments.

Rosellen said probably not. Emergency call buttons for everyone would be expensive to install and labor intensive to operate. There would probably need to be a central location for the call to go to which would probably be the office at Mills Park Tower, but no one is available in the office during the evening and on weekends. Rosellen suggested contacting a private company or hospital to obtain a personal emergency call button. Rosellen indicated that some residents already have private systems and she believes it is not expensive.

A tenant said that she called 911 and the Ambulance arrived in 7 minutes.

Rosellen agreed that the Oak Park Fire Department does a great job.

A tenant indicated that she would like to praise the staff for good service and a beautiful building. She said her family comes to visit and they feel welcome. She suggested that residents introduce their families and friends to their neighbors. She recognized that there could be improvements done to the building but that residents should be patient and understanding.

Rosellen thanked the tenant.

A tenant indicated concern about keys floating around with people outside the building. She has seen little kids with keys and non-residents with keys. The tenant asked if this will change when the entries change to cards.

Rosellen said yes that the cards will only be issued to tenants. If unauthorized people currently have keys, the tenants gave them to them. Please take responsibility for you safety and that of others by not giving out keys.

A tenant responded that she thought that residents were not allowed to give other people keys in the past.

Rosellen agreed that yes, keys should only be given to other people if there are medical reasons.

A tenant asked if the cards will work for their apartment doors.

Rosellen responded that no, the cards will only work for the front and rear entries.

A tenant stated that some residents used to hold master keys so that if there was a lockout and maintenance staff was not available residents would be able to get in. He indicated that this practice gave him peace of mind and is discouraged that it is discontinued.

Rosellen responded that yes it is discontinued. Not all residents are comfortable with the practice. Rosellen stated that there are thoughts about charging a lock out fee to

discourage the forgetfulness. Also a possibility is to follow an example set by The Oaks. A resident at The Oaks holds a master key in a sealed envelope, not a plain white envelope, at end of each day and on Friday for the weekend. A record is kept if envelope is broken open. This helps with convenience, but maintains safety and honesty.

A tenant requested that a third maintenance man be hired.
[Response of clapping from the general floor]

Rosellen agreed that it would be beneficial and will check about funding.

A tenant expressed concern about the vents in the apartments. She indicated that filters may be a good idea because she has noticed dirt landing on her counter top from the vents. She would like the vents to have open and shut options so that they can seal the heat in during the winter.

Rosellen agreed that the vents are in bad shape and should be replaced. She said she will check with the architect.

A tenant said that her TV reception is poor.

Rosellen indicated that she wants everyone to have good reception because a lot of work went into putting the aerials in. She did point out that the installation for the north and south ends was difficult and there may be problems.

A tenant said that she was happy here her first year, but since then her upstairs neighbor has a grandchild that visits and makes noise. She requested that Rosellen act as a mediator in the situation.

A tenant said that the ceiling broke next to her door.

Rosellen responded that the roof work will hopefully begin in August and that meetings will be scheduled before and during the construction.

A tenant indicated that she has lived at MPT for 12 years and loves it.

A tenant said that she has had a wonderful experience at MPT.

John, OPHA maintenance staff, asked if a lockout fee might be charged tenants, or whether or not neighbors can develop a buddy system for lockouts after hours.

Rosellen responded that other buildings have lockout charges and she will explore the idea.

A tenant asked if there will ever be a night security guard appointed. She indicated that drunks try to get in and teenagers walking around may get rowdy and break a window.

Rosellen responded that a security guard will not be hired because it is too costly. HUD will not agree to give funds for a security guard. Rosellen reminded the residents to call the police if they see anything threatening and to call the police if they feel anyone has been in their apartment. Rosellen commented that if an additional maintenance man is hired, he may be able to work a night shift to help with security.

A tenant asked if new carpeting or drapes will be purchased.

Rosellen indicated that after the roof is finished she will get new carpeting from current Modernization funds and that drapes would be in the 5-year plan.

A tenant said she hates the windows because there is little air coming through.

A tenant said that rain comes in the windows if they are not closed tight.

Rosellen responded that these windows are the 3rd set of windows in this building. The old sliding windows were too difficult for people without upper body strength.

A tenant agreed that no air comes circulates through the windows.

Another tenant said that the windows are shaped so that no air comes in.

A tenant agreed about seeing the drunks at the door and felt scared.

A tenant living near a stairwell exit door complained that people are constantly making noise and said that people are not supposed to be using the stairs.

Rosellen reminded the tenants not to use the stairwells. If anyone falls, the staff would not be able to hear it.

A tenant asked if door keys can be made so that one key locks both locks on the apartment door.

Rosellen responded that new locks would be in the plan.

A tenant asked if the pool table will be returned to the living room.

Rosellen said it will not be returned.

Rosellen thanked the residents for attending the meeting and invited everyone to enjoy the refreshments and sign up for the Steering Committee if interested.

Rosellen adjourned the meeting at 11:30 AM.

**OAK PARK HOUSING AUTHORITY
MILLS PARK TOWER**

**RESIDENT ADVISORY BOARD MEETING
WEDNESDAY, JULY 14, 1999 1:00 PM
HELD IN THE LIVING ROOM/COMMUNITY ROOM OF MILLS
PARK TOWER**

MINUTES

(Taken by Amy Christopher, OPHA Staff)

Attendance: Ted Brzyski, Executive Director; Rosellen Ryczek, Director of Elderly and Disabled Housing; Barbara McGuire, Assistant Coordinator; Melissa Neyfeldt, Receptionist Clerk; John Plant, OPHA maintenance staff; Mario Bryand, OPHA maintenance staff; Amy Christopher, OPHA staff; 68 Mills Park Tower Residents.

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Rosellen welcomed the residents to the meeting and stated that Ted invited everyone to learn about the 5-year plan that the OPHA is putting together. She invited residents to make comments on the issues discussed and when making comments if the residents could please indicate name and apartment # so that we can keep track of who made comments.

Rosellen introduced Ted.

Ted stated that he has been the Executive Director of OPHA for one year. He indicated that the MPT Resident Advisory Board meeting on July 13th at 10:00 AM provided many comments. Ted explained that HUD is requiring all HAs to have 5-year Plans which include a mission statement, goals and objectives for the 5-year period. Within the plan there will be Annual Plans and discussions of the RAB will take place every year. Section 8 will also be included in these plans. The plan will include topics such as financial resources, rent policies, capital improvements and restatement of policies such as the Pet Policy. The Annual Plan will be very similar to the Administrative Plan that OPHA already has. The Annual Plan will be completed and made available to the public the month before the Public Hearing in mid-September where the public will be invited to comment on the plan.

The residents of MPT who have attended one of the meetings on July 13th or July 14th make up the Resident Advisory Board. These residents are invited to volunteer to participate on a Steering Committee that will comment on the draft public Plan, on the statements made in the RAB meetings, as well as the statements from the Public Hearing. At the end of the meeting there will be a sign up sheet for the Steering Committee. The Steering Committee will meet after the Public Hearing and the comments will be given to the Commissioners, five appointed Oak Park residents, who will evaluate the plan to make sure it conforms to the HUD regulations. The plan is due in Washington on October 15th,

1999 and the OPHA will be one of the first PHAs to submit a plan because OPHA's fiscal year begins on January 1st.

Ted turned the meeting back over to Rosellen.

Rosellen indicated that there are specific topics of interest to the residents at MPT to be discussed at the meeting.

The first topic Rosellen introduced is the changes in rent policies. Starting this year residents can choose if they want to pay 30% of their adjusted income towards rent which is the current method of calculating rent, or they can go to a "Flat Rent Plan" which will be set according to other rents in Oak Park. Rosellen indicated that she will send out a letter with more details and will organize a special meeting for this topic because there are many details involved.

Another item brought up by Rosellen is that HUD will no longer allow Month-to-Month leases and requires one year leases. Everyone will be changed to a one year lease, but there won't be any effect on residents because everyone will still be allowed to move whenever they want as long as they give the standard 30 days notice.

Rosellen went on to talk about where funding comes from for MPT. Money comes from rent payment of residents and the subsidized rent from HUD. Under the Performance Fund System buildings obtain a certain amount of money depending on size of units and how many units are in the building. Money also was obtained through the Modernization Program for projects such as plumbing, roof repair, window replacement. The Modernization Program was a competitive process and buildings were never guaranteed the money they needed. Next year the process will no longer be competitive and buildings will receive money per unit per year. It will not be a lot of money but at least it will be guaranteed and the buildings can plan improvements around it.

Rosellen indicated that in the 5-year Plan that HUD requires, comments about capital improvements must be stated. Rosellen said she has met with an architect to determine the needs of the building. Rosellen invited the residents to please comment on what they feel needs to be done.

Rosellen indicated that a new roof is scheduled to be installed in August. Weekly meetings will occur once the project starts. There will probably be noise for the 19th floor residents and parking may be a problem, but hopefully it will be completed in 4 weeks or less.

Safety and Security is the next topic that Rosellen addressed. Having the police sub-station in the building is good. Rosellen praised the OP Police and Fire Departments for excellent work. Rosellen indicated that when OP Police stop at the building they walk a few floors, ride elevators and check stairwells. The signs in the ground floor windows serve as a deterrent for trouble makers.

Rosellen indicated that through funding from the HUD CDBG Program and the Village of Oak Park a new key card system will be installed for the front and rear entry ways. It works by a proximity system where as long as the card is held within six inches of the sensor the door will open, even if card is in a purse, pocket, or wallet. If the card is lost or stolen residents will need to report it right away so that the card can be deactivated from the system. This system has been at the Ryan Farrelly Apartments for two years and has been great. Rosellen indicated that she did research on the system and has heard only favorable comments. The system should be in place before the winter. Apartment keys will stay the same.

Rosellen indicated that there will be more all resident meetings over the next few weeks to talk about specifics about a few different topics. She also mentioned that residents should sign up for the Resident Advisory Board Steering Committee at the end of the meeting.

Rosellen opened up the meeting to comments and questions from the floor.

A tenant indicated that the front door wouldn't shut all the way last week and it scares him when it isn't shut tight.

Rosellen responded that it is important to report any issues with the doors right away.

A tenant asked if there will be new carpeting put into the halls.

Rosellen indicated that new carpet for the first floor is listed in the future plans.

A tenant asked about what will be done about the abandoned cars in the parking lot.

Rosellen indicated that she will take care of it within the next month.

A tenant indicated that there is a car in the parking lot with rats and mice living in it and asked that it would be taken care.

Rosellen responded that it will be taken care of.

A tenant asked if a yellow line could be painted in the front so that cars and cabs do not park right in the middle of the walk way.

Rosellen asked if it is difficult to get by in a car when there is another car stopped in front and asked where the yellow line should be.

The tenant responded that yes it is difficult and that the line should be right in front by the walk to the front door.

Rosellen indicated that the parking lot will be resurfaced this year and that the yellow line is a good suggestion.

A tenant stated that when people come here they let other people in behind them that shouldn't be coming in.

Rosellen indicated that if anyone ever makes a resident feel uncomfortable they should call 911.

A tenant stated that there should be more parking spaces for disabled parking.

Rosellen agreed that more parking is needed for everyone.

Rosellen indicated that parking is a big concern and that the future plan would provide funds for analyzing parking needs and how such parking needs could be met.

A tenant asked if a pool and solarium would ever be installed.

Rosellen stated that it would be great, but there is no money for it.

A tenant indicated that the flowers in front of the building are nice but that the back of the building is full of weeds and needs flowers and bushes. The weeds by the fence are out of control.

Rosellen responded that the service that takes care of the front is also supposed to do the back of the building.

Mario (OPHA maintenance staff) indicated that he tried to plant a few flowers in the back.

A tenant asked if an arrangement could be made with the Village of Oak Park for the 3-4 parking places on Pleasant Place.

Rosellen indicated that the Village probably won't have much to offer, but we can ask.

A tenant stated that she thought parking on Pleasant Place will only cause more congestion.

A tenant stated that the heat in the hallways in the summer is bad.

Rosellen indicated that A/C in the halls may be an option or replacement of the windows in each end may allow better circulation. The architect suggested making the heat in the halls a safety issue so the halls are currently being monitored by thermometers.

A tenant asked if there could be fans placed at each end of the halls.

A tenant said that cars come through the alley very fast and don't belong here.

Rosellen said it isn't only a MPT alley and that it is public.

A tenant asked if there could be signs posted to slow down.

Rosellen responded that she can talk to the Village about it.

Rosellen indicated that residents should use the living room when it is hot if they are uncomfortable in their apartments.

A tenant indicated that the windows in the apartments give no ventilation and that he takes his off to get better ventilation.

Rosellen stated that residents must not take their windows off.

A tenant stated that the laundry carts are always in the elevators and that residents should not leave them in the elevators.

Rosellen asked that residents please bring the carts back down when they are through with them.

A tenant indicated that there are only three laundry carts and that it may be a good idea to have a couple carts on the first floor by the telephones for residents to use for groceries.

Rosellen responded that that is a good idea.

Another tenant stated that the carts should not be left in the parking lot otherwise they will be taken.

Rosellen asked if there were any additional questions or comments. She invited residents to help themselves to refreshments and to please sign up for the Steering Committee.

Rosellen adjourned the meeting at 2:15 PM.

**OAK PARK HOUSING AUTHORITY
SECTION 8 RESIDENT ADVISORY BOARD MEETING
TUESDAY, JULY 13, 1999 1:00 PM
VILLAGE HALL OF OAK PARK
ROOM B1**

MINUTES

(Taken by Amy Christopher, OPHA Staff)

Attendance: Ted Brzyski, Executive Director; Marie Kruse, Section 8 Program Director; Cindy Strumbis, Section 8 Case Manager; Deidre Patterson, Section 8 Case Manager; Charlotte Jackson, Section 8 Inspector; Amy Christopher, OPHA staff member; Rogene Hill, Director of Community Relations of Village of Oak Park; Mary Jeans, Triton College Director of Adult Special Populations; 26 Section 8 Clients.

Ted introduced himself as the Executive Director of the Oak Park Housing Authority for this past year. He invited the Section 8 tenants to introduce themselves.

Section 8 tenants introduced themselves.

Ted went on to review the typed Agenda for the meeting that all present had a copy of. Ted indicated that HUD is requiring all PHA's to develop a housing plan and that the OPHA will be one of the first PHA's to submit a plan which is due October 15, 1999. The plan covers the next 5 years and includes a mission statement, goals and objectives for the 5 year period. Within the 5 year plan, there will be an Annual Plan which is based primarily upon the Administrative Plan that already exists.

Ted indicated that everyone at the meeting as well as those individuals that will meet on Thursday July 15th at 7:00 PM are considered members of the Resident Advisory Board. Volunteers from the Resident Advisory Board will make up the Steering Committee which will probably meet one or two times after the Public Hearing in mid-September. Ted stated that the comments of the Resident Advisory Board and those of the Steering Committee are important and will be taken to the Commissioners for review.

A Public Hearing will be held on the draft plans for anyone in the public to comment on the plan. Copies of the plan document will be available in August and located in several places in Oak Park, including Village Hall.

Ted introduced Rogene Hill, Director of Community Services for the Village of Oak Park who would facilitate the rest of the meeting.

Rogene welcomed everyone and reminded the group to please volunteer for the Steering Committee. Rogene indicated that she will guide today's discussion through some of the important topics that the Annual Plan must address.

The first topic Rogene addressed was HUD's new required Rent Minimums. She indicated that very few families would be effected by the new Rent Minimum regulations that HUD is changing.

Rogene next brought up HUD's merger of Vouchers and Certificates. She asked Marie Kruse to explain the difference between Vouchers and Certificates.

Marie explained that Certificates have a cap on rent that is defined as the “Fair Market Rent.” Vouchers allow tenants to choose housing that may be above the what is considered the “Payment Standard”, which is like the Fair Market Rent. Marie indicated that right now only about 44-48 families are currently on the Voucher program.

Rogene went on to explain that HUD is requiring that all tenants be transferred to the Voucher Program. After August 12, 1999, anyone who moves will be issued a Voucher. In the Year 2000 as Certificates are renewed everyone will be transferred to Vouchers.

A tenant inquired if more clarification could be made about the difference between Certificates and Vouchers.

Marie indicated that on the Voucher Program tenants pay 30% of adjusted income for rent plus any additional difference if the apartment is over the Payment Standard. With Certificates tenants only pay 30% of their adjusted rent.

A tenant indicated that she plans to move to a building with an elevator because she can no longer take the stairs. She said that the buildings with elevators are too expensive.

Rogene responded that the change to Vouchers will give people more flexibility for housing choices.

A tenant asked if there will be a 30% increase in rent with the change to Vouchers.

Marie responded that no, 30% of adjusted income goes to rent. If the apartment is a little more, families will pay the difference.

Ted stated that if you stay in place there may not be a difference.

Marie stated that even if the families stay in place if the apartment rent is above the Payment Standard then there will be additional cost. The Payment Standard will be raised in October when HUD comes out with new Fair Market Rents.

A tenant asked if landlords have total control over rent.

Marie responded that she negotiates rents every year within HUD guidelines.

Rogene stated that tenants will need to work closely with Marie and other Section 8 staff members at the time of renewal.

Marie indicated that tenants will be informed 120 days before the change from Certificate to Voucher will occur.

A tenant asked what determines whether or not current residents received a Voucher or a Certificate.

Marie indicated that the family received whichever was available at the time they came off the waiting list. In the future all families coming off the waiting list will receive Vouchers only.

A tenant asked when they would be able to know if their rent price will be going up.

Rogene responded saying that no one will know for sure until it is time to renew.

Rogene restated that the intention of the transfer from Certificates to Vouchers is to give people more options for housing. She asked if there were any more questions.

A tenant stated that they are now responsible for a full 1 ½ months rent security deposit. The tenant asked how this is supposed to happen if people are on a fixed income.

Marie indicated that some landlords have kept the security deposit lower.

The tenant asked if the security deposit is set by the discretion of the management.

Marie indicated that in 1995 HUD began to require a full security deposit, but occasionally landlords can make exceptions. Further, offering security deposits has brought more landlords into the program.

Rogene stated that payment plans for security deposits are sometimes negotiated.

Marie indicated that every landlord has 30 days to return a security deposit.

A tenant asked if OPHA staff do move-out inspections.

Marie said that HUD does not require the HA to do move-out inspections. In the past when there have been problems concerning the security deposit refund OPHA has referred tenants to the Village Community Relations Department. All disputes must be figured out with the landlord. In a very few cases tenants have gone to small claims court.

Claudia Zinanni, Director of Property Management at OPRC, interjected that it is crucial for all tenants to make note of everything that is wrong with the apartment at time of move-in to protect their security deposit. She again strongly encouraged tenants to note everything in writing and give a copy of that list to the landlord.

A tenant asked if you can move if you already have a Voucher.

Marie responded that families with a Voucher or a Certificate may leave when they want as long as they give the landlord proper notice.

Rogene asked if the tenants had comments on what the OPHA could do to improve the Section 8 program.

A tenant indicated that many landlords do not know anything about Section 8 and the Housing Authority. Or they may have some knowledge of Section 8, but do not want anything to do with Section 8 tenants. It would be good if the OPHA would meet with landlords who do not know or do not accept Section 8.

A tenant indicated that landlords do not like Section 8 because they don't like paperwork or may have code violations.

Marie stated that the HA works with over 200 landlords in Oak Park.

A tenant suggested that the HA have annual or semi-annual meetings with landlords.

A tenant indicated that landlords should be reminded that they require a security deposit to get rid of the fears.

Marie again stated that the security deposit regulation from HUD has opened up more landlords to Section 8.

A tenant indicated that it is hard to find apartments with 3 bedrooms or enough bedrooms for different family sizes.

Marie said that different size Certificates/Vouchers are issued to families that increase in size but that larger units in Oak Park are indeed hard to find.

Rogene asked that the Section 8 case workers give descriptions of what they do.

Cindy stated that she and Deidre take care of transfers, the waiting list, and current tenants.

A tenant asked if the wait list is closed.

Marie responded that yes it is closed and is not sure when it will be opened. Right now people are referred to the Village Community Relations Department for emergency situations.

A tenant indicated that she waited four years to get on Section 8.

Rogene agreed that there is always more need than the Section 8 resources available.

Marie indicated that a letter will be sent out with a detailed explanation of the switch from Certificates to Vouchers.

Deidre stated that a new Section 8 resident commented that it looks like Section 8 housing is zoned to certain areas of Oak Park.

Rogene responded that Austin Blvd., Harrison Street, and Washington Blvd. have the highest concentration of rental units. Many buildings on Washington Blvd. have changed to condo.

Marie stated that Section 8 residents are everywhere in Oak Park.

Charlotte stated that she is in charge of Section 8 inspections, and that she inspects housing for Section 8 tenants all over every part of Oak Park.

Rogene also indicated that the Village of OP has a new Director of Code Administration, Ron Boose, who is working to reduce the number of code violations in multi-family buildings.

A tenant asked if security deposits must earn interest.

Marie responded that buildings with four or more units are required to provide interest on security deposits.

A tenant asked what the word “steering” means.

Rogene stated that steering means that people are located by race, religion, sexuality, or other characteristics.

A tenant emphasized that it is important to introduce landlords to Section 8.

Rogene stated that self-sufficiency is a topic that OPHA would like to address in its Plans. Rogene asked the tenants what they felt self-sufficiency means.

A tenant responded that self-sufficiency means finding employment and improving living situations. Oak Park rent is very high and self-sufficiency may be difficult to obtain. Another tenant said health reasons may be a reason why tenants do not obtain self-sufficiency. Another tenant said it is difficult to maintain self-sufficiency when you do obtain employment because expenses suddenly increase. Further, disabled and retired people cannot be self-sufficient because they are on fixed incomes.

A tenant recommended that tenants who obtain sufficient jobs should get a few months of lee-way to get situated and get their heads above water.

Rogene asked if anyone has participated in self-sufficiency programs.

A tenant indicated that help for transportation, training costs, and child care would make it easier to try self-sufficiency programs.

Rogene introduced Mary Jeans, Director of Adult Special Populations, at Triton College.

Mary Jeans described the new program at Triton called Transitions. The program involves training in one of three major areas. The training is entry level. Counselors and academic advisors are available to everyone. Books, tuition and other barriers will be taken care of.

A tenant commented that at Malcolm X College they said their program would allow people to get jobs for \$10-14 per hour, but in reality it is only \$6-8 per hour.

Mary Jeans indicated that Triton offers additional training and certificates which should make it easier to find better paying jobs.

Marie asked Mary to comment on the program's progress so far.

Mary stated that 41 students have completed the program this year. Even if you do not want to commit to the entire program, there are cost waivers for people who are interested in taking a single class. Triton also offers help to complete your GED. Please call if you are interested.

Rogene thanked Mary for providing information on the Transition Program at Triton.

Rogene thanked everyone for attending and asked that volunteers sign up for the Steering Committee. Rogene reminded the participants that the Steering Committee will review the comments from today's RAB meeting and also from the upcoming Public Hearing.

The meeting ended at approximately 2:30 PM.

**OAK PARK HOUSING AUTHORITY
SECTION 8 RESIDENT ADVISORY BOARD MEETING
THURSDAY, JULY 15, 1999 7:00 PM
VILLAGE HALL OF OAK PARK
ROOM B1**

MINUTES

(Taken by Charlotte Jackson, OPHA Staff)

Attendance: Ted Brzyski, Executive Director; Marie Kruse, Section 8 Program Director; Charlotte Jackson, Section 8 Inspector; Rogene Hill, Director of Community Relations of Village of Oak Park; Mary Jeans, Triton College Director of Adult Special Populations; 24 Section 8 Clients.

Ted introduced himself as the host of the meeting and as the Executive Director of the Oak Park Housing Authority. He indicated that the meeting was called to discuss items that will be included in the Agency Plan that HUD is requiring of all housing authorities. Topics to be included in the Agency Plan are the following: goals, objectives, Section 8 information, suggested improvements for the OPHA by Section 8 tenants who are here as the Resident Advisory Board.

Ted introduced Rogene Hill, Director of Community Services for the Village of Oak Park, and turned the meeting over to her.

Rogene started by indicating that everyone present at the meeting is considered to be a member of the Resident Advisory Board. The Steering Committee will be made up of volunteers from the RAB and will meet sometime in mid-September, after the Public Hearing. The Steering Committee will review and advise the OPHA on the issues discussed tonight as well as those at the Public Hearing.

Rogene brought up the first topic of discussion as the Rent Minimum requirement of HUD. Very few families will be effected by the changes to the Rent Minimum. It only applies to those families that have no income for a short period of time. The Rent Minimum is currently \$25.00, but may be increased by HUD to \$50.00.

Rogene spoke about the next issue, the difference between Vouchers and Certificates. Starting August 12, 1999, families on Certificates will be transferred to Vouchers if they decide to move or in the Year 2000 as their renewal comes up. Residents will receive 120 days notice from OPHA before the change will take place. The main difference between Certificates and Vouchers is that Certificates have a cap on rent. Families on Vouchers whose rent is above the FMR will have to pay the difference. The Voucher Program will give more flexibility in finding an apartment.

Rogene asked for questions from the floor.

A tenant asked what happens if you already have a Voucher.

The response was that the change would not effect families that already have Vouchers.

A tenant stated that he/she thought the Certificate gave more flexibility and that a Voucher is attached to a specific building.

The response was that neither the Certificates nor Vouchers are attached to a specific building. Certificates attached to a building is a different program. The Voucher gives more flexibility because there is no cap on rent.

A tenant stated that he/she read in the newspaper that they (HUD) are going to cut out the Voucher Program.

Ted described that the vouchers referred to are project based, that is, attached to a specific building – not OPHA’s Certificates or Vouchers.

A tenant asked how much over you can pay with a Voucher.

The response was that HUD has not set a limit yet.

A tenant asked when you can move.

Marie said that you can move after your contract has been in effect for one year. Also, you must give 60 days notice before moving.

A tenant asked if you can move to another state.

Marie said yes, you can move to another state. Let OPHA know so that portability papers can be prepared.

A tenant asked if FMR is the same in every state.

The response was that it is not the same. It changes based upon statistical analysis. OPHA has requested special rates because Oak Park is a high rent area.

Rogene moved the discussion to the role of the Housing Authority. Issues discussed were: landlord refusal of Section 8 tenants, landlords saying apartments are rented when they are not, landlords inquiring about taking Section 8 tenants but not wanting them after all; landlords not wanting to take Section 8 tenants because the Section 8 maintenance standards are high; how to get security deposits back sooner.

Ted proposed the idea of having another source to help tenants with the security deposit.

A tenant asked what happens to their security deposit if the building is sold.

The response was that it transfers with interest to the new owner.

A tenant commented that landlords will only take a certain amount of Section 8 tenants.

Rogene asked how OPHA can encourage landlords to get involved.

A tenant commented that articles should be published about the positive advantages of accepting Section 8 tenants and meetings should be held to inform landlords about the truths of Section 8.

Rogene brought up the topic of self-sufficiency for discussion and asked what the tenant believe self sufficiency is defined as.

A tenant responded that self sufficiency means helping oneself, specifically helping oneself to find a job, or to find a better job.

Ted indicated that each year about 40 to 60 families leave Section 8 because of a marriage, a job, or death.

Marie indicated that if a single person gets married you can still keep the certificate or voucher. The income of the new family member is counted. If you get to a point where you are paying the full rent you stay on the program for 6 more months before terminated.

Rogene introduced the representative from Triton College to provide information on self sufficiency programs. Triton College offers free training for entry level positions. Further certification is also available past entry level. Skills taught can be used in a variety of fields. Daycare and transportation are offered. This spring 41 students completed the Transitions Program.

Rogene thanked everyone for attending and asked that volunteers sign up for the Steering Committee.

The meeting ended at about 8:30 PM.

OAK PARK HOUSING AUTHORITY
MILLS PARK TOWER
STEERING COMMITTEE
THURSDAY, SEPTEMBER 23, 1999

HELD IN THE MILLS PARK TOWER LIVING ROOM

MINUTES

(Taken by Barbara McGuire, OPHA Staff)

Attendance: Ted Brzyski, Executive Director; Rosellen Ryczek, Director of Elderly/Disabled Housing; Barbara McGuire, Assistant Coordinator; Fifteen Mills Park Tower Residents

Ted Brzyski opened the meeting at 1:15 P.M. with a personal introduction and welcome. He thanked those present for volunteering to be on the Steering Committee. He reviewed the agenda and minutes that were distributed the previous week and asked for questions and comments.

Ted stated that the tenant recommendations were taken seriously and had an impact on the Housing Authority Agency Plan, especially in the area of capital improvements. He asked for a motion to approve the minutes if those present felt they were an accurate reflection on the July Resident Advisory Board Meetings. It was moved and seconded to approve the minutes of July 13th and the motion was passed by a voice vote. It was moved and seconded to approve the minutes of July 14th and the motion passed by voice vote.

A tenant inquired who has the authority to have S&S Towing remove a car from the parking lot. Rosellen Ryczek responded that only staff are authorized. She requested tenants who experience problems notify the office. Ted asked about the status of the parking regulations. Rosellen answered that they are still in the development stage.

Ted and Rosellen then distributed additional copies of the agency plan for review by those in attendance. Rosellen said the plan has been on display in the Mills Park Tower lobby since the beginning of August. Ted stated that after the July meetings the Housing Authority staff believes that many Mills Park Tower tenants share the same concerns. Most frequently mentioned were hallway ventilation, security, first floor improvements and parking problems at and around the building. Additional remarks were made about employing a third maintenance person and charging tenants for lockouts after hours.

At the July meetings 17 tenants volunteered to be on the Mills Park Tower Steering Committee. Ted said the Housing Authority attempted to incorporate tenant suggestions into the agency plan. This was especially true in the area of capital improvements. He referenced the charts in the plan that addressed the items and asked Rosellen to review them with those present.

Rosellen began by stating that this is a wish list and it will take a lot of money and time to accomplish. Since August our building has experienced numerous disruptive elevator problems. Currently, this is our greatest concern and number one priority. Ted told everyone that this is the original elevator system and almost 25 years old so replacement parts are difficult to obtain. A tenant inquired whether HUD would give OPHA additional

money when there is an extraordinary expense. Ted said that Congress is in a cutback mode and there is never going to be enough money.

The second priority is hallway ventilation. Air conditioning was planned but a committee participant suggested installation of exhaust fans. This topic generated a long discussion. Two people suggested a different type of hallway windows. Ted said he was pleased that the tenants had raised these alternatives. He said the goal is to get the hallway temperatures down and air circulating in the most cost efficient manner.

Next there was a conversation about the hallway and apartment vents. Three people offered suggestions. Rosellen responded that because of the building design she has been advised that we have to live with the current venting system.

Rosellen then introduced other capital improvement plans. Those items are a parking feasibility study and parking lot repairs, plumbing waste clean outs, new locks and faucet handles for each apartment, new hallway lights and windows, and a concrete ramp at the rear exit.

The item that elicited the most comments was the parking issue. Several tenants shared experiences with parking problems. Ted commented that this is an issue of great importance to Mills Park Tower and the Village of Oak Park as well. Parking problems are tough and not going to be easily resolved. The Housing Authority has contracted for a survey of Mills Park Tower property. We will probably need an engineer to assist us in determining the best solution. Rosellen continued to review the improvements. Ted requested that first floor improvements need to be speeded up. At the conclusion of her presentation Rosellen asked for comments and questions.

One person inquired about recycle painting and another mentioned flaking paint in her unit. Rosellen requested that specific problems be brought to her attention.

A tenant asked if the proposed back ramp will be handicapped accessible. Rosellen answered that it will be.

A tenant request was made that the stairwells be better lit. Rosellen emphatically stated that the stairwells are not for tenant or visitor use. They are only to be used by Mills Park Tower staff and emergency personnel. She said she is concerned that if someone fell there would be no way for anyone to be aware of it. She strongly urged tenants never to use them.

A tenant said she feels the front door to the building is not always secure. That prompted a lengthy discussion about security. There were many differences of opinion and six tenants contributed to this conversation. The consensus was that everyone at Mills Park Tower, staff and tenants alike, need to be vigilant. Ted said the Housing Authority takes these concerns very seriously and asked that security breaches be brought to Rosellen's immediate attention. Rosellen reminded people that MPT is a police substation and that

her experience has been that they respond promptly when called. She said if someone has a security concern it is appropriate to call 911.

A tenant remarked that she feels any subject can be broached with the office staff if there is a problem. Ted then asked Rosellen to reiterate the capital improvements for years one and two. He stated that OPHA has high hopes and aspirations. However, we may come back next year with only some improvements completed. OPHA can't guarantee delivery because it all comes down to money. He promised that annually we will prioritize and with our limited resources will do the best we can.

Before closing Ted invited everyone present to make one last remark. Four tenants took advantage of the opportunity. The first person advised that a police officer who patrols the building has requested that the first floor living room drapes be kept open and a light left on at night.

The next tenant suggested notification of sight impaired tenants when written information is distributed. Rosellen said that is current practice and that phone calls are made to those individuals.

That tenant then mentioned a concern about building security. Ted explained the door security access system that will be installed this fall. He said that the HA will hold meetings to acquaint the tenants with the system and to emphasize security and the responsibility of everyone doing their part. As part of year one improvements Ted suggested more frequent meetings throughout the year to have conversations on the subject.

A third tenant stated that she likes the apartment windows and doesn't understand others' dissatisfaction with them. Ted said this is the third set of windows, it's a very expensive item and they are not going to be changed again.

The last participant said she was pleased with how well the roof work went. Ted commented that he was pleased with the way the MPT staff worked with the village to get it accomplished.

No other tenant had comments.

Ted stated the revised draft plan using the HUD template will be presented to the Board of Commissioners on October 12, 1999. The revised draft will be available for inspection at Mills Park Tower on October 12th and written comments will be accepted through October 29, 1999. The Board of Commissioners will consider adoption of the Plan at its regular meeting of November 9, 1999.

Ted closed the meeting by committing with Rosellen to schedule orientation meetings once the security card system has been installed. He thanked everyone for their time and participation in this process. Rosellen thanked them for their cooperation and invited them

for refreshments and further conversation with one another. The meeting adjourned at 2:45 P.M.

Respectfully submitted,

Rosellen Ryczek

**OAK PARK HOUSING AUTHORITY
SECTION 8 RESIDENT ADVISORY BOARD MEETING
THURSDAY, SEPTEMBER 23, 1999
HOUSING AUTHORITY OFFICE**

21 SOUTH BOULEVARD BOARD ROOM

ATTENDANCE: Ted Brzyski, Executive Director;
Marie Kruse, Section 8 Program Director
11 Members of the Steering Committee

After a light supper, Ted Brzyski called the meeting to order at about 6:20 P.M. For roll call, everyone at the meeting introduced himself or herself. The minutes of the July 15, 1999 meeting were reviewed and no changes were made.

There was a question about the new HUD regulations and the tenant now being able to pay up to 40% of income towards their rent share. Marie Kruse gave an explanation of the 40% versus the 30% of income.

Ted proceeded to review the Agency Plan with the Committee and highlighted the statements which were actual suggestions from the Steering Committee that are included in the Plan:

1. Special mailing to clients and a periodic newsletter.
2. Seek more landlords to participate in the program.
3. Explore feasibility of OPHA and its community partners producing units with more bedrooms scattered throughout the community and in mixed income situations.

One member mentioned that OPHA could consider buying HUD homes in Oak Park, as she was aware of two (2) available now. Ted said that the rent or payments on a house would be higher than the HUD Fair Market Rent (FMR). He referred the RAB to the draft on page 10, C1 that showed one of the Housing Authority's objectives was "to promote rehab of scattered existing units or making available small percentage of new units in mixed income developments".

There was a question about page 10, C2, the Homeownership Program. Ted explained that this would only work for a small number of families who have higher incomes. A member recommended looking at the HUD website for HUD foreclosures. She had seen a home there for \$133,000.00. Another member said she knows of two (2) houses being repossessed and rehabbed also for sale.

Ted explained that the Oak Park Residence Corporation focuses on buying and rehabbing apartment buildings. These are on the main streets but that single-family homes are scattered around the community.

Ted stated that Triton College has a program in place to promote self-sufficiency. Ted referred the RAB to page 12, Objectives E1 and E2 which identified self-sufficiency as

two (2) of our goals. OPHA will have to work with its clients and others to determine how this might be done.

Objective E3 and E4 were reviewed. The Leadership Council's role in the Gautreaux Program was mentioned. A member stated that she was one of the Section 8 recipients through the Leadership Council and that she is currently active as an advisor with their participants. Ted made a suggestion that the members could contact our Congressperson, Danny Davis to promote fair housing throughout metropolitan Chicago. Two members stated that they are on a housing committee at Congressman Davis' office.

Members made suggestions on how to assist our Section 8 participants. One member suggested that the Housing Authority could have support groups to encourage people to move on with their lives. Another suggested we have a newsletter highlighting positive quotes from people who moved from Section 8. Ted stated that he would consider hiring a public relations person to write a newsletter to include stories about successful clients. Another member suggested stories about retired or disabled people. Another member suggested OPHA hire Section 8 clients to assist with the newsletter, with support groups, and promote success stories from Section 8.

There was a question about what would persuade an owner to take a Section 8 client. Marie answered that she stresses guaranteed rent, free inspections, and usually a long-term tenant.

Ted said OPHA had prepared a narrative agency plan, but HUD is requiring we submit an electronic template plan. Staff is preparing this now to be submitted by 12-1-99.

The HUD Agency Plan in template form will be available at 21 South Blvd., the main HA office starting 10-12-99. The template will be reviewed at the HA Board meeting on 10-12-99 at 7:30AM. Members are welcome to attend the meeting or submit written comments by October 29th. The Board will consider adoption on November 9, 1999.

A committee member suggested we encourage more owners to participate in the Section 8 Program. Ted stated that the Section 8 Lease could be broken after the 1st year which is a problem to landlords. Marie explained that tenant can break their lease with up to 60 day written notice. She explains that very few Section 8 clients actually do this.

Ted stated that HUD is cutting funding which may affect our program.

Ted explained that the HA earns \$63.10 per unit per month for each Section 8 client under HAP Contract but gets no fee for all the work done to verify and help applicants who cannot find units or may prove ineligible.

Members asked about portability to Oak Park. Marie explained that we have many inquiries about transferring here to Oak Park, and that as many clients have transferred here as have transferred out.

Another member questioned whether an owner has the right to cancel a lease with 60 days notice. Marie explained that owner has the right after the first year of the lease to cancel for business or personal reasons.

A committee member said that he had been in a special program through Harbor Light Center when he received his Section 8 within 2 months. He had lived at the Center for 3 years. Ted explained to everyone that this was a special program and that here was another success story. This Section 8 client stated he has lived now here for 7 years.

Another person said that Chicago would like to communicate with Oak Park regarding the Section 8 Program (this was from her housing committee at the Congressman's office). She also asked if Sarah's Inn has any Section 8 available. Another member explained that you have to apply yourself not through the agency.

A member asked about the importance of the Agency Plan. Ted stated that it's required by HUD. The RAB will probably have another meeting next year to review work in progress and HUD regulation changes.

Ted thanked everyone for attending the meeting which ended at approximately 8:00 P.M.

Respectfully submitted,

Marie Kruse