



Plan For Transformation

Year 2

Moving To Work
Annual Plan FY2001

December 1, 2000

Chicago Housing Authority



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INTRODUCTION

On January 6, 2000, the Board of Commissioners of the Chicago Housing Authority (CHA or Agency) approved the Agency's Plan for Transformation (Plan), calling for sweeping changes in the administration and operation of the CHA. The Plan for Transformation was subsequently approved by the U.S. Department of Housing and Urban Development (HUD) and incorporated into a Moving to Work (MTW) Demonstration Agreement, executed on February 6, 2000.

Appendix 1 of this document contains a general description of the MTW Program, its objectives, and the requirements placed on participating agencies. Under the MTW Agreement, the Agency is required to produce an annual plan. This document represents the Agency's MTW Annual Plan for FY 2001, i.e., Plan for Transformation - Year 2 (Plan-Year 2 or Annual Plan). In order to achieve the goals set out in this annual plan, CHA identified necessary clarifications and amendments to the MTW Agreement, also specified in Appendix 1.

BACKGROUND

The CHA, with approximately 38,000 units of public housing and 28,000 units of Section 8 leased housing, has been the nation's most distressed housing authority. To remedy conditions, the Plan for Transformation provides for:

- A \$1.5 billion capital program that would produce approximately 25,000 new or rehabilitated public housing units;
- The demolition of nearly 17,000 units (mostly gallery-style high-rises);
- The transfer of all property management functions to professional property management organizations;
- Substantial reductions in overhead expenses sufficient to provide at least \$300 per unit monthly (agencywide) in non-utility funds for property operating budgets;
- The elimination of the CHA's Police Department and the transfer of policing services to the City of Chicago;
- A system of service connectors to assist residents in accessing necessary services and becoming self-sufficient within the community;
- Appropriate and compassionate relocation services, accompanied by a commitment that each lease-compliant family as of October 1, 1999, can return to public housing following redevelopment;
- Increased counseling services for Section 8 voucher holders; and
- A commitment to meet all applicable fair housing and disability rights laws, minority participation rules and requirements, as well as commitments specified in the Latino Consent Decree.

In FY 2000, the Agency made real and substantial progress towards implementing the following goals. The Agency:

- Received a \$35 million HOPE VI Revitalization Grant for the redevelopment of Ida B. Wells/Madden Park and a \$29.5 million HOPE VI Demolition Grant to facilitate the demolition of vacant and nonviable buildings;
- Formed a Redevelopment Working Group that consists of the CHA, the Central Advisory Council (CAC), HUD, the Gautreaux Plaintiff's Counsel, and the Receiver¹ to outline the specifics of the redevelopment process and the threshold criteria that will be employed to determine investment decisions;
- Finalized the Cabrini Consent Decree negotiations to allow the Cabrini redevelopment process to move forward at Cabrini Extension North;
- Closed on the development deal for North Town Village. The project calls for the construction of 261 units, of which 79 are designated for public housing. Construction is currently underway;
- Awarded a contract for development management services for the ABLA redevelopment project. The firm will be responsible for creating the master plan that will govern all development activities at the site;
- Completed and issued an Request for Qualifications (RFQ) for Phase II of the Horner redevelopment project. Phase II will be a mixed income development that will result in the creation of at least 220 public housing units;
- Fully privatized the management of all residential properties;
- Began the \$350 million rehabilitation program for all senior buildings. Began replacement of roofs, rehabilitation of elevators, and installation of air conditioners at several senior properties;
- Increased operating funds assigned to properties to not less than \$310 per unit monthly (PUM) for families and not less than \$290 PUM for seniors;
- Disposed of land, an administrative building and one midrise building to the Public Building Commission for the creation of a new state-of-the-art Teaching Academy at 22nd and State, with admissions preference for children living in the Harold Ickes Homes;
- Demolished 1,308 units, with over 4,500 under demolition by yearend;
- Completed an assessment of all scattered sites to determine viability of specific properties;

¹ Pursuant to a 1987 order of the Federal District Court in Gautreaux v. CHA et. al., a Receiver, Danial E. Levin and The Habitat Company, has and exercises all powers of CHA respecting the development of CHA nonelderly housing. Throughout the Capital Program section of the Plan Year 2, CHA will identify CHA and/or the Receiver acting in their respective capacities.

- Closed and completed construction on Robert Taylor B HOPE VI project, Hearts United Phase I. This development calls for the creation of 116 units, of which 29 will be public housing;
- Closed on a mixed-finance deal for Hilliard Homes. Upon completion, the project will create 654 units of affordable housing, of which 305 will be for public housing residents and include family and senior units;
- Established service connectors in all senior properties to connect seniors to programs available throughout the City of Chicago;
- Established a service connector pilot program for Section 8 voucher holders;
- Finalized the service connector model for family developments;
- Transferred policing services to the City of Chicago and implemented vertical patrols at highrise family properties;
- Transferred a variety of resident programs and services to the City of Chicago and other agencies to begin connecting and integrating the CHA residents to an array of services available to all citizens of the City of Chicago. Some of the services transferred include: day care (Chicago Department of Human Services), sports/recreation (Chicago Park District), and educational programs (Board of Education);
- Focused City departments on outcomes for CHA residents. For example, the Mayor's Office of Workforce Development gives CHA residents priority service at One-Stops and with Empowerment Zone providers. The Chicago Public Schools and the Chicago Park District will focus on increasing enrollment of CHA children in programs at the parks and schools near CHA developments, and the Chicago Department of Public Health will focus its outreach strategy for children ages 0-3 in CHA developments;
- Hired financial advisors and established a pool of underwriters to assist the Agency in obtaining bond financing for the capital program;
- Issued Requests For Proposals (RFP) for Bond Counsel and Issuer's Counsel to provide legal advice and assistance in connection with the issuance of one or more series of essential governmental purpose bonds and mixed finance transactions;
- Established a regular meeting schedule with the financing team and HUD to review and establish the criteria and approval process for the issuance of the bonds backed by capital funds;
- Completed a Procurement Policy and re-wrote its Section 3 procedures;
- Implemented the designation of all senior buildings as "senior only" housing;
- Completed the CHA Leaseholder Housing Choice and Relocation Rights Contract;
- Completed new lease, grievance and pet policies for all properties and established sitebased waiting lists for senior buildings;
- Reduced total Agency employees from 2,622 to 515;

- Created a mentoring partnership program, a customized training program, and held a job preparedness workshop for resident employees in order to assist them in employment transition; and
- Assisted in the job placement of hundreds of former employees with private firms.

FY 2001 PLAN HIGHLIGHTS

The Plan-Year 2 continues the Agency's progress in implementing the Plan for Transformation. For 2001, the Agency's goals include:

- Seeking \$105 million in HOPE VI funds for the revitalization of the most distressed properties (Stateway Gardens, Robert Taylor Homes, and Rockwell Gardens);
- Seeking \$55 million in demolition funds to demolish non-viable properties;
- Expanding relocation and mobility counseling services for all relocating residents;
- Establishing a good neighbor-counseling program for all residents;
- Establishing service connectors at all family properties;
- Exploring the development of an endowment trust for resident programs;
- Continuing the consolidation of CHA-specific programs into existing City of Chicago services;
- Making way for the rebuilding of mixed-income communities by demolishing an additional 3,811 housing units;
- Completing the developer selection process for many of its family properties;
- Upgrading the mechanical, electrical, plumbing, and fire protection systems work at senior properties;
- Completing the installation of air conditioning in all senior buildings;
- Beginning the physical rehabilitation of scattered sites;
- Completing the renovation or construction of approximately 1,000 housing units;
- Issuing bonds for capital proceeds;

- Completing the 504 Self-Evaluation and Transition Plan;
- Continuing the reduction in Agency overhead to increase funding for the Capital Program;
- Developing a business resource center to provide education, training and technical assistance to MBE/WBE, Section 3, and resident-owned businesses;
- Completing the development of asset management systems;
- Continuing a partnership with the Chicago Police Department to provide abovebaseline protective services in all buildings and expanding the CAPS program to additional developments;
- Improving the quality of life by continuing rodent abatement and lighting enhancements throughout CHA developments; and
- Continuing the reintegration of City services at CHA developments, including weed cutting, pothole removal, towing, and streetlight improvements.

Plan-Year 2 elements are described in more detail under the appropriate sections of this document: Capital Program; Building Closures, Demolition, and Relocation; Property Management; Human Capital Development; Occupancy; Section 8 Leased Housing Programs; Protective Services; Section 3 and MBE/WBE; and Agency Funding.

Please note that this Plan-Year 2 marks a continuation of the original Plan for Transformation and does not contain any significant deviations. Rather, it details the steps necessary to achieve the goals.

PUBLIC PARTICIPATION

As required under the MTW Agreement, the Agency provided residents with reasonable input into the development of its Annual Plan through numerous meetings with resident leadership. In addition, CHA held briefings for interested civic, fair housing, community organizations, sister agencies, and philanthropic organizations. The CHA held a 45day comment period from October 2-November 15, 2000. A public hearing was held on November 14, 2000 at the City of Chicago Harold Washington Library.

Resident Participation

CHA held numerous briefings and meetings with the Central Advisory Council (CAC) before, during and after the comment period in order to get resident recommendations and comments on the Plan-Year 2. In addition, the CAC sent CHA its formal comments to the Plan-Year 2 and the amended Admissions & Occupancy Policy. The CAC's comments and the CHA's responses are summarized in Appendix 2.

Community Outreach

The Agency conducted extensive community outreach through presentations to:

- 75 civic groups
- 15 foundations
- Multiple supportive housing providers
- City of Chicago social service providers
- Elected officials
- City of Chicago departments and sister agencies
- Latino Consent Decree Monitoring Committee
- Disability Rights organizations
- Mayor's Senior Advisory Council and other senior advocacy groups

Comments

CHA received 19 comments on the 2001 Plan. The Agency grouped the comments into four categories summarized below.

Comments commending Plan elements:

- CHA privatized the property management function and downsized accordingly. Focusing on lease compliance will build a better relationship with residents.
- CHA's new lease includes important notifications and remedies.
- CHA's increased communication about the Plan is good and should continue.

Comments regarding clarification or articulation of Plan elements:

- CHA must receive the approval of the Gautreaux court for many items currently listed in the Capital Plan.
- CHA should include a reference to Integrated Pest Management.
- CHA should clarify lease compliance, know the number of lease compliant residents, and provide assistance to residents to become lease compliant.
- CHA should follow through on its environmental commitments outlined in the Plan for Transformation.
- CHA must train and monitor private managers and developers to ensure they comply with all local, state and Federal environmental laws.

- CHA should ensure service connectors have knowledge regarding environmental health risks.
- CHA does not address how it intends to ensure diversity in its housing programs.
- The Plan should state the progress made in the Latinos United Consent Decree.
- CHA should partner with Latino community based organizations when marketing its housing programs.

Comments expressing dissatisfaction with the actions taken by the CHA and the need for improvement:

- CHA should pace demolition according to the amount of housing available in the private rental market. CHA should build new units prior to demolishing units.
- Randomly selecting units for contract compliance for HQS inspections does not sufficiently satisfy a quality assurance goal and will not help ensure lead-safe housing in the Section 8 program.
- CHAC and CHA must track more than the lease-up rates when determining the availability of the private market to absorb new Section 8 families.
- CHA should make relocation and mobility counseling available to all residents.
- CHA should maintain buildings slated for demolition as long as the buildings are occupied.
- CHA should allow more than just the elected resident leadership to participate in the redevelopment working groups.
- CHA should create incentives for landlords in the Section 8 program to promote the creation of lead safe housing.
- Latinos United, like the Gautreaux plaintiffs, should be represented in the redevelopment working groups.

Comments either disagreeing with, or indicating concern over, Plan assumptions:

- CHA may not have the staffing resources to implement the relocation contract.
- The rental market cannot absorb all CHA relocatees.
- Non-lease compliant residents should be allowed two years to cure lease violations.
- The capital plan budget is insufficient to meet the 25,000 unit goal. Therefore, CHA should consider rehabilitation in place of demolition and new construction when possible.
- A majority of CHA relocatees are moving into high poverty areas. CHA must be more aggressive in its relocation efforts.
- Service referrals are insufficient, as the social service agencies are already overburdened.

SECTION I: CAPITAL PROGRAM

The Plan for Transformation provides for the rehabilitation or new construction of approximately 25,000 public housing units. For many properties, this plan is more than the renovation of public housing; it is the comprehensive revitalization of entire neighborhoods. Hence, both the planning and construction phases are being undertaken with a multitude of partners, including CHA residents, the Gautreaux plaintiffs, the Receiver, the City of Chicago, the Chicago Board of Education, the Chicago Park District, the Chicago Transit Authority, potential funders, neighborhood leaders, and other business and civic groups.

Significant strides were made in FY 2000 to advance the Capital Program. This section of the Plan Year 2 provides an update on these efforts, with a focus on projected activity for FY 2001.

The Plan for Transformation divided the Agency's properties into five major categories:

- Existing Redevelopment Projects (Category 1);
- Senior Properties (Category 2);
- Scattered Sites (Category 3);
- Non-Section 202 Family Properties² (Category 4); and
- Section 202 Family Properties (Category 5).

Table 1 provides an updated master capital construction schedule for rehabilitation and construction. For new construction extensive pre-development planning is required before actual construction can begin. Therefore, for Categories 1 and 5, the peak of construction activity is projected for years 2004 through 2007. Peak construction years for Categories 2, 3 and 4 will take place in 2002 and 2003.

² Section 202 refers to Section 202 of the Omnibus Consolidated Rescissions and Appropriations Act of 1996. This law requires that a cost test be performed on all properties with more than 300 units and with a vacancy rate in excess of ten percent. Such properties must be demolished if the monthly cost to renovate and maintain them exceeds the cost of a housing voucher. Category 1 properties were exempt from this cost test because they were already covered under existing redevelopment commitments. Five properties included in Category 5 consisted of midrise or low-rise properties that the Agency considered to be subject to Section 202 but for which the Agency felt had potential to be rehabilitated – Cabrini Rowhouses, Dearborn Homes, Altgeld-Murray, Ickes, and Trumbull Park. (All remaining properties in Category 5 are gallery highrises.) In discussions with both HUD and the CAC, it was determined that three of these properties are not subject to Section 202 – Altgeld-Murray, Trumbull Park, and Ickes. The status of Dearborn Homes and Cabrini Rowhouses is still under discussion.

TABLE 1

Plan for Transformation
Chicago Housing Authority

MASTER CAPITAL CONSTRUCTION SCHEDULE¹

		FY2000 - FY2009 Planned Units Completions										TOTALS	CGP Funding
10/01/99	09/01/00	Yr 1 ²	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6	Yr 7	Yr 8	Yr 9	Yr 10		
Existing Units	Occupied Units	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009		
Category 1 - Existing Redevelopment Commitments													
Gov. Henry Horner Homes	1,743 706	553		12	60	92	60					777	
Frances Cabrini Extension North	926 139	44	56	97	144	80	109	110	60			700	
ABLA	3,235 1,010	329		34	150	150	130	150	180	180	160	1,463	
Wells/Madden/Darrow/Wells Extension	2,891 1,353			92	92	92	92	92	145	145	150	900	
Robert Taylor Homes B HOPE VI	- -	29			27		35	40	40	40	40	251	
Raymond M. Hilliard Center	710 263		152			153						305	
Washington Park Homes	56 -			14								14	
Lakefront	- -	90		30	30	30	40	68	48	48	58	442	
Subtotal	9,561 3,471	1,045	208	279	503	597	466	460	473	413	408	4,852	\$ 149,000,000
Category 2 - Senior Developments	9,480 7,625		480	4,500	4,500							9,480	\$ 350,000,000
Category 3 - Scattered Sites	2,922 2,426		286	1,200	1,200							2,686	\$ 77,000,000
Category 4 - Non-202 Family Properties													
Cabrini Ext. Lincoln	18 18											-	
Lake Parc Place	300 247											-	
LeClaire Courts	300 280											-	
Washington Park Homes Low-rises	488 173											-	
Lawndale Complex	188 -											-	
Lawndale Gardens	128 110											-	
Julia C. Lathrop Homes	925 707											-	
Bridgeport Homes	155 137											-	
Wentworth Gardens	422 376											-	
Gov. Frank Lowden Homes	128 115											-	
Various Properties to be determined												-	
Total³	3,052 2,163			275	450	520	310	290	130	25		2,000	\$ 107,000,000
Category 5 - 202 Family Properties													
5a - Mid-rises and Low-rises and/or Off-Site Dev													
Frances Cabrini Rowhouses	586 492											-	
Trumbull Park Homes	486 386											-	
Harold L. Ickes Homes	1,006 743											-	
Dearborn Homes	800 594											-	
Altgeld Gardens - Phillip Murray Homes	1,998 1,622											-	
Subtotal	4,876 3,837											-	
5b - Gallery High-rises and/or Off-Site Dev.													
1230 N. Burling ⁴	134 113											-	
Frances Cabrini Extension South	597 465											-	
William Green Homes	968 532											-	
Rockwell Gardens	1,136 423											-	
Stateway Gardens	1,644 611											-	
Robert Taylor Homes A	1,734 661											-	
Robert Taylor Homes B	2,050 532											-	
Washington Park Homes High-rises	468 164											-	
Randolph Towers	155 139											-	
Subtotal	8,886 3,640											-	
Total, Category 5	13,762 7,477				400	500	1,000	1,000	900	1,130	1,052	5,982	\$ 429,000,000
Total All Categories	38,777 23,162	1,045	974	6,254	7,053	1,617	1,776	1,750	1,503	1,568	1,460	25,000	\$ 1,112,000,000

Notes:
1 Subject to specific site planning processes and developer capacity.
2 Yr 1 includes units completed prior to FY2000.

3 Some modest density reduction is assumed in Category 4. The actual numbers, by property, will not be known until after the completion of the respective site plans.

4 The Board of Commissioners approved the transfer of this property to the residents as a homeownership conversion on September 19, 2000, subject to identification of resources and federal approval. In the event that the residents cannot meet these requirements, these units must be demolished under Section 202 and will be included in the Near North Redevelopment Plan.

Category 1: Existing Redevelopment Commitments

This grouping includes eight properties that, at the time of development of the Plan for Transformation, were already covered under existing redevelopment commitments or were well-advanced in the planning stages. The Plan for Transformation allocates \$149 million in capital funds in addition to Hope VI and other resources to these properties. As outlined below, significant development activity will occur at all of these properties in FY 2001.

- **Governor Henry Horner Homes.** An Agreed Order was entered with the parties to the Horner Lawsuit on February 1, 2000, paving the way for redevelopment of the remaining Horner site. An RFQ for the redevelopment of this section was issued in 4th Quarter 2000.
- **Cabrini Extension North.** On August 15, 2000, the CHA entered into a Court Settlement with the Plaintiffs (residents), City of Chicago, and the Receiver, allowing redevelopment to occur on CHA land. The RFP for redevelopment will be issued in 1st Quarter 2001.
- **Madden Park/Ida B. Wells.** In FY 2000, the Agency was successful in securing a \$35 million HOPE VI grant for this site (the application was ranked first in the nation). The City of Chicago committed \$48 million for housing, infrastructure, park improvements, and supportive services to this project. Also, the MacArthur Foundation has matched \$1.5 million in HOPE VI endowment funds for supportive services. Construction on the first phase will begin in 4th Quarter 2001.
- **Jane Adams Homes, Robert Brooks Homes, Loomis Courts, and Grace Abbott Homes (ABLA).** In FY 2000, the Agency selected the Development Manager for this project. The master plan for redevelopment is expected to be completed by 3rd quarter 2001, at which time the first proposals for mixed-income housing will be issued. During FY 2000, the Agency also completed the \$45 million reconstruction of Brooks Homes, which included 329 units.
- **Hearts United (Robert Taylor B HOPE VI).** In FY 2000, the first off-site replacement units became available for Robert Taylor B families. The units were constructed in the area bounded by 40th Street to the North, 45th Street to the South, Cottage Grove to the East and King Drive to the West. Of the 116 units constructed by Bonheur Development Corporation, CHA will receive 29 units. Currently 18 families have been identified for relocation to these units. Those 18 families have gone through extensive mobility and relocation counseling. The remaining units will be occupied over the next two months.
- **Raymond Hilliard Center.** Closing is expected to occur by 1st quarter 2001. At the end of redevelopment, Hilliard will produce 305 family and senior public housing units in a 654 total unit mixed-income project.
- **St. Edmunds Meadows (Washington Park replacement housing).** St. Edmunds Redevelopment Corporation, a community based not-for-profit developer, will acquire and redevelop 56 units of housing located at 62nd and Michigan. This is a mixed-income development that will include the use of low income tax credits for rehabilitation. Upon completion of this project, CHA will lease 14 units in the development, the remaining units will be affordable housing for other low income families. The relocated residents from this development have remained in the surrounding community by using Section 8 vouchers. The majority of relocated residents currently using Section 8 vouchers reside in developments that were rehabilitated and owned by St. Edmunds Redevelopment Corporation.
- **Lakefront Replacement Housing.** An RFP, issued in FY 2000, resulted in ongoing negotiations with a development team to build 120 CHA units in a mixed-income community. An additional RFP was released in the 4th quarter 2000 for a nearby site, to include 30 CHA units in addition to affordable and market rate housing. Construction of Lakefront scattered site units under the court order is on going. In total, 442 replacement housing units will be developed.

A schedule of major tasks for Category 1 properties is shown in Table 2.

TABLE 2

Chicago Housing Authority
Agency Plan Master Schedule
Summary of Major Tasks

5 Year Capital Construction / Rehab Schedule

Category 1	Start	Finish	FY2000				FY2001				FY2002				FY2003				FY2004			
			Mar	Jun	Sept	Dec																
			Q1	Q2	Q3	Q4																
Category 1																						
Gov. Henry Horner Homes																						
Proposals / Approval Process	10/01/00	03/31/01																				
Site Plans	04/01/01	09/30/01																				
Relocation	04/01/01	12/31/04																				
Demolition	10/01/00	12/31/01																				
Construction / Rehab	01/01/00	06/30/04																				
Frances Cabrini Ext. North																						
Proposals / Approval Process	11/01/00	04/30/01																				
Site Plans	05/01/01	09/30/01																				
Relocation	10/01/01	12/31/04																				
Demolition	10/01/00	12/31/02																				
Construction / Rehab	01/01/00	06/30/04																				
ABLA																						
Proposals / Approval Process	01/01/00	12/31/01																				
Site Plans	10/01/00	06/30/01																				
Relocation	10/01/00	12/31/04																				
Demolition	10/01/00	12/31/04																				
Construction / Rehab	01/01/00	12/31/04																				
Wells/Madden/Darrow/Wells Ext.																						
Proposals / Approval Process	01/01/00	06/30/00																				
Site Plans	07/01/00	12/31/00																				
Relocation	10/01/00	12/31/04																				
Demolition	10/01/00	12/31/04																				
Construction / Rehab	10/01/01	12/31/04																				
Robert Taylor Homes B HOPE VI																						
Proposals / Approval Process																						
Site Plans																						
Relocation																						
Demolition																						
Construction / Rehab	01/01/00	03/31/03																				
Raymond M. Hilliard Center																						
Proposals / Approval Process																						
Site Plans	01/01/00	09/30/00																				
Relocation	10/01/00	12/31/04																				
Demolition																						
Construction / Rehab	01/01/01	12/31/04																				
Washington Park Homes St. Edmunds Park																						
Proposals / Approval Process																						
Site Plans	01/01/00	03/31/01																				
Relocation																						
Demolition																						
Construction / Rehab	01/01/02	12/31/02																				
Lakefront Properties																						
Proposals / Approval Process	01/01/00	03/31/01																				
Site Plans	07/01/00	09/30/01																				
Relocation																						
Demolition																						
Construction / Rehab	01/01/00	12/31/04																				

Note: Robert Taylor Homes B HOPE VI requires a total of 251 units in off site projects with 29 units complete to date and 27 units anticipated in 2003. The other units have not been identified.

Note: This chart does not include modernization units for building consolidation.

Category 2: Senior Properties

Category 2 properties consist of approximately 9,480 units in 58 highrise buildings. Under the Plan for Transformation, CHA allocated \$350 million to rehabilitate the senior properties. In FY 2000, the Agency started the senior housing rehabilitation program. The senior program consists of roof replacement, new windows, tuck-pointing, air conditioners for each unit, emergency generators, new elevators, rehabilitated units and new landscaping. Architectural and engineering work, as well as roofing and elevator replacement, began in the fall of 2000. To expedite construction activity and for improved program management, the Agency hired three construction management firms that will oversee construction on these properties.

In FY 2000, the Agency placed 10 buildings on an accelerated rehabilitation schedule. The ten buildings are scheduled for completion in the 4th quarter of 2002. All work in the remaining senior buildings will be completed by the 4th quarter of FY 2003. Work will be bid in "system" packages, as outlined in Table 3. A "system" package would include a specific type of job, task, or service to be completed (i.e. roof replacement, or installation of air conditioners for each unit).

TABLE 3

**Chicago Housing Authority
Agency Plan Master Schedule
Summary of Major Tasks**

			5 Year Capital Construction / Rehab Schedule																			
			FY2000				FY2001				FY2002				FY2003				FY2004			
			Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Capital Programs	Start	Finish																				
Category 2 - Senior																						
Roofs	06/15/00	06/15/01																				
Emergency Generators	09/15/00	10/15/01																				
Security	09/15/00	02/15/02																				
Elevators	06/15/00	01/30/03																				
Building Envelope/Windows	06/15/00	01/30/03																				
AC/Mechanical Work	09/15/00	12/30/01																				
ADA 504/ Interiors	10/15/00	12/30/03																				
Site Work	10/15/00	12/15/03																				

Category 3: Scattered Sites

Category 3 properties consist of 2,922 scattered site units, of which over ninety percent will be rehabilitated and the remainder will be disposed of or demolished. Under the Plan for Transformation, CHA allocated \$77 million for scattered sites. In FY 2000, the Agency completed a physical needs assessment of these units and is now in the process of analyzing the information. By the 1st quarter of 2001, the Agency will develop a plan identifying the scattered site units to be retained and rehabilitated and those to be disposed of or demolished. Any demolition of scattered site units shall first be approved pursuant to the terms of the Gautreaux Consent Decree.

Architectural and engineering work is projected to begin in 2001. All units to be retained by the Agency will be rehabilitated by 2003. A schedule of major tasks for Category 3 is shown in Table 4.

Unlike the senior rehabilitation program, scattered site rehabilitation will not be bid in system packages. Rather, these properties will be bid to allow vendors to perform total site rehabilitation. This approach is expected to maximize the use of MBE/WBE and smaller construction companies.

TABLE 4

Chicago Housing Authority
Agency Plan Master Schedule
Summary of Major Tasks

			5 Year Capital Construction / Rehab Schedule																		
			FY2000				FY2001				FY2002				FY2003				FY2004		
			Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3
Capital Programs	Start	Finish	Category 3																		
Category 3 - Scattered Sites																					
Complete Site Assessments	07/01/00	09/31/00																			
Cost Analysis of Assessment	10/01/00	12/31/00																			
Relocation	04/01/01	12/31/03																			
Demolition	01/01/02	12/31/02																			
Construction / Rehab	04/01/01	12/31/03																			

Category 4: Non-Section 202 Family Properties

This grouping consists of nine properties that were not subject to Section 202. A tenth property, Lawndale Complex, is completely vacant and slated for demolition. These properties are generally smaller walkups or rowhouses. The Agency allocated \$107 million for the rehabilitation or redevelopment of these properties. However, additional funding will be allocated to these properties sufficient to ensure an equitable level of amenities and building upgrades.

The Agency will redevelop these properties in four stages.

- The first stage includes Bridgeport, Wentworth, and Lowden Homes. These properties will be rehabilitated as traditional public housing. Site planning will occur throughout 1st quarter 2001, with construction to begin in 4th quarter 2001. The construction phase will be completed by 4th quarter 2003.
- The second stage includes Lathrop Homes, LeClaire Extension, and Lawndale Complex. The Agency intends to redevelop these properties using CHA capital funds and low income tax credits. The Agency will issue an RFQ for developers in the 1st Quarter of 2001. Site planning would begin between the 2nd Quarter and 3rd Quarter of 2001. The construction phase would begin 3rd Quarter 2002. This will require the Agency to enter into long term lease/disposition agreements with the selected developers for each specific site. About 30 percent of the units redeveloped at Lathrop and LeClaire are expected to be reserved for taxcredit families and the rest for traditional public housing. Lawndale Complex is anticipated to be a new town-house community with a mix of one third public housing, one third affordable, and one third market rate units.
- The third stage includes Cabrini-Lincoln, Lake Parc Place and Lawndale Gardens. These properties require modest capital improvements and their needs are less urgent. These properties will be rehabilitated, to the extent necessary, with CHA capital funds. Construction is expected to begin by the end of 2003, with a oneyear construction schedule.
- The fourth stage includes Washington Park Low Rises. Washington Park will be rehabilitated using CHA capital funds and low income tax credits. Construction is expected to begin by the end of 2003, with a twoyear construction schedule. This redevelopment strategy will be similar to that of Lathrop and LeClaire in Stage 2.

A schedule of major tasks for Category 4 properties is shown in Table 5.

TABLE 5

Chicago Housing Authority
Agency Plan Master Schedule
Summary of Major Tasks

5 Year Capital Construction / Rehab Schedule

Capital Programs	Start	Finish	FY2000				FY2001				FY2002				FY2003				FY2004			
			Mar	Jun	Sept	Dec																
			Q1	Q2	Q3	Q4																
Category 4 - Non-202 Family Properties																						
Cabrini Ext. Lincoln																						
Proposals / Approval Process	01/01/02	03/31/02																				
Site Plans	04/01/02	09/30/02																				
Relocation	04/01/03	06/30/04																				
Demolition																						
Construction / Rehab	07/01/03	06/30/04																				
Lake Park Place																						
Proposals / Approval Process	01/01/02	03/31/02																				
Site Plans	04/01/02	09/30/02																				
Relocation	04/01/03	06/30/04																				
Demolition																						
Construction / Rehab	07/01/03	06/30/04																				
LeClaire Courts																						
Proposals / Approval Process	01/01/01	04/30/01																				
Site Plans	05/01/01	09/30/01																				
Relocation	04/01/02	12/31/04																				
Demolition																						
Construction / Rehab	08/01/02	12/31/04																				
Washington Park Homes Low-rises																						
Proposals / Approval Process	01/01/02	03/31/02																				
Site Plans	04/01/02	09/30/02																				
Relocation	04/01/03	12/31/04																				
Demolition	12/15/00	12/31/01																				
Construction / Rehab	07/01/03	12/31/04																				
Lawndale Complex																						
Proposals / Approval Process	01/01/01	04/30/01																				
Site Plans	05/01/01	09/30/01																				
Relocation																						
Demolition	10/01/00	12/31/00																				
Construction / Rehab	07/01/02	12/31/04																				
Lawndale Gardens																						
Proposals / Approval Process	01/01/02	03/31/02																				
Site Plans	04/01/02	09/30/02																				
Relocation	04/01/03	06/30/04																				
Demolition																						
Construction / Rehab	07/01/03	06/30/04																				
Julia C. Lathrop Homes																						
Proposals / Approval Process	01/01/01	04/30/01																				
Site Plans	05/01/01	09/30/01																				
Relocation	04/01/02	12/31/04																				
Demolition																						
Construction / Rehab	08/01/02	12/31/04																				
Bridgeport Homes																						
Proposals / Approval Process	NA																					
Site Plans	01/01/01	03/31/01																				
Relocation	04/01/01	06/30/03																				
Demolition																						
Construction / Rehab	10/01/01	06/30/03																				
Wentworth Gardens																						
Proposals / Approval Process	NA																					
Site Plans	01/01/01	03/31/01																				
Relocation	04/01/01	06/30/03																				
Demolition																						
Construction / Rehab	10/01/01	06/30/03																				
Gov. Frank Lowden Homes																						
Proposals / Approval Process	NA																					
Site Plans	01/01/01	03/31/01																				
Relocation	04/01/01	06/30/03																				

Category 5: Section 202 Family Properties

The Plan for Transformation allocates \$429 million for those properties originally designated as subject to Section 202. This category is further divided into two sub-groupings by building types: Category 5A (low and mid-rise properties) and Category 5B (gallery style high rise properties).

Category 5A: Low- and Mid-rise Properties

This sub-grouping includes five properties, with 4,876 units. Of the five properties, HUD stated that Altgeld Gardens/MurrayHomes, Trumbull Park Homes and Harold Ickes Homes are not subject to the Section 202 viability test or subsequent viability tests. CHA is awaiting final determination from HUD on the applicability of viability tests to the remaining properties: Dearborn Homes and Cabrini Rowhouses. The CHA believes that these two properties are viable in the Chicago market and will request a waiver in the event that these properties are found to be subject to Section 202 and mandated demolition.

Trumbull Park Homes will undergo significant rehabilitation in a design/build proposal. A request for proposals for Trumbull Park will be issued in the 1st quarter 2001.

The CHA will issue an RFQ for development teams to redevelop Dearborn Homes, Harold Ickes Homes, Cabrini Rowhouses and Altgeld Gardens/Murray Homes in 2002.² By waiting until 2002, these properties should attract significant private investment under a mixed-income program. The RFQ would allow development proposals which incorporate rehabilitation of the existing buildings and/or new construction on the sites as part of a mixed-income community. Any new family units developed shall first be approved pursuant to the terms of the Gautreaux Consent Decree.

A schedule of major tasks for Category 5A properties is shown in Table 6.

² This schedule assumes that Dearborn Homes and Cabrini Rowhouses will be exempt from Section 202.

TABLE 6
Chicago Housing Authority
Agency Plan Master Schedule
Summary of Major Tasks

5 Year Capital Construction / Rehab Schedule

Category 5A

Capital Programs	Start	Finish	FY2000				FY2001				FY2002				FY2003				FY2004		
			Mar	Jun	Sept	Dec	Mar	Jun	Sept												
			Q1	Q2	Q3	Q4	Q1	Q2	Q3												
Category 5A - Family Properties Mid-rises and Low-rises																					
Frances Cabrini Rowhouses																					
Proposals / Approval Process	01/01/02	06/30/02																			
Site Plans	07/01/02	12/31/02																			
Relocation	01/01/03	12/31/04																			
Demolition																					
Construction / Rehab	04/01/03	12/31/04																			
Trumbull Park Homes																					
Proposals / Approval Process	01/01/01	04/30/01																			
Site Plans	05/01/01	09/30/01																			
Relocation	07/01/01	09/30/02																			
Demolition																					
Construction / Rehab	07/01/01	12/31/02																			
Harold L. Ickes Homes																					
Proposals / Approval Process	01/01/02	06/30/02																			
Site Plans	07/01/02	12/31/02																			
Relocation	01/01/03	12/31/04																			
Demolition																					
Construction / Rehab	04/01/03	12/31/04																			
Dearborn Homes																					
Proposals / Approval Process	01/01/02	06/30/02																			
Site Plans	07/01/02	12/31/02																			
Relocation	01/01/03	12/31/04																			
Demolition																					
Construction / Rehab	04/01/03	12/31/04																			
Altgeld Gardens - Phillip Murray Homes																					
Proposals / Approval Process	01/01/02	06/30/02																			
Site Plans	07/01/02	12/31/02																			
Relocation	01/01/03	12/31/04																			
Demolition																					
Construction / Rehab	04/01/03	12/31/04																			

Note: This schedule assumes developer interest in Category 5A properties. The amount of relocation will be based on the site specific plan.

Category 5B: High-rise Gallery Properties

This sub-grouping includes nine properties, totaling 8,886 units. These buildings are gallery style high-rises built between 1953 and 1966. The CHA experienced great difficulty with this type of building design, ranging from problems with heating systems to frequent elevator failures. Design flaws, coupled with a lack of maintenance and limited capital improvements since initial construction, have rendered these buildings vulnerable to system failures, particularly during winter months. Renovation of these buildings is not economically feasible.

All units in this category failed the HUD Section 202 viability test and are therefore mandated for demolition. These gallery style highrises will be demolished in accordance with the schedule contained in Section II of this document. New units will be constructed on the sites with a mix of incomes that will include public housing, affordable housing and market rate units.

Pursuant to CHA's MTW Agreement, the Agency intends to apply for 2001 HOPE VI redevelopment grants for Rockwell Gardens, Robert Taylor A and B (together), and Stateway Gardens. The RFQ for development teams for these HOPE VI properties was issued in November of 2000. Planning on these Hope VI sites will occur in the first half of 2001, with submission of the HOPE VI application in May 2001.

An RFQ for developers for the remaining gallery high-rise properties will be issued in the 1st Quarter of 2002. Funding decisions will be made by the 1st Quarter of 2003, with construction beginning the 3rd Quarter of 2003.

A schedule of major tasks for Category 5B is shown in Table 7.

DISPOSITION

In order to maximize flexibility in the development process, the Agency will include a conditional application for disposition of property with every demolition application. Actual disposition of property will be subject to site specific redevelopment plans. Additionally, the Agency, from time to time, as part of its redevelopment activities, will dedicate or provide parcels to the City of Chicago for the creation of streets and right of ways. A list of potential property and street dispositions are included in Appendix 3.

CITY/CHA JOINT PLANNING

The CHA is working closely with the City's Department of Housing, Department of Planning and Development, as well as other infrastructure and building agencies, to coordinate plans for each of the properties targeted for redevelopment. The City of Chicago and the CHA are working to deploy public resources most efficiently to integrate CHA developments back into the Chicago neighborhoods that surround them. Resources being considered in the context of overall redevelopment projects include low-income housing tax credits, private activity bonds, City soft debt and infrastructure funds, and City of Chicago land.

WORKING GROUPS AND THE REDEVELOPMENT PROCESS

The CHA made a major commitment to resident representation and involvement at every stage of the redevelopment process. Discussions to work out the final details of this process have been finalized with the CAC and the residents. The CHA is committed to convening Working Groups at every site where new redevelopment projects will begin.

While the composition of the working group may vary to accommodate the needs of a particular site, the model Working Group will include the Local Advisory Council (LAC) for the development, community stakeholders, the CHA, the Receiver, the Gautreaux plaintiffs' counsel, the Chicago Department of Housing and Department of Planning and Development. The Working Group for each site will make recommendations to the CHA and the Receiver concerning selections of developers and will participate in the crafting of a specific development proposal for the site.

Under the current model, the residents will have two representatives on the Working Groups. All other organizations and agencies will have one representative. In addition, developers will be required to present the development proposal at various stages of completion to the community-at-large, and to send a representative to the regularly scheduled meetings of the LAC to answer questions and provide updates. The CAC will also appoint a representative to a committee that recommends the award of CHA capital funds to specific development proposals. Finally, binding redevelopment decisions will be made by the CHA Board of Commissioners and the Receiver, when appropriate. The CHA Board includes three resident Commissioners. Additional details regarding the composition of the model working group and the decision making process can be found in Appendix 5.

TECHNICAL ASSISTANCE

CHA upholds its commitment to provide \$1.2 million in technical assistance funds for resident groups participating in redevelopment activities. Upon completion of an agreement between CHA and the CAC, CHA will distribute funds accordingly.

DECONCENTRATION

On April 17, 2000, HUD issued a proposed rule regarding the deconcentration of incomes in public housing. CHA anticipates further HUD rulemaking in this area. In response to issues raised by the proposed rule, the CHA contends that the Plan for Transformation provides significant opportunities for deconcentration to occur. The CHA's deconcentration strategy is summarized below:

- Through the redevelopment process, CHA will bring fundamental change to the type, density, and income mix of the family public housing sites. The sites after redevelopment will be of lower density and provide housing for a broad range of incomes that include public housing families.
- CHA will also address deconcentration objectives by fostering Section 8 mobility moves to opportunity areas. Opportunity areas are census tracts with low poverty, lower concentrations of African-American families (for Gautreaux purposes), or both.
- In addition to the mobility program described above, CHA is initiating a Gautreaux style program. CHA intends to provide a separate allocation of vouchers to support this program. Families volunteering for this program will receive enhanced counseling services to assist in moves to low poverty areas.
- To lessen the likelihood of re-concentrating low-income families who have chosen a permanent Section 8 voucher, CHA offers second move mobility counseling. Under this program families in the Section 8 program, who wish to make a mobility move receive counseling and support services similar to that described above for public housing families.
- Once the right-of-return families are assisted, CHA intends to use incometargeting, preferences for working families, sitebased waiting lists, and marketing strategies to attract new families in income ranges that foster deconcentration. CHA's commitment to house right of return families is expected to extend the length of time it may take to achieve deconcentration.

ACCESSIBILITY

The Agency procured services to conduct an accessibility evaluation. From the evaluation, the Agency will develop a transition plan and ensure equal access for people with disabilities to all activities and functions supported by the CHA.

The evaluation will identify existing barriers to both buildings and program delivery systems for persons with disabilities and will provide comprehensive recommendations for barrier removal.

During 2001, on-site accessibility assessments of CHA Family Housing, Senior Housing, and Scattered Sites will be conducted. For scattered sites and senior properties, third-party architectural and engineering firms will conduct comprehensive site assessments, including a 504 analysis. For family properties the Agency intends to retain, the accessibility assessment will include each building's public and common use areas and a comprehensive inventory of all accessible units and units with accessible features. CHA is also working closely with the City and advocates for persons with disabilities to ensure appropriate accessibility measures on all redevelopment properties.

ENVIRONMENTAL ISSUES

All environmental issues will be addressed during the planning process for each property. An environmental compliance officer will be available to provide technical assistance to the Working Group, as well as ensure that redevelopment plans conform to all local, state and Federal environmental laws.

CAPITAL FUNDING

Table 8 provides an updated capital funding chart. This chart reflects revised estimates of Agency funding under the Capital Program. Originally, the Plan for Transformation projected \$1.1 billion over 10 years for building improvements. The revised figures project \$1.2 billion for building improvements. The additional funding is largely the result of reductions in the Agency's overhead and increased HOPE VI funding.

The Agency anticipates issuing bonds and using other financing methods to accelerate its schedule of improvements. In FY 2000, the CHA selected a team of financial advisors, investment banks and legal counsel to prepare the Agency for its first bond issue. The financing team's responsibilities include: 1) evaluating the use of governmental purpose bonds (where the Agency pledges all or a portion of its capital fund for debt service) and other financing options to meet the Agency's redevelopment goals; 2) providing strategic advice regarding agency approach; and 3) developing strategies for mixed finance transactions using a variety of financing methods such as tax exempt volume cap and Low Income Housing Tax Credits (LIHTC).

The Agency's financing team has met to determine its strategy for issuing bonds secured by the capital funds as described in the MTW Agreement. The Agency anticipates that its bonds will be investment grade and contain, among other things, the following conditions:

- **Bond Structure.** The Agency expects to issue several series of bonds to accelerate the Plan of Transformation. As the details of the redevelopment are made final, with the advice of its financing team, the Agency will determine the timing and amount of each issuance. The bonds will utilize capital fund payments made under the MTW Agreement to pay debt service and will have a maturity of 10 to 15 years.
- **Security.** The bonds will be secured, among other things, by a pledge of capital funds made under the MTW Agreement. At the closing of each transaction, CHA will provide HUD with a debt service payment schedule for the bonds. The schedule will identify the exact amount necessary to pay bond debt service and necessary bond debt service coverage to meet rating agency requirements. HUD's review and approval of the debt service schedule will constitute a commitment to make capital fund transfers to CHA's escrow account, or directly to the Bond Trustee. All capital funds not required to be transferred for debt service will be drawn down through the Line of Credit Control System (LOCCS).
- **Termination/Events of Default.** In the event of an administrative termination of the MTW Agreement or if HUD assumes receivership of CHA, HUD will continue to make scheduled capital funds transfers to CHA to support debt service and/or maintain the rating on any outstanding bonds secured by the capital fund.
- **Financing Approval.** CHA will seek HUD approval on each specific bond issue and reconfirm the Agency's expected use of bond proceeds. Upon receipt of HUD's approval of CHA's financing plan with respect to any series of bonds issued, no additional approval (other than transfers to be made in accordance with the debt service schedule) will be required to close the bond issue unless a material change in the bond structure has occurred. HUD acknowledges that a financing plan designed to accelerate redevelopment is acceptable and will not unreasonably withhold approval of CHA's financing plan.

TABLE 8

CAPITAL PROGRAM, FY 2000-2009
Sources and Uses of Funds
(Amounts in Millions)

	Original	Revised
Sources (1)		
FY 1999 Carryover	\$33.9	\$33.9
FY 2000 Capital Fund	\$148.0	\$145.0
FY 2001-2009 Capital Fund (2)	\$1,332.0	\$1,251.0
HOPE VI: Madden Park/Wells	\$35.0	\$35.0
HOPE VI: 2001 (3)	\$0.0	\$105.0
HOPE VI Demo: 2000	\$30.0	\$29.5
HOPE VI Demo: 2001	\$50.0	\$55.0
Total	\$1,628.9	\$1,654.4
Uses		
A&E (4)	\$94.3	\$94.5
Technical Staff	\$48.0	\$48.0
Extraordinary Maintenance (5)	\$183.8	\$72.0
Contingency	\$111.0	\$111.0
Demolition	\$80.0	\$84.5
Building Improvements	\$1,111.8	\$1,244.4
Total	\$1,628.9	\$1,654.4

- (1) Amounts exclude \$25 million for relocation costs and \$12.5 million for counseling costs, in accordance with the MTW agreement.
- (2) Original assumptions based on \$148 million annually under the capital fund; the MTW agreement is based on not less than \$139 million per year.
- (3) The Agency anticipates submitting three (3) HOPE VI grants in 2001.
- (4) Includes \$1.2 million for resident technical assistance.
- (5) Extraordinary maintenance funding declines through 2004, after which it is funded through operating funds.

SECTION II: BUILDING CLOSURES, DEMOLITION, AND RELOCATION

This section of the Plan-Year 2 discusses building closures, demolition, and relocation. Under the Plan for Transformation, families in occupancy will need to be relocated to accommodate redevelopment or rehabilitation. Most of these moves will occur within public housing. Overall, it is projected that 6,000 public housing families will need to be relocated to Section 8 housing over the first five years, or about 1,200 families per year.

The Plan for Transformation provides that all leasecompliant households in occupancy on October 1, 1999 will have the right to return to a public housing unit following relocation/redevelopment. The rights of relocating families are established in the CHA Leaseholder Housing Choice and Relocation Rights Contract incorporated as an addendum to each resident's lease.

In accordance with the Plan for Transformation, CHA may access \$12.5 million in relocation funds and \$25 million in counseling funds to assist with the relocation activities. These amounts are to be provided through the allocation and conversion of housing vouchers to administrative funds.

BUILDING CLOSURES

The length of time required to plan and implement the Capital Plan presents significant management challenges. Decreasing occupancy rates, combined with distressed building conditions, make the buildings extremely difficult and expensive to secure and maintain. Building systems routinely fail. Recent experience demonstrates that, even after spending significant funds for emergency repair and rehabilitation, the CHA cannot guarantee that a gallery style high-rise can survive the winter.

Building closures will be part of an on-going process over the next several years as the Agency continues to prepare sites for redevelopment. There are 73 buildings that are currently vacant, totaling 5,189 units. In FY 2001, the Agency anticipates that it will close an additional 27 buildings, representing 2,274 units, 1,093 of which are currently occupied.

In developing the building closure plans, the Agency will continue to balance the need to minimize the number of relocatees at properties where development plans have not been finalized (so that the maximum number of existing residents can better participate in these redevelopment plans) with providing for the safety and security of residents in buildings that are not viable.

DEMOLITIONS

In FY 2000, the Agency applied for and received \$29.5 million in demolition funds under the HOPE VI program. In FY 2001, the Agency will apply for an additional \$55 million to cover the costs of demolishing all units mandated by Section 202. Table 9 summarizes the Agency's planned demolition activity. Appendix 4 contains a detailed list of all buildings to be demolished, by property, in FY 2000 through FY 2004. The demolition of all gallery-style high-rises will be completed by mid-2004. To facilitate demolition activity, the Agency entered into multiyear, task-order contracts with five demolition contractors. With these contracts, the Agency can begin demolition work within six-to-eight weeks of a building closure, minimizing vandalism and on-going maintenance costs. All demolition will include environmental protection measures.

TABLE 9
Plan for Transformation
Chicago Housing Authority

FIVE YEAR DEMOLITION SCHEDULE SUMMARY

	10/01/99 Existing Units	09/01/00 Occupied Units	Demolished Units		FY2000 - FY2004 Planned Demolition					Total Demo	
			2000		Yr1	Yr2	Yr3	Yr4	Yr5		
			Actual	Pending	2000	2001	2002	2003	2004		
Category 1 - Existing Redevelopment Commitments											
Gov. Henry Horner Homes	1,743	706	279	234	513	231					744
Frances Cabrini Extension North	926	139		524	524	65	337				926
ABLA	3,235	1,010	99	63	162	604	150	150	1,493		2,559
Wells/Madden/Darrow/Wells Extension	2,891	1,353	327	218	545	339	603	478	926		2,891
Robert Taylor Homes B HOPE VI	-	-									
Raymond M. Hilliard Center	710	263									
Washington Park Homes	56	-									
Lakefront	-	-									
Subtotal	9,561	3,471	705	1,039	1,744	1,239	1,090	628	2,419		7,120
Category 2 - Senior Developments											
	9,480	7,625									-
Category 3 - Scattered Sites¹											
	2,922	2,426					236				236
Category 4 - Non-202 Family Properties²											
Cabrini Ext. Lincoln	18	18									-
Lake Parc Place	300	247									-
LeClaire Courts	300	280									-
Washington Park Homes Low-rises	488	173		88	88	96					184
Lawndale Complex	188	-		188	188						188
Lawndale Gardens	128	110									-
Julia C. Lathrop Homes	925	707									-
Bridgeport Homes	155	137									-
Wentworth Gardens	422	376									-
Gov. Frank Lowden Homes	128	115									-
Various Properties to be determined										425	425
Total	3,052	2,163	-	276	276	96	425	-	-		797
Category 5 - 202 Family Properties											
5a - Mid-rises and Low-rises											
Frances Cabrini Rowhouses	586	492									-
Trumbull Park Homes	486	386									-
Harold L. Ickes Homes	1,006	743									-
Dearborn Homes	800	594									-
Altgeld Gardens - Phillip Murray Homes	1,998	1,622									-
Subtotal	4,876	3,837	-	-	-	-	-	-	-		-
5b - Gallery High-rises											
1230 N. Burling ³	134	113									-
Frances Cabrini Extension South	597	465						402	195		597
William Green Homes	968	532					288	278	402		968
Rockwell Gardens	1,136	423	288	280	568		139	140	289		1,136
Stateway Gardens	1,644	611		230	230	690	362		362		1,644
Robert Taylor Homes A	1,734	661		473	473	316	631	314			1,734
Robert Taylor Homes B	2,050	532	315	789	1,104	315		631			2,050
Washington Park Homes High-rises	468	164		158	158	155					468
Randolph Towers	155	139						155			155
Subtotal	8,886	3,640	603	1,930	2,533	1,476	1,575	1,920	1,248		8,752
Total, Category 5	13,762	7,477	603	1,930	2,533	1,476	1,575	1,920	1,248		8,752
Total All Categories	38,777	23,162	1,308	3,245	4,553	2,811	3,326	2,548	3,667		16,905

Notes:
1 Pending analysis of recently completed physical assessment. Figures shown based on original plan.
2 Some density reduction is assumed throughout Category 4. Consequently, except for Lawndale Complex and Washington Park, the remaining demolition figures are based on the original estimates from the Plan for Transformation and are shown in the "various properties" line. The actual number of units to be demolished will be identified after completion of the planning process.

3 The Board of Commissioners approved the transfer of 1230 N. Burling to the residents as a homeownership conversion on September 19, 2000, subject to identification of resources and investors and federal approval. In the event that the residents cannot meet these requirements, these units would be required to be demolished under Section 202.

RELOCATION ACTIVITY

During FY 2000, a total of 620 families were relocated (through September 1). Of these, 213 moved into other public housing and 407 moved into Section 8 housing. Additionally, approximately 100 families utilized their Section 8 voucher in a low poverty area. Mostly, these relocations were the result of families who had resided in buildings that were closed at the end of FY 1999. Many of these families temporarily relocated into other public housing while looking for Section 8 housing.

For FY 2001, the Agency is projecting approximately 1,200 families will be relocated to Section 8. Projections for Section 8 relocations are provided in Table 10.

COMPREHENSIVE RELOCATION COUNSELING

The Agency will implement a comprehensive relocation and mobility counseling program. In December 2001, the Agency will award multiple contracts for intensive relocation and mobility counseling. There will be four levels of counseling:

- 1) **Good Neighbor Counseling:** Good neighbor counseling and orientation services are to be provided to all families and will include:
Home management skills that include housekeeping tips and practices, housekeeping standards, proper refuse disposals, care and cleaning of appliances, utilities arrangements, heating controls, utility consumption and utility conservation, minor home repairs, signing up at a new school, finding out about services or support for adult care, day care, dealing with conflict resolution, such as gang violence, monthly budgeting, and other family issues.
- 2) **Relocation Counseling:** Relocation counseling services will be provided for all families opting for Section 8 Housing Choice Vouchers, including follow-up contact after the move (regardless of where they move). Counseling will include:
A review of the family service needs, connecting families to services, teaching apartment search techniques, performing and supplying families with credit check information, assisting with unit inspections, assisting in rent negotiations, identifying at least 5 housing options, providing transportation to at least 3 housing options, insuring that the family complies with all programmatic requirements and that the family successfully moves into a unit.
- 3) **Mobility Counseling:** Mobility counseling is enhanced relocation counseling. In addition to the services listed directly above if a family chooses to pursue a mobility move, a move to a low poverty area, counseling will include:
A unit visit with the family 30 and 60 days after move in, a unit visit with the family in the 10 months following the 60 day visit, assessing and tracking the family's long term self-sufficiency, record family leasing activity and social service referrals, contact the family 90 days prior to renewal of the housing choice voucher, assist in problem resolution as necessary, and survey the family during the second year of tenancy.
- 4) **Gautreaux Counseling:** Families who volunteer for Gautreaux vouchers will receive on-going counseling services in their new community. To qualify, families must move to an "opportunity area." An opportunity area, as defined by Gautreaux, is a neighborhood where not more than 23.49 percent of the population is poor and where not more than 30 percent of the population is African American. In the suburbs, the mobility definition is not more than 10% for both. Gautreaux counseling includes:
General mobility counseling, as well as extended counseling and multiple client contacts for up to 18 months. Extended counseling helps connect families to their new community.

TABLE 10

Plan for Transformation
Chicago Housing Authority

SUMMARY - PROPOSED SECTION 8 UTILIZATION (TEMP/PERM)

	10/01/99 Existing Units	09/01/00 Occupied Units	FY2000 - FY2009 Families Relocated										TOTALS	
			Yr 1 2000	Yr 2 2001	Yr 3 2002	Yr 4 2003	Yr 5 2004	Total 5 Yrs	Yr 6 2005	Yr 7 2006	Yr 8 2007	Yr 9 2008		Yr 10 2009
Category 1 - Existing Redevelopment Commitments														
Gov. Henry Horner Homes	1,743	706		161	161	162		484						484
Frances Cabrini Extension North	926	139			35	35		70						70
ABLA	3,235	1,010		125	125	125	125	500						500
Wells/Madden/Darrow/Wells Extension	2,891	1,353		169	169	169	169	676						676
Robert Taylor Homes B HOPE VI	-	-												-
Raymond M. Hilliard Center	710	263												-
Washington Park Homes	56	-												-
Lakefront	-	-												-
Subtotal	9,561	3,471		455	490	491	294	1,730						1,730
Category 3 - Scattered Sites														
	2,922	2,426		30	30	30	30	120						120
Category 4 - Non-202 Family Properties														
Cabrini Ext. Lincoln	18	18												-
Lake Parc Place	300	247												-
LeClaire Courts	300	280												-
Washington Park Homes Low-rises	488	173												-
Lawndale Complex	188	-												-
Lawndale Gardens	128	110												-
Julia C. Lathrop Homes	925	707												-
Bridgeport Homes	155	137												-
Wentworth Gardens	422	376												-
Gov. Frank Lowden Homes	128	115												-
Total	3,052	2,163			108	108	108	324						324
Category 5 - 202 Family Properties¹														
5a - Mid-rises and Low-rises														
Frances Cabrini Rowhouses	586	492												-
Trumbull Park Homes	486	386												-
Harold L. Ickes Homes	1,006	743												-
Dearborn Homes	800	594												-
Altgeld Gardens - Phillip Murray Homes	1,998	1,622												-
Subtotal	4,876	3,837												-
Modest Demolition with Rehabilitation														
							300	300	300	300				900
5b - Gallery High-rises and/or Off-Site Dev.														
1230 N. Burling	134	113												-
Frances Cabrini Extension South	597	465												-
William Green Homes	968	532												-
Rockwell Gardens	1,136	423												-
Stateway Gardens	1,644	611												-
Robert Taylor Homes A	1,734	661												-
Robert Taylor Homes B	2,050	532												-
Washington Park Homes High-rises	468	164												-
Randolph Towers	155	139												-
Subtotal	8,886	3,640		700	700	700	700	2,800						2,800
Total All Categories			620	1,185	1,328	1,329	1,432	5,894	300	300				6,494

¹: Assumes modest demolition due to density reduction during rehabilitation.
* For Yr 1, there are 620 estimated moves for all categories

SECTION III: PROPERTY MANAGEMENT

In FY 2000, the Agency successfully transferred the management of all properties to third-party managers. All senior properties were transferred in March and all family properties in May 2000.

In addition, the Agency dramatically restructured its management contract with the private firms to shift responsibility for the day-to-day management functions, from rent collections to evictions. These functions have now been transferred to the private managers, resulting in much clearer lines of authority and responsibility. As a result, conditions at the properties have improved.

ASSET MANAGEMENT SYSTEMS

Commensurate with the expanded contracting for property management services, the Agency developed enhanced asset management systems. For FY 2001, the Agency will continue developing these systems. Highlights include:

- **Standardization of Procedures.** The Agency is modifying and enhancing its asset management procedures, consistent with the newly executed management contract. These procedures will be finalized in the first quarter of 2001.
- **Staff training.** Consistent with the new procedures, extensive asset management training will be provided throughout the year to asset management staff.
- **Improved MIS and electronic transmission of data.** The Agency is working to improve both access and functionality of its integrated management information system.
- **Performance Monitoring.** The Agency improved its monthly reporting and performance monitoring to assure that the goals under the Plan are met.
- **Latino Consent Decree.** The Agency will continue to provide training to firms on the provisions of the Latino Consent Decree and assist with compliance.

PROPERTY-BASED BUDGETING

In FY 2000, all senior properties were assigned \$290 per unit monthly (PUM) in nonutility operating budgets. Family properties received not less than \$310 PUM for each unit, with the exception of vacant units awaiting demolition, which received \$175 PUM (\$25 PUM if the building was fully vacant). These amounts were substantially higher than amounts provided in previous years and included \$40 PUM to be targeted to non-routine and extraordinary repairs.

For FY 2001, property budgets will be assigned based on the same schedule as FY 2000, adjusted for inflation. However, family properties that must maintain centralized heating plants will receive an adjustment to help compensate for the added cost of heating plant labor. (See Section IX for more details.)

PROPERTY MANAGEMENT PERFORMANCE GOALS

Appendix 6 shows the major property management performance goals for FY 2001, categorized by family and senior properties (See Appendix 7 for the actual performance for the month October 2000). With all properties under private management, the Agency expects major improvements in all areas. A brief narrative on each indicator is provided below.

- **Adjusted Vacancy Rate³.** The adjusted vacancy rate in the family properties is currently 3.23%, the result that most vacant units in the family program are now either targeted for demolition or modernization/redevelopment. Below is the status coding of dwelling units for October 2000. The vacancy rate is projected to remain below 2% for FY2001. In the Senior program, the adjusted vacancy rate currently is at 14.92%. The Agency expects to reduce this figure to 3% by the end of the 1st quarter of 2001 and to 2% by the 2nd quarter.

October 2000

Occupancy Rate	Authority-Wide	Family	Senior
Total Number of Dwelling Units	38,320	28,391	9,929
Deprogrammed (closed) Units	10,705	10,699	6
Modernization (under construction)	3,164	2,246	918
Non-dwelling/Employee Occupied	222	154	68
Available for Occupancy	24,229	15,292	8,937
Occupied Units (Month End)	22,401	14,798	7,603
Adj. Vacant Units (Month. End)	1,828	494	1,334
% Adj Vacant (Month End)	7.54%	3.23%	14.92%

- **Rent Collections.** Agency-wide, rent collections stand at 95%. The Agency projects to attain a 98% collection rate in the senior program and 97% in the family program by the end of the 4th quarter 2001.
- **Emergency Work Orders.** In year-to-date 2000, the Agency completed 99% of emergency work orders within 24 hours. With all properties now under private management, the Agency expects to complete all emergency work orders within 24 hours in 2001.
- **Non-Emergency Work Orders⁴.** Throughout the end of 2000, the Agency concentrated on reducing its backlog of outstanding work orders. By the end of 2000, it is projected that the backlog will be down to around 5001,000 in the senior properties and 10,000-15,000 in the family properties. By the end of the 1st quarter 2001, the Agency expects to reduce this backlog to 250-500 and 2,500-3,000,

³ Under Public Housing Assessment System (PHAS), HUD allows dwelling units under an approved modernization program, deprogrammed, non dwelling and employee occupied units to be exempted (not counted) for the adjusted vacancy rate.

⁴ In accordance with PHAS reporting requirements, work orders under an approved modernization program are exempted.

respectively, or what would equate to under a one or two week backlog. By the end of the year, the Agency expects to be turning around non-emergency work orders within an average of 5 days.

- Inspections/Reertifications. The Agency expects to fully inspect and recertify all eligible units/households.

SENIORS LIVING IN FAMILY PROPERTIES- PROPOSED INCENTIVE PACKAGE

In accordance with the CHA's Admissions and Occupancy Policy, the Agency has developed an incentive program for seniors (62 years of age or over) currently residing in family housing properties to relocate to senior only properties.

Seniors living in family developments that agree to relocate to a senior only property will receive three months free rent and the Agency will pay relocation costs and services. Additionally, seniors would receive a \$15 laundry card for their first month. Also, when possible, the Agency will offer a "buddy transfer." Depending on unit availability, buddy transfers occur when seniors living in the same development request to be moved to the same senior building. In order for seniors to qualify for this program, they must be lease compliant and be current with their utility bills.

As of August 1, 2000, there were 1,932 seniors classified as "head of household" who were residing in family developments and who would be eligible for this incentive. The incentive program is expected to begin in January, 2001.

INTEGRATED PEST MANAGEMENT PROGRAM

Each of the private management firms, as part of the Management Agreement, is required to implement an integrated pest control program. The core of any such program is sound property management (e.g., routine extermination services, cleaning and securing vacant units, proper maintenance of dumpster rooms and trash chutes, enforcement of housekeeping standards, etc.). The CHA will continue to work with the CAC and the CHA Health Task Force to assure that adequate measures are being used to address pest issues.

SECTION IV: LEASE AND OCCUPANCY

Pursuant to the Plan for Transformation, CHA created or amended all major leasing and occupancy policies. A summary of the changes made in 2000 is listed below:

- **Senior Site-Based Waiting Lists.** June 1, 2000 marked the implementation of the site-based waiting list for the senior properties. With the new procedures, the screening process, qualifying the applicant, and making unit offers now occurs at the property level.
- **Senior Designated Housing Plan.** Effective June 1, 2000, CHA designated all senior buildings, "senior only." With the designation, CHA senior buildings will admit families 62 years old and older or, if no such families are on the waiting list, CHA may admit near-elderly families, age 50-61. Families under age 50 will no longer be admitted to the senior buildings. In a joint effort with the CHA ADA/504 Compliance Office and the Occupancy Department, alternative housing options are available to residents and applicants under age 50. The options include Section 8 vouchers, family housing, and scattered site housing. Moves are on a voluntary basis. No one is being forced to move. The plan allows residents under 50 years of age to remain in their current unit and also allows applicants to remain on a waiting list according to their date and time of application.
- **Residential Lease Agreement and Contract (Lease).** The Lease outlines both the CHA's and the residents' rights and obligations during tenancy. The Lease was amended to include stronger enforcement criteria through one strike language and changes in termination procedures.
- **Pet Policy.** The Pet Policy outlines the rules for pet ownership, types of pets permitted in CHA housing and the guidelines for pet ownership according to housing type. The Pet Policy was amended to include the following: pet applications, pet deposits, limitations on the type and size of pets, and pet maintenance on CHA property and in common areas.
- **Grievance Procedure.** The CHA Grievance Procedure outlines the steps a resident may take when the resident believes that the Agency acted incorrectly. The Grievance Procedure was amended to include the following: Reasonable accommodations for residents with disabilities participating in the grievance process; a second informal hearing (Informal Hearing II) with the Asset Manager responsible for the contract administration at the resident's site; a process for selection of the hearing officers; amended grievance panels; and allowing families using a temporary Section 8 voucher to access CHA's Grievance Procedures.
- **CHA Leaseholder Housing Choice and Relocation Rights Contract** The contract applies to all leaseholders living in family units that were in occupancy on 10/1/99. It outlines the rights and responsibilities of CHA and the leaseholder in the event that CHA relocates a leaseholder from his or her unit for any reason beyond the leaseholder's control.
- **Protecting the Rights of Persons with Disabilities.** The Admissions and Occupancy Policy protects the rights of persons with disabilities in the following ways:
 - Creates a local preference for admission to accessible housing units for current residents and applicants who need the features of these units.
 - Ensures accessible or adaptable units are made available in accordance with Section 504 of the Rehabilitation Act of 1973.
 - Establishes timeframes for completing approved modifications requested by applicants and residents.

PROPOSED CHANGES FOR FY 2001

ADMISSIONS AND OCCUPANCY POLICY

Amendments to the Admissions and Occupancy Policy are necessary to conform the policy to the new Lease, Relocation Rights Contract, Grievance and Pet policies. In addition, technical changes are necessary to conform the policy to the new regulations that implement the Quality Housing and Work Responsibility Act of 1998 (QHWRA). The amendments to the Admissions and Occupancy Policy were subject to the same comment period as the Plan-Year 2. The revised Admissions and Occupancy Policy is attached in Appendix 10.

ADDITIONAL POLICY CHANGES

- **Community Service Requirements.** The new Lease incorporated QHWRA Community Service Requirements. In 2001 CHA will develop policies and procedures to implement the community service requirements covering resident compliance, exemptions, referrals, and methods of verification.
- **Family Site-based Waiting Lists.** In accordance with QHWRA, Fair Housing/504 requirements, and subject to review and approval by the Gautreaux court, CHA will implement site-based waiting lists at all family sites. Procedures will be revised to permit most of the intake activity, including housing offers, to occur at the site. The procedures will also provide priority for right of return families.
- **Rent Changes.** CHA will continue to use income-based and ceiling rents in 2001. The CHA will explore flat rent options in 2001 for possible implementation in 2002.
- **Lease, Grievance, and Pet Policy.** CHA intends to continue resident and staff workshops on the policies into 2001.
- **Admissions Advisory Committees.** The Admissions and Occupancy Policy encourages property managers, LACs and other recognized organizations to work together to develop Admissions Advisory Committees (AAC). CHA is developing a two-day workshop for residents, asset managers and property managers to establish the framework and procedures within which the AAC will operate. The workshops will stress Fair Housing and privacy issues, provide a detailed review of CHA's screening procedures, and set baseline requirements so that the committees operate consistently from site-to-site. Workshops will commence in the 2nd quarter 2001.
- **Redevelopment Working Groups.** Through the redevelopment process, the working group (in coordinating with the developers and the residents) may identify property specific screening requirements to be applied to families moving back to a redeveloped or rehabilitated property. To assist in that activity, the CHA will draft guidelines for review with the CAC, for use in 2001.
- **Temporarily Close the Waiting List.** By December 31, 2000, the Agency will close the conventional family waiting list on a temporary basis in order to purge and prepare an accurate record of active applicants for the transition to site-based waiting lists at the family properties.
- **City-State Properties.** CHA will review the City-State model lease and make all changes necessary to make the lease consistent with the recent regulatory changes relating to occupancy regulations and procedures. CHA will also begin requiring \$25 minimum rent as required by Federal law. Except for relocatees, CHA will begin requiring that at least forty percent of all new admissions at each City-State property be reserved for extremely low income residents (0-30%).

SECTION V: HUMAN CAPITAL DEVELOPMENT

To improve the quality of services provided to residents, the CHA is shifting its focus from direct service delivery to assisting and facilitating resident access to services in the community. The Plan also emphasizes personal responsibility and self-sufficiency.

This section of the Annual Plan discusses goals for human capital development for FY 2001 and is divided into two parts: 1) service connectors and 2) community supportive services.

1. SERVICE CONNECTORS

The Service Connector initiative assists residents in accessing the appropriate service providers through a system of outreach, assessment, referral and follow-up. The service connectors work at the developments to assist residents in identifying their needs and accessing services to meet those needs. Residents are referred to services that are provided by a vast array of independent service providers and public agencies.

In FY 2000, the Agency placed service connectors in all senior buildings. The Chicago Department on Aging (CDOA) provides service connectors in 42 buildings and private firms provide service connectors in the remaining 14 buildings. The service connector, called Resident Service Coordinator, assesses the needs of residents, links residents with needed services, assists in relocation once residents can no longer live on their own, provides linkages to recreational and educational programs, builds and maintains relationships with residents, builds resident leadership and supports property management. The Resident Service Connector Program ensures that residents in CHA senior buildings have access to the same programs and services as other seniors in Chicago.

By 2nd quarter 2001, Service Connector Programs will be established at all family properties. These programs will be administered by the Chicago Department of Human Services (CDHS), except for three designated pilot programs that will be managed by private management firms.

SERVICE CONNECTOR MODEL: HOUSING PERMANENCE CONTINUUM

The Plan for Transformation outlined a blueprint for the service connector model. However, CHA needed to operationalize the model and define opportunities to link up with the existing supportive service systems. To accomplish this, the CHA worked with the CAC, social service agencies, universities, housing providers, and foundations to further develop the model. Specifically, stakeholders helped define rights and responsibilities of residents, desired outcomes, the role of social service agencies, the role of service connectors, and the role of property managers in relationship to the service connector.

The following description of the Service Connector Model lays out the organizing framework. In 2001, CHA will build upon the model, adding protocols, identifying specific resources, data collection, and performance measurements for residents, service connectors, and service providers.

THE MODEL

The proposed Service Connector Model is built upon a set of beliefs about families and the role of human services in supporting families as they move toward permanent housing. Those beliefs are:

- Families are better off when they have permanent housing and stable employment.
- Over time, stable employment and permanent housing lead to economic self-sufficiency.
- Families have an ability to make choices and take actions that support their own movement towards permanent housing and economic self-sufficiency.
- Each family member is important and his or her well being impacts the family's movement towards housing permanence and economic self-sufficiency.
- When resources are coordinated, timely, and accessible, families make the greatest gain towards permanent housing and economic self-sufficiency.
- Every family should be connected to services that support movement towards permanent housing and economic self-sufficiency.

A set of related outcomes corresponding with these beliefs gives the supportive services common direction. In addition, the outcomes provide a benchmark from which to establish performance measures. The four outcome areas are:

- Housing Permanence/Lease Compliance
- Employment
- Family Stability
- Community Integration

The proposed model identifies points in which services intersect with housing choices, specifically:

- **Housing Choice Point** represents a point at which basic rights and responsibilities are exercised during the redevelopment process. These points are targeted due to the importance of establishing and maintaining lease compliance, meeting any additional relocation terms, conditions and property specific requirements on housing permanence (continued occupancy).
- **Support Service Opportunity Point** targets each of the individual outcomes desired and identifies the necessary array of supports indicated to assist families in taking action that will move them in a positive direction along the continuum.

The goal of the model is to have the Support Service Opportunity Point occur simultaneously with a Housing Choice Point. A Housing Choice Point is the time when social service delivery is most needed and has the greatest impact. Effective service delivery at this point will increase the likelihood that the residents will make the housing choice that best suits their needs and maximizes their movement towards self-sufficiency.

The model suggests three phases along the continuum: the Crisis Phase, the Transition Phase, and the Permanence Phase. Each phase reflects a progressive movement toward the overall outcomes.

PHASE 1: THE CRISIS PHASE

During the Crisis Phase, the family is experiencing a crisis in one or more of the outcome areas (e.g. loss of income, lease violation). The purpose of supportive services is to mobilize a safety net of support services that prevent the family from losing continued housing. Safety net services are not provided by CHA. Rather, these services are delivered by the Chicago Department of Human Services, their delegate agencies, and other not-for-profits. These services may include shelters, transitional housing, supportive housing, or residential treatment services.

PHASE 2: TRANSITIONAL PHASE

The Transitional Phase is the predominant focus of the Service Connector Model. This phase is comprised of three stages: Pre-revitalization, Temporary Transition, and Final Transition.

- **Pre-Revitalization Stage**

The family lives in a development where redevelopment or rehabilitation planning has not yet started, or has recently started. It represents the period before any housing changes are made.

Housing Choice Point: Families must be lease compliant and be prepared to make a housing choice at the time redevelopment plans are finalized.

Supportive Service Opportunity Points: The goal of service provision during this phase is to prepare the families for the impending transition and relocation. Families may need assistance in achieving lease compliance. Additionally, family support systems (i.e. child care, transportation, etc.) may be disrupted due to the move. New support systems can be identified for the family prior to relocation, minimizing disruption. Finally, leaseholders selecting a permanent housing choice which requires a higher level of economic self sufficiency need to prepare for employment (e.g. job readiness, job seeking, and pre-employment activities as well as entry-level employment positions).

- **Temporary Transition Stage**

The family lives in temporary housing during redevelopment.

Housing Choice Point: Prior to moving to their permanent housing unit, a family must maintain lease compliance and when applicable, meet or be engaged in activities to meet property specific requirements.

Supportive Service Opportunity Point: The goal of service provision is to create or maintain stability of the family as it moves toward a more permanent housing arrangement, including stabilizing or advancing employment, maintaining child care, mental health services, substance abuse treatment, transportation, senior support, etc.

- **Final Transition Stage**

The family moves into their permanent housing unit.

Housing Choice Point: The family must maintain lease compliance and if applicable, the family must meet or be engaged in activities to meet property specific requirements.

Supportive Service Opportunity Point: The goal of social service provision is to facilitate housing permanence, including education on financial planning and home maintenance. Relative to employment, the focus is on job retention and wage progression. Service providers will focus on moving families toward economic self-sufficiency, and increasing their ability to approach home ownership of private market housing, inside or outside of the redevelopment.

PHASE 3: PERMANENCE

During this phase it is anticipated that families may choose to mobilize their personal resources and exercise options which may lead them to private market unsubsidized housing. Underlying private market housing options is the assumption that the wage earners' employment situation has advanced to a level where their choices can be made independent of low wage subsidies. Further, it is assumed that members of the household are increasingly self-sufficient and experiencing greater levels of wellbeing.

FACILITATORS

During each phase, appropriate combinations of "facilitators" will coordinate their activities to assure that families are served in the most effective ways, and that outcomes are achieved. The "facilitators" include:

- LAC Presidents
- Service Connectors
- Housing Managers
- Mobility Counselors
- Gautreaux Counselors
- Good Neighbor Counselors
- City/State/Federal/Private Services

A clear understanding of their roles, the points at which they interact, and the shared purpose of their work with the families, is required in order to assure optimal support for families, and movement toward economic self-sufficiency and permanent housing.

IMPROVING ACCESS TO CITY PROGRAMS AND SERVICES

As part of the Service Connector Model, the CHA, the City of Chicago, and its sister agencies developed a comprehensive strategy to ensure that residents have the ability to access a wide variety of City programs and services. Table 11 outlines the City investments, responsible agency, and the outcomes for residents.

Service Connector Model

Housing Permanence Continuum

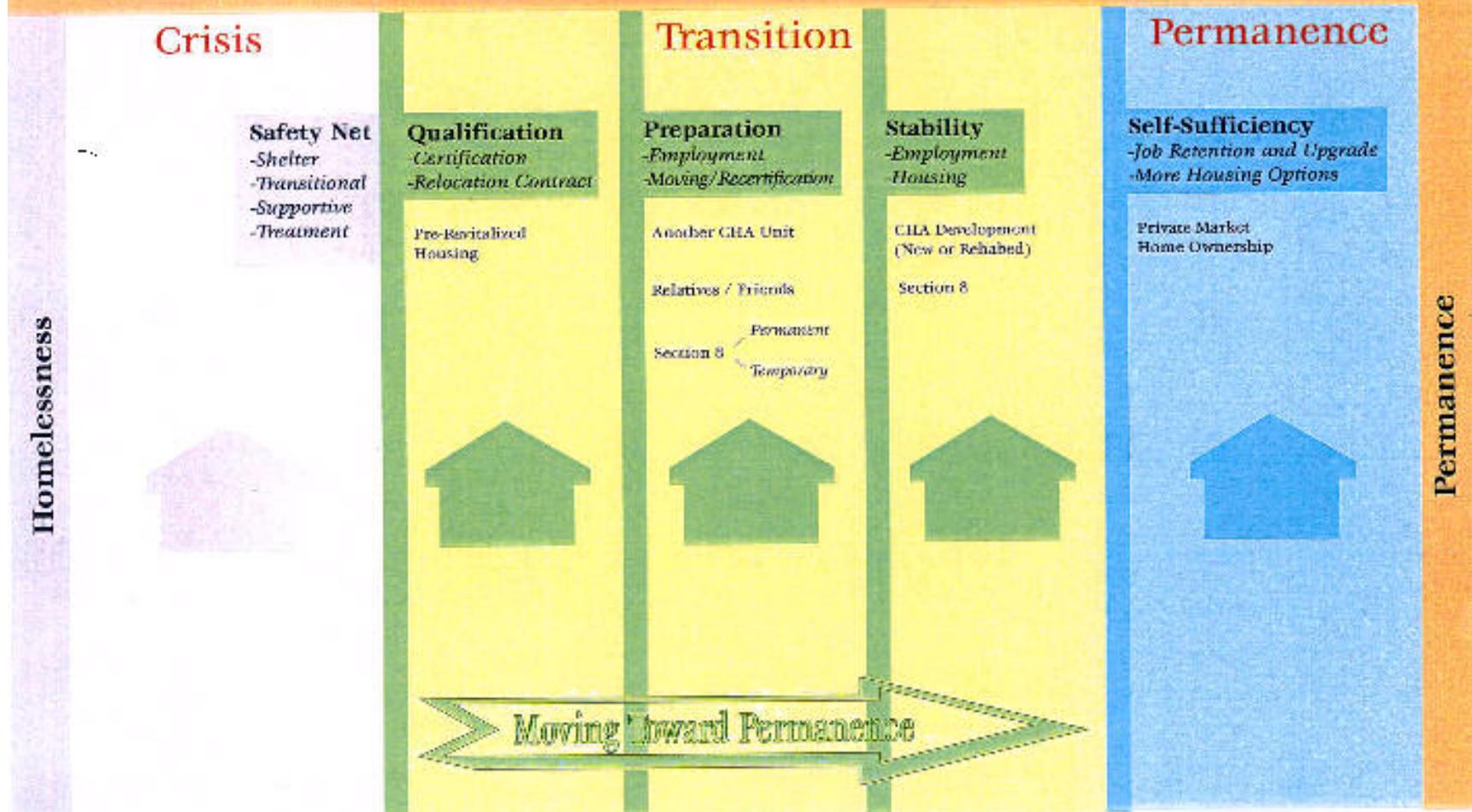


TABLE 11

Improving Access to City Programs and Services

Investments in you and your family	Access to City resources	Support you will have from the City
More jobs	Mayor's Office of Workforce Development	<ul style="list-style-type: none"> ▪ Priority service for CHA residents at One-Stops and with Empowerment Zone providers ▪ Direct referrals to MOWD Welfare-to-Work contractors ▪ Referrals to new and expanded MOWD contractors for job placement and retention services
More CHA adults connected to training and education	Mayor's Office of Workforce Development Chicago City Colleges	<ul style="list-style-type: none"> ▪ Direct recruitment and priority enrollment in specialized, industry specific training ▪ Development and enrollment of residents in career development counseling with a focus on wage progression
More CHA youth graduating from high school with competitive skills	Chicago Public Schools Chicago City Colleges	<ul style="list-style-type: none"> ▪ Recruitment of low performing CHA students for CPS's new fifth year of high school program ▪ Recruitment of high performing CHA students for advanced classes at CCC ▪ More linkages with Workforce Development youth programs
More after school programs to keep youth positively engaged while parents are working	Chicago Department of Human Services Chicago Public Schools Chicago Park District	<ul style="list-style-type: none"> ▪ Assure that youth from previous CHA programs are involved in other after school programs ▪ Assure that CHA youth from closed Boys and Girls Clubs are involved in other after school programs ▪ Assure that CPD and CPS survey CHA youth and recruit for programs in their interest areas ▪ Increase enrollment in current programs in parks and schools near CHA developments
More children enrolled in early childhood education	Chicago Department of Human Services Chicago Public Schools	<ul style="list-style-type: none"> ▪ Recruit and enroll CHA children in half day and full day pre-school programs
More assistance for foster children in schools and at home	Chicago Department of Human Services Chicago Public Schools	<ul style="list-style-type: none"> ▪ Connect CHA foster children with CPS's new foster care counselors ▪ Because one-third of the City's foster children are from CHA families, CHA will be a key focus of the Mayor's new foster care task force
More CHA children (aged 0 – 5) immunized	Chicago Department of Public Health	<ul style="list-style-type: none"> ▪ Preschools will monitor and complete immunizations for all the children enrolled in their programs by working with CDPH ▪ CDPH will enhance its outreach strategy for children ages 0 – 3 years old in CHA

Investments in you and your family	Access to City resources	Support you will have from the City
More summer jobs for CHA youth	Mayor's Office of Workforce Development	<ul style="list-style-type: none"> ▪ Increase beyond 1000 the number of CHA youth in summer jobs
More resources committed to helping families with substance abuse treatment and recovery	Chicago Department of Public Health Mayor's Office of Substance Abuse Prevention	<ul style="list-style-type: none"> ▪ Enroll families from Ida B. Wells in pilot treatment and recovery home project ▪ Comprehensive community-based approach to substance abuse prevention and treatment project slated to be initiated in Chicago (CASA Project) ▪ Identify and pilot more effective, long term substance abuse treatment strategies
More interactions with CAPS officers	Chicago Alternative Policing Strategy	<ul style="list-style-type: none"> ▪ COP STOPS will be initiated in the CHA senior buildings ▪ Organize additional CAPS strategies in conjunction with residents in family developments
More outreach and marketing to help CHA residents know about and use city services	City agencies and departments, service connectors Illinois Department of Human Services Chicago Public Schools	<ul style="list-style-type: none"> ▪ City will develop a list of services and programs adjacent to CHA developments ▪ Flyers on city programs and services to be included in resident rent statement ▪ Property managers to provide materials and information on city services ▪ Outreach and connection strategy to be devised by parks and schools ▪ IDHS case managers to be provided with information and materials for clients ▪ IDHS will include a list of City services on their automated resource directory ▪ Service connectors, as part of family assessment, will target children and youth for programs
More Section 8 and scattered site residents will be able to access city services and programs	Chicago Department of Human Services Chicago Department of Public Health	<ul style="list-style-type: none"> ▪ Call center strategy will be implemented for Section 8 and scattered site residents to ensure that they have access to all programs, services, agencies, and departments that CHA residents have access to directly through the service connectors ▪ CDPH will maintain a database of Section 8 families to help them access health care

2. COMMUNITY SUPPORT SERVICES

While CHA is no longer providing direct services and programs, CHA does provide funding for numerous activities which help build stronger communities.

TRANSFER OF FUNCTIONS

Since late 1999, the Agency has transferred many resident programs formerly administered by the CHA to other City or community agencies with greater program capacity. In order to ensure that all intergovernmental agreements and outsourcing contracts are adhered to, the Agency will establish a new monitoring and compliance office within the Programs department.

RESIDENT LEADERSHIP DEVELOPMENT

The Agency will continue to provide funding to support resident leadership. The CHA allocated \$1.4 million in 2001 to support the Senior Housing Advisory Councils, the Central Advisory Council and the Local Advisory Councils.

TENANT PATROLS

CHA will continue the CHA Tenant Patrol Program in 2001. The Program is an organization where resident volunteers (approximately 1,200 in number) help to create and maintain a secure living environment. The program is part of CHA's comprehensive safety strategy. Residents are trained to patrol, observe and report hazardous conditions. The volunteers of the Tenant Patrol Program will continue to collaborate with the Community Alternative Policing Strategy (CAPS) program.

ENVIRONMENTAL HEALTH ISSUES

In 2000, the CHA helped facilitate an Environmental Health Task Force in coordination with the Chicago Department of Public Health. The 100 member task force included health care providers, policy makers, federal agencies, city agencies, universities, and CHA residents. The task force looked at environmental health issues in order to provide policies and programmatic recommendations. The task force submitted its report to CHA in the fourth quarter of 2000. CHA will create its own task force to ensure timely analysis and implementation of recommendations.

In addition, CHA has applied for and continues to apply for outside funding to support health initiatives including grants for integrated pest management and asthma education initiatives. In addition, CHA was recently awarded an Environmental Justice grant to provide education on asthma in Washington Park.

JOBS INITIATIVE FOR PERSONS WITH DISABILITIES

CHA, in partnership with I AM CARES, received a \$1.1 million grant from the U. S. Department of Education for a special demonstration project for CHA residents with disabilities. The goal of the program is to build and expand economic opportunities for persons with disabilities through support service provision, skills development, job placement and career advancement. The program will serve 600 residents over 4 years, beginning January 2001.

FUNDRAISING PARTNERSHIPS

The Plan for Transformation outlined an aggressive revenue development strategy that would increase outside resources for resident services and community development. The CHA committed to increasing outside funding sources to \$50 million over the next five years to enhance the level of services being provided to CHA residents. Since CHA is outsourcing many of its functions, much of the outside resources being raised or identified to support the transformation of public housing in Chicago have been directed to local community organizations, non-profits, and other city agencies that have more expertise in delivering those services.

Since January 2000, \$14.2 million in new funds and leveraged resources have been secured. This increases the current annual outside resources to \$23.2 million total. Approximately \$7.5 million has been committed by the John D. and Catherine T. MacArthur Foundation, due to their significant interest in improving public housing and the potential impact Chicago's experience could have on the national housing landscape.

The CHA will continue to identify outside resources to support its ongoing transformation. In 2001, the goal will be to increase outside funding by another \$10 million to reach \$30 million.

Areas of focus for revenue development include economic development, employment and training, youth programs, education, preventive health services, safety and security, community beautification and facility improvements, and senior services.

ENDOWMENT TRUST

The Agency will explore the establishment of an endowment trust to support social services, which could realize a number of benefits. The principle of an endowment is to invest funds that will be used over an extended period of time. An initial investment up front would guarantee supportive services in the future. Additionally, these funds would be invested thereby earning interest income. Determining the amount to be spent each year and the length of the endowment would be negotiated based on the Plan for Transformation timeline and the partner organizations involved.

An endowment also offers the potential to leverage outside funds to match the CHA endowment. There is a general reticence to give donations to government institutions -- foundations, individuals and corporations would be more likely to support an established foundation. If the endowment is set up in an existing foundation/trust, there would be potential to build on any original donation base. Finally, it should be noted that there has been some initial interest from foundations and donors in matching the CHA endowment trust funds.

SECTION VI: SECTION 8 RENTAL ASSISTANCE (LEASEDHOUSING)

The CHA administers 29,428 units under the Section 8 Housing Choice Voucher and Moderate Rehabilitation programs. In 1996, the Agency procured a third-party administrator for these programs and, in FY 2000, the CHA extended the contract for two years (April 1, 2000 through March 31, 2002).

SECTION 8 UTILIZATION AND LEASE-UP

Currently the CHA has a total allocation of 27,359 Section 8 Vouchers, of which 25,382 are leased up. With adjustments for special use vouchers, this represents a 100% lease-up rate. The target lease up rate for 2001 will be 97% or greater. The Agency expects to utilize 1,200 vouchers annually in FY 2001 through FY 2004 to accommodate the number of households estimated to choose a Section 8 voucher (permanent or temporary) as a result of the redevelopment process.

In accordance with the one-for-one replacement guarantee in the MTW Agreement, the Agency is requesting 4,553 new vouchers to match the number of units demolished in FY 2000. With the MTW block grant authority, the Agency will use the funding from these vouchers for relocation, counseling, and other housing initiatives, including accommodating the demand for vouchers among nonelderly disabled residents residing in senior designated housing.

CONTRACT MONITORING

The CHA Section 8/Relocation Department Quality Control (QC) Section provides quality control on specific requirements contained in the Contract for the Administration and Operations of the CHA's Section 8 Program. In FY 2000, CHA renegotiated the contract with its private administrator, CHAC, to include the following:

- Increase FFS enrollment from 900 to 1,200 by December 2001. Current number of families enrolled in the Family Self-Sufficiency Program is 1,007.
- Market the program to potential landlords and owners in nontraditional areas.
- Conduct community outreach in each ward to inform stakeholders about the progress of the Section 8 program and to market the program to potential landlords and owners in non-traditional areas.
- Improve processing timeframes to expedite the relocation process for families moving from public housing to Section 8 (see below).

Action Step	Old Process Time Frame	New Processing Time Frames
Initial CHAC interview	2 weeks from CHA orientation	5 business days from counseling agency referral
Issuance of voucher	2 weeks from eligibility and determination (3 rd party documentation and support information)	5 business days from eligibility determination
Unit first inspection	3 days from receipt of Request for Lease Approval	2 business days from receipt of Request for Inspection
Lease Addendum/HAP contract signing	5 days from rent negotiation	2 business days from CHA security deposit ready date and/or willingness to sign documents

In accordance with the above, the QC section will conduct random inspections of files and units to assure compliance.

FAIR HOUSING COMPLIANCE TESTING

In FY 2001, the Agency will contract with a third party to conduct fair housing compliance testing. The testing will also help identify and address barriers to residents successfully locating housing in low poverty areas (i.e. housing discrimination)

IMPLEMENTATION OF THE REVISED ADMINISTRATIVE PLAN

The Administrative Plan was revised and available for public comment from July 128, 2000, with a public hearing on July 19, 2000. Highlights of the revisions include:

- Targeting of not less than 75% of new admissions to the Housing Choice Voucher Program to extremely low income families (incomes at or below 30% of the median income for the Chicago MSA).
- Criminal background checks will be conducted on all applicant family members 17 years of age and older and individuals convicted of manufacturing or producing methamphetamine will be terminated.
- Voucher term period was revised from 120 days to 180 days (or six months) from the first issuance. The term period for CHA relocatees can be extended.
- The Section 8 Homeownership Program will be added and described in general terms, pending future recommendations.
- Lease Purchase Agreement allowing families to enter into a lease with the option to buy (subsidy not used towards purchase).
- The Grievance Procedure process was expanded to ensure that relocatees would receive the same rights to hearings consistent with the Residents Relocation Rights Contract.

RENT REASONABLENESS

The reasonableness of the rent requested by the owner will be determined by considering the following factors: location; quality; size; unit type; age of the contract unit; amenities; housing services; maintenance; and utilities provided by the owner in accordance with the Lease. CHAC maintains market survey information on rents for comparable units in the area. Market survey information that is more than 24 months old is not used for determining rent reasonableness.

INSPECTION STRATEGY

In 2001 CHAC will continue to complete at least 95% of the annual inspections on a timely basis. Additional staff will be hired and trained by January 2001 to conduct both annual and pre-contract inspections. Based on the projected leasing schedule, approximately 25,630 annual inspections will be conducted on units leased through December 31, 2000.

A new automated scheduling system was been developed to schedule inspections for new moves, which were previously tracked manually.

The HQS QC Program will be enhanced in 2001 by increasing the number of reviews of randomly selected annual inspection files. The QC staff will determine if the inspection was completed on time, and resulted in either a pass rating, or an abatement of the subsidy for the unit. The randomly selected number of units will be increased for QC inspections. CHA Section 8 Department developed QC training as part of its monitoring efforts. Staff has been certified in HQS and will begin QC sampling of units in the 1st quarter 2001 as part of on-going monitoring.

HQS ENFORCEMENT

The HQS Department reorganized to improve the enforcement of its inspection operations. Changes include increased staffing, departmental restructuring, a new tracking system, a 24-hour messaging system, and extended hours of operation.

LANDLORD OUTREACH

Outreach to property owners is conducted on an ongoing basis to increase the number of landlords willing to participate in the Section 8 program. Monthly workshops are held for both current and potential Section 8 landlords. CHAC also prepares a monthly newsletter for Section 8 landlords.

Presentations will be conducted for realtors, agents, and apartment associations to improve the image of the program and describe program requirements and opportunities. Continued efforts will also be made to contact and encourage owners with units designed or adapted for person with disabilities or owners that may be willing to adapt units to participate in the program. Outreach will be intensified in opportunity areas through regional incentive initiatives.

In addition, CHA is working with faith-based and other housing and community organizations to secure additional housing opportunities, as well as entertaining plans for conversion of vouchers for use in mixed income developments throughout the region.

ACCESSIBILITY

In order to increase accessibility options under the Section 8 Program to persons with disabilities, CHA has established a fund which awards grants to Section 8 tenants with disabilities to underwrite the cost of modifying their unit and/or building to make it accessible. This program is a joint partnership between Access Living (an advocacy and service organization for persons with disabilities) and the CHA's contractor (CHAC) and is designed to address the critical shortage of affordable accessible housing in Chicago through financing improvements to existing units.

CHAC has sub-contracted with Access Living to provide mobility counseling and assist families in locating accessible housing. Reports and tracking of families assisted by this fund will be reported to CHA on a quarterly basis. There were 12 families served under this program in 1999.

CHAC has also continued its administration of an Access Improvement Fund for landlords and voucher holders who require modifications to their unit to accommodate persons with disabilities.

SERVICE CONNECTORS

In FY 2000, the Agency developed a Service Connector Pilot Program to assist Section 8 households in Chicago's South Shore neighborhood to access services such as career counseling, home management and budgeting workshops, social services and mental health services in their new communities.

In FY 2001, the program will be expanded citywide. CHAC is also exploring the idea of site offices in other Chicago areas. This will be based upon further discussion and progress of the pilot program.

MOBILITY COUNSELING FOR SECOND MOVES

In addition to the relocation and mobility counseling discussed in the Relocation Section, the Section 8 program offers mobility counseling to encourage participating families to make informed choices about their second move. The program also encourages families to move to housing located in opportunity areas where the percentage of poverty is less than 24%. The CHAC mobility counseling program includes, but is not limited to:

- Listing service/available rental units.
- Fair housing training.
- Housing Search Techniques.
- Repairing bad credit, budgeting the family income.
- Presenting the Section 8 Program to a new landlord.
- Negotiating the Rent.
- Mentoring families who have successfully moved to housing in low poverty neighborhoods.

In order to encourage landlords with units located in low poverty areas to participate in the Section 8 program, CHA will provide incentives such as:

- In 2001, CHAC is proposing that HAP Payments be retroactive from the date of agreed contract rent between the owner and CHAC.
- CHA will implement new HUD provisions that will allow a higher payment standard than is currently used to determine FMR.
- CHAC will issue checks on a weekly basis instead of twice a month.

In 2000, of the 25,382 families leased, 38.9% of families with children reside in lowpoverty areas, an increase from the 1999 figure of 37%.

SECTION 8 HOMEOWNERSHIP PROGRAM

On September 12, 2000, HUD implemented the final rule regarding the homeownership option authorized by QHWRA that will allow housing authorities to provide tenant-based assistance to an eligible family that purchases a dwelling unit and plans to occupy the unit.

CHAC is developing a program with applicable policies and procedures in accordance with HUD's final rule on Homeownership. In 2001, CHAC will begin offering a Section 8 Homeownership Program on a pilot basis to between 25 and 50 Section 8 households. The purpose of the pilot is to identify issues that will need to be addressed prior to opening the program for a broader client population. A detailed description of the rules and requirements for participation in the homeownership option is not finalized. Program qualification policies and procedures are currently being developed. Once established, the program will be approved by the CHA Board of Commissioners and incorporated into the Administrative Plan.

EXPANDED USE OF PROJECT-BASED SECTION 8

Under MTW, the Agency received a waiver of the statutory limit of 15% of Section 8 vouchers to be used for projectbased assistance. In 2001, the CHA will develop a plan to utilize this authority. In general, the Agency is considering expanded use of projectbased assistance to increase housing opportunities in non-impacted areas and to increase the supply of housing for persons with disabilities.

LATINO CONSENT DECREE

Pursuant to the Latino Consent Decree, additional efforts will be made in order to:

- Monitor CHAC's compliance with the Consent Decree.
- Increase the number of Latino/Spanish speaking landlords.
- Provide bi-lingual staff in all Latino Site Offices and CHAC administrative offices.
- Provide Spanish speaking mobility counselors.
- Continue funding the Latino Site Offices in 2001.

In addition, 500 vouchers issued as a result of the Latino Consent Decree expired October 31, 2000. Normally, these vouchers would return to the general voucher pool. However, the Agency will continue to reissue these vouchers to Latino families through 2004.

LEAD POISONING PREVENTION

The Agency will create a task force to develop strategies to increase the percentage of lead safe housing in the section 8 program. Section 8 department and CHAC are training staff on the new HQS procedures and is increasing their landlord education efforts in compliance and enforcement of this area.

SECTION VII: PROTECTIVE SERVICES

Under the Plan for Transformation, CHA allocated \$12 million annually to the City of Chicago for three years for targeted law enforcement in CHA buildings. Amounts in future years will be assessed as the Agency affects building closures and demolitions.

LAW ENFORCEMENT

In addition to the \$12 million contributed by the Agency, the City is receiving a threeyear COPS grant from the U.S. Department of Justice. Under this combined program, CPD will:

- Provide coverage on two shifts;
- Target largest and most troubled developments first;
- Locate five police facilities in public housing;
- Institute vertical foot patrol teams for the family high rises;
- Provide officers for senior buildings for a minimum of one shift daily;
- Dedicate more than 500 sworn personnel to public housing;
- Investigate licensed premises in and adjacent to public housing developments in order to eliminate criminal opportunities in and around public housing developments;
- Conduct follow-up investigations for repeat domestic violence victims;
- Expand the Chicago Area Policing Strategy (CAPS) in additional developments;
- Begin accessing various databases to compare addresses of registered sex offenders to CHA addresses to ascertain potential dangers associated with sexual predators in such close proximity to children;
- Continue to coordinate efforts with CHA staff and private managers;
- Expand contact with at-risk youth during vertical patrols, creating new and positive relationships between police and residents; and
- Create safety teams, comprised of residents, police, private management, LAC members, and local stakeholders to address crime problems.

CONTRACT SECURITY GUARDS

Approximately \$3 million in the operating budgets assigned to the private managers of senior buildings is targeted for contract security guard services. This will assure at least one shift daily of contract guard service. The actual hours worked are determined by the private managers in consultation with the residents. Another \$2.0 million is allocated for security services and boardups in family buildings, which is used to supplement/reinforce police services.

In deploying officers, the City will follow its successful CAPS model described in Table 12 below:

TABLE 12

CAPS IN THE CHA	
CAPS Model	The CAPS model for taking back neighborhoods will be used to guide the activities of the police, CHA residents, and other City services.
Model Goal	To strengthen and revitalize CHA developments plagued by crime and the related social decay associated with it, by employing: <ul style="list-style-type: none"> ▪ Enforcement resources to reclaim the developments from the criminal element ▪ Community organizing and other service resources to motivate and mobilize residents and stakeholders to action ▪ Other needed community development resources (both social and economic) to help residents and police sustain a safe, healthy, and productive living environment
CPD Public Housing Section Expanded	CPD Public Housing Section expanded significantly: <ul style="list-style-type: none"> ▪ Unit strength increases by approximately 300 sworn members ▪ Vertical and foot patrol teams created ▪ 2nd, 3rd watch coverage (1st watch by district) ▪ Largest, most troubled developments targeted first ▪ Support from district, other CPD specialized units ▪ Deployment of senior citizen officers for senior housing developments
Vertical and foot patrol team responsibilities	Team members will perform duties similar to those of beat officers. <ul style="list-style-type: none"> ▪ Meet with residents at monthly security meetings to identify and prioritize problems ▪ Complete Beat Plan Forms for priority problems (these will be integrated into the Beat Plan) ▪ Implement priority problem strategies ▪ Attend beat community and beat team meetings ▪ Develop an in-depth knowledge of targeted area by preparing a Profile, regularly interacting with residents and completing service requests ▪ Answer calls for service and maintain high visibility patrol
Management Accountability	Overall accountability for integrating public housing into CAPS lies with the district commander and the area deputy chief. <ul style="list-style-type: none"> ▪ Public Housing Section lieutenants serve as members of the affected District Management Teams ▪ Public Housing Section commander serves a member of CAPS Area Management Teams
Physical Presence	Five community-based facilities to be established or taken-over.

SECTION VIII: SECTION 3 AND MBE/WBE

The transformation of public housing provides a major opportunity to support small and disadvantaged businesses and to promote employment opportunities (in construction, management, and services) for residents and other low income individuals. The CHA is committed to providing that opportunity through carefully targeted Section 3 and Minority Owned Business/Women-Owned Enterprises (MBE/WBE) programs. As described in CHA's MTW Agreement, "the CHA will set goals of 50% for MBE/WBE and Section 3 businesses participating in construction contracts, to the fullest extent permitted by law and will establish a program to encourage local hiring..."

SECTION 3 AND APPRENTICESHIP

In FY 2000, all Section 3 procedures were completely revised to strengthen the hiring or contracting with CHA residents. Subject to approval by CHA's Board of Commissioners, the CHA will achieve its Section 3 goals through the following means:

Hiring

- At least 30 percent of the aggregate number of full time new hires for a one year period must be Section 3 residents, with a preference for residents at the property where the work is being performed.

Contracts

- At least 10 percent of the total dollar amount of all Section 3 covered contracts for building trades work for maintenance, repair, modernization, or development of public housing, for building trades work arising in connection with housing rehabilitation, housing construction, and other public construction.
- At least 3 percent of the total dollar amount of all other contracts.
- CHA's preference is to contract directly with a Section 3 business or contract with vendors that subcontract to a Section 3 business. In either case, CHA's preference is further defined to require such businesses to employ CHA residents for the property where the work is being performed.

Other Economic Opportunities

- Providing other economic opportunities, including parttime employment, training, and/or business related opportunities for CHA residents.

CHA procurement personnel are now required to include Section 3 goals and procedures in all applicable procurements. Contract Compliance and Procurement Personnel are required to address and explain Section 3 goals to contractors at pre-bid conferences, and review and approve the contractor's Section 3 plans prior to issuance of a notice to proceed. Resident organizations and compliance personnel work together to identify qualified residents for employment opportunities generated by the Section 3 program.

In FY 2000, the Agency assisted public housing residents in enrolling in the pilot class of the City of Chicago's new Skill Builders Apprenticeship Program. The Agency will continue to link up with this apprenticeship effort.

MBE/WBE

To help achieve the overall goals listed in the MTW Agreement for MBE/WBE and Section 3 businesses, the Agency's goals for MBE/WBE currently are as follows and are being reviewed:

Construction Contracts

- 25 percent of the contract amount for contracts under \$200,000
- 30 percent for contracts between \$200,000 and \$500,000
- 35 percent for contracts between \$500,000 and \$1,000,000
- 40 percent for contracts in excess of \$1,000,000

Materials and Supplies

- 20 percent of the contract amount, regardless of size

NEW PROCUREMENT POLICY

Under the MTW Agreement, CHA was given the authority to develop a localized procurement policy which, among other things, eliminates the need for prior HUD approval as required in 24 CFR pt. 85.36 and allows CHA to use qualification-based procurement for various professional services. A copy of the policy is in appendix 11.

PROGRAM ENHANCEMENT

In FY 2001, projected program enhancements will include the following:

- Focusing on implementing and enforcing the new policies;
- Implementing a Section 3 goal compliance tracking system to benchmark performance of the program;
- Hosting vendor fairs to generate interest in CHA business opportunities and to encourage partnerships between majority and minority firms;
- Partnering with sister agencies, through intergovernmental agreements, in order to foster a more comprehensive approach to Section 3 and MBE/WBE;
- Completing an assessment of the Agency's current Section 3 and MBE/WBE initiatives; and
- Continuing to improve the MBE/WBE program, focusing on training and compliance tracking.

BUSINESS RESOURCE CENTER

The CHA Business Resource Center (BRC) will begin operating during 1st quarter 2001. The BRC shall serve as a training, technical assistance, referral and resource clearing house for Chicago area businesses. In addition, particular attention will be focused on MBE/WBE, Section 3, and resident-owned businesses. The BRC's objective is to provide education, training, and technical assistance services that will equip businesses with the resources and skills necessary to fully participate in CHA's contracting opportunities.

Services provided by the BRC shall include:

- Recruitment and Community Outreach
- Assessment
- Business Education and Training
- Individual and Group Technical Assistance
- Finance and Budgeting Assistance
- Matching Services
- Capacity Building
- Mentor - Protégé Program

Minority participation in construction contracts awarded in 2000 is outlined in the chart below.

**Chicago Housing Authority
Construction Contracts Awarded in FY2000
01/01/00 to 10/1/00**

	YTD Total Awards	Minority Participation	
		Goal	Actual
Contracts under \$200,000	\$ 1,768,565	25%	\$ 1,184,636
Contracts \$200,000 to \$500,000	\$ 3,109,000	30%	\$ 932,700
Contracts \$500,001 to \$1,000,000	\$ 580,700	35%	\$ 203,245
Contracts over \$1,000,000	\$ 13,777,810	40%	\$ 5,511,124
Material and Supplies	\$ 62,970,381	20%	\$ 33,172,109
Total All Contracts	\$ 82,206,456		\$ 41,003,814

SECTION IX: AGENCY FUNDING

Total sources of FY 2001 funds are estimated at \$788 million. These amounts, along with their uses, are shown in Table 13. Narrative explanations are provided below. Additionally, Appendix XIII contains the Agency's FY 2001 All Funds Budget and Appendix XIV contains the FY 2001 Estimated Capital Expenditures (By Development)⁵

SOURCES

- **Rental Income/Public Housing.** Based on a \$3.5 million reduction in the current rent roll as a result of planned building closures.
- **Rental Income/City State.** This figure is based on current collections projected through yearend.
- **Non-dwelling Rentals.** Figures based on current year collections projected through yearend.
- **Other Income.** Includes tenant charges and services. Figures based on current year collections projected through year-end.
- **Investment Income.** Projected based on CHA's average monthly cash balance at an average oneyear Treasury bill rate.
- **Drug Elimination.** Assumes \$8.9 million in new funds in FY2000.
- **City State Operating Subsidy.** Based on Housing Assistance Payments and occupancy levels.
- **City State DCCA Grant.** Budgeted at \$500,000 in FY2001 for the rehabilitation of City/State Properties.
- **Other Grants.** Includes Department of Labor, Victim Assistance, Earnfare, RTA Job Access and Resident Opportunity Self-Sufficiency Grant.
- **Federal Operating Subsidies.** Based on MTW agreement. Assumes 4,553 units are demolished in FY 2000 and 2,922 units in FY 2001. Also assumes congressional funding at 98.5 percent of eligibility.
- **HOPE VI Funds.** Anticipates receipt of \$105 million in revitalization grants for Stateway, Taylor, and Rockwell and \$55 million for demolition.
- **Capital Grant Fund.** Based on an anticipated award of \$139 million in new capital funds in FY2001.
- **Section 8 Grant.** Estimated based upon 97% lease-up of existing allocations as well as 4,553 new replacement housing vouchers.

⁵ Table 13 (Sources and Uses-FY2001 Funds) shows the new funds anticipated to be received in FY2001, along with their intended uses. Some of these funds, particularly capital, will not be spent in 2001. Actual expenses for 2001, from new and prior year funds, is shown in Appendix 13 (FY2001 All Funds Budget). A detailed listing of the capital expenses in FY2001 is found in Appendix 14 (FY 2001 Estimated Capital Expenditures (By Development)).

USES

Operating

- **Overhead.** Includes staff for all central office support functions and related fringe and sundry.
- **Utilities.** Includes \$39.4 million for public housing and \$1.7 million for City/State.
- **Operations/Private Management** Includes funds for the offices of Asset Management and Operations as well as the budgets assigned to each property (federal and City/State). Property budgets based on \$290 PUM for senior buildings and \$310 PUM for family buildings. Each deprogrammed unit will receive \$175 PUM, except closed buildings, which will receive \$25 PUM. Also includes supplemental funds for heating plant labor at family properties.
- **Resident Programs.** Includes programs funded with both agency resources (Service Connectors, CAC support, Family Investment Center, Tenant Patrols, etc.) and programs funded from outside grants (ChildCare, Summer Meals, etc.). Also includes resident program expenditures in HOPE VI programs.
- **Protective Services.** Amount provided to City of Chicago Police for targeted patrols. Does not include Department of Justice COPS Grant, which is received by the City.

Section 8 Housing

- **Contract Management Fees.** Fees to private contractor to administer Section 8 program.
- **Contract Monitoring.** Includes salary, fringe, and sundry for contract monitoring staff.
- **Relocation and Mobility Counseling.** Represents funds for relocating public housing residents and for mobility counseling.
- **Special Housing Initiatives.** Represents funds for special Section 8 housing initiatives, e.g., project-based Section 8 and the MetroLinks Project (a supply-oriented regional housing voucher initiative).
- **Housing Assistance Payments.** Includes payments to private landlords.

Capital Expenses

- **Technical Staff.** Includes salary, fringe, and sundry for Capital Construction and Development Management staff.
- **Architectural & Engineering.** Includes both Architectural & Engineering firms and construction management firms.
- **Building Improvements.** Includes construction activities related to the Plan for Transformation in FY2001.

Operating Reserves

- Includes reserves for Low Rent, City/State, and Section 8 in the amount of \$13.9, \$9.5 and \$8.8 million respectively. It is anticipated that reserves are adequate to cover unexpected uses in FY2001.

**CHICAGO HOUSING AUTHORITY
SOURCES & USES
FY2001 FUNDS**

SOURCES	FY2000	FY2001
Rental Income/Public Housing	39,000,000	35,500,000
Rental Income/City State	1,257,000	1,250,000
Non-dwelling Rentals/Public Housing	227,000	29,000
Non-dwelling Rentals/City State	4,000	12,000
Other Income	145,000	410,000
Reserves	10,599,000	0
Investment Income	<u>947,000</u>	<u>1,072,000</u>
Total Receipts	52,179,000	38,273,000
Drug Elimination FY1999	8,444,000	0
Drug Elimination FY2000	0	8,924,000
City-State Subsidies	6,886,000	6,666,000
City-State Grant- DCCA	7,500,000	500,000
Other Grants	14,333,000	9,174,000
Federal Operating Subsidies	178,636,000	170,136,000
Hope VI	65,000,000	160,000,000
Capital Grant Fund	<u>145,000,000</u>	<u>139,000,000</u>
Sub-total Grants and Subsidies	425,799,000	494,400,000
Section 8 Grant	212,601,000	255,629,000
Total Sources	\$690,579,000	\$788,302,000

**CHICAGO HOUSING AUTHORITY
SOURCES & USES
FY2001 FUNDS**

USES	FY2000	FY2001
Overhead	\$50,404,000	\$35,197,000
Utilities	42,599,000	41,117,000
Operations/Private Management	143,598,000	134,038,000
Resident Programs	26,041,000	22,675,000
Protective Services	<u>15,011,000</u>	<u>12,252,000</u>
Total Operating Expenses	277,653,000	245,279,000
Contract Management Fees	16,771,000	18,702,000
Contract Monitoring	2,017,000	1,651,000
Relocation & Mobility Counseling	2,500,000	10,000,000
Special Housing Initiatives	0	17,647,000
Housing Assistance Payments	<u>191,313,000</u>	<u>207,629,000</u>
Total Section 8 Housing	212,601,000	255,629,000
Technical Staff	1,200,000	7,481,000
Architectural & Engineering Fees	8,600,000	11,835,000
Building Improvements	112,720,000	94,157,000
Contingency	<u>11,100,000</u>	<u>8,040,000</u>
Total Capital	133,620,000	121,513,000
Hope VI- Demolition	30,000,000	55,000,000
Hope VI- Revitalization	<u>35,000,000</u>	<u>105,000,000</u>
Total Hope VI	65,000,000	160,000,000
Total Uses	\$688,874,000	\$782,421,000
Surplus/-Deficit	\$1,705,000	\$5,881,000
Beginning Operating Reserve	\$35,192,000	\$26,298,000
Ending Operating Reserve	\$26,298,000	\$32,179,000

LIST OF APPENDICES:

- Appendix I - Moving To Work (MTW) Program: Background and Requirements
- Appendix II - CHA/CAC Comment Grid
- Appendix IIIA - Detailed Listing of Potential Street Disposition Activity for FY 2001
- Appendix IIIB - Detailed Listing of Potential Property Disposition Activity for FY 2001
- Appendix IV - Detailed Listing of All Buildings to be Demolished, FY 2001-2004
- Appendix V - Model Working Group Composition for Redevelopment
- Appendix VI - Property Management Goals Table
- Appendix VII - Property Management Performance- October 2000 Indicators
- Appendix VIII- Demographic Information
- Appendix IX - Section 8 Leasing Information
- Appendix X - Public Housing Drug Elimination Program (PHDEP) Plan
- Appendix XI - Admissions & Occupancy Policy Proposed Amendments Summary
- Appendix XII - Procurement Policy
- Appendix XIII - FY2001 All Funds Budget
- Appendix XIV - FY2001 Estimated Capital Expenditures (By Development)
- Appendix XV - MTW Funding Submission Forms

APPENDIX I:

MTW Program: Background, Requirements and Proposed Amendments

BACKGROUND AND REQUIREMENTS

The Chicago Housing Authority (CHA) is one of twenty four public housing agencies (PHAs) nationwide currently participating in the Department of Housing and Urban Development's (HUD) Moving to Work Demonstration Deregulation Program (MTW). MTW was approved by Congress in Section 204(a) of the Omnibus Consolidated Reversions and Appropriations Act of 1996 (Public Law 104-134).

The stated purpose of the MTW is to allow participating PHAs the "opportunity to design and test innovative housing and self-sufficiency strategies for low-income families" by giving PHAs "expansive new authority to use HUD assistance flexibly and to design demonstration programs outside the restrictions of the United States Housing Act of 1937..." HUD's goal for the demonstration is threefold:

- To reduce cost and achieve greater cost effectiveness in Federal expenditures;
- To give incentives to families with children where the head of the household is working, is seeking work, or is preparing for work by participating in job training, educational programs, or programs to assist people to obtain employment and become economically self-sufficient; and
- To increase housing choices for low-income families.

ANNUAL PLAN AND ANNUAL REPORT

As part of the MTW, each year the CHA will develop an Annual MTW Plan to describe the MTW activities planned for the fiscal year. The CHA's fiscal year begins on January 1, 2001 and ends December 31, 2001. A public hearing is required before the Board of Commissioners may adopt the Plan and submit it to HUD. In all but the first year of MTW, or as allowed by HUD, the Plan is required to be submitted to HUD for its review no later than 60 days prior to the start of CHA's fiscal year, which would be October 30, 2001.

The CHA will also provide an Annual Report that summarizes the activities of the fiscal year, and discusses its efforts in relation to the goals and policies set forth in the Annual Plan. The Annual MTW Report takes the place of all other conventional HUD performance measures, and is submitted to HUD within 60 days of the completion of the CHA's fiscal year, by February 28, 2002.

CLARIFICATIONS OR AMENDMENTS TO THE MTW AGREEMENT

As required under the MTW Programs, housing authorities must indicate in their annual plan any proposed changes or modifications to its MTW Agreement and Plan. Proposed changes, clarifications or adjustment to CHA's MTW Agreement are listed below.

The Capital Plan

- **Section 202.** Cabrini Rowhouses and Dearborn Homes are not subject to the consequences of failing the Section 202 viability test.
- **Prior Year Capital Funds.** The Agency is authorized to use modernization funds from years prior to implementation of MTW (FY 98, 99) in accordance with this agreement. In requisitioning all capital funds, the Agency will request the funds using a single MTW line item.
- **Funding guarantees and approvals required for bond issuance** See Capital Program on page 10.
- **Environmental Reviews.** The CHA will comply with 24 CFR pt. 58, rather than 24 CFR pt. 50 to satisfy all obligations imposed by the National Environmental Policy Act.

Section 8

- **Funding.** CHA will receive its section 8 funds in the same manner as other MTW Agencies.
- **SEMAP.** The conversion of vouchers to cash for eligible purposes or the use of vouchers for other reasons, such as project based programs, will not negatively affect the CHA's SEMAP leasing indicator.
- **Project Based Section 8.** The CHA is authorized to establish a reasonable competitive process for project basing such assistance. Further, HUD reviews and approvals related to the project basing of Section 8 certificates and vouchers are suspended during this agreement.
- **One-For-One Replacement.** HUD shall provide CHA funding for 4,553 vouchers for units demolished in 2000, effective 2001. At the end of each subsequent year, CHA shall receive an allocation of vouchers equal to the number of units not replaced.

Protective Services

- Clarification that a combination of PHDEP funds and block grant funds may be used to pay the Chicago Police Department for above base line protective services and all related expenses, including expenses incurred in senior buildings.

CHA Annual MTW Plan and Annual MTW Report

- In lieu of the five (5) year plan and annual plan required by Section 5A of the 1937 Act, as amended, the CHA will prepare and will conduct its activities in accordance with an Annual MTW Plan and Annual MTW Report. All HUD forms and other reporting mechanisms, including any required certifications, will, where appropriate, be included in either the Annual MTW Plan or the Annual MTW Report, and will not be submitted to HUD at other times during the year.

APPENDIX II:

**The Chicago Housing Authority
Central Advisory Council
Comments on the 2001 MTW Plan
Meeting Date November 15, 2000**

#	CAC Comment	CHA Response
1	<p>The CAC adopts by reference the objections and comments filed with CHA regarding the 2000 Plan for Transformation.</p> <ol style="list-style-type: none"> 1. Scale and pace of demolition 2. Shortage of low income housing to accommodate section 8 voucher holders. 3. Continued consolidation of 	<p>The CHA responded to each objection and comment raised by the CAC during the 2000 planning process.</p> <ol style="list-style-type: none"> 1. The pace of demolition is reasonable, and required by HUD. 2. The current lease up rate of over 98% for relocatees demonstrates the market's ability
2	<p>The CHA has not allocated adequate resources to private managers and/or RMCs for maintaining occupied units in a decent safe and sanitary condition during the Plan for Transformation...the Plan should include a commitment by CHA to maintain existing units</p>	<p>CHA has complied with the MTW Agreement to substantially increase operating subsidy given to the property management firms to maintain occupied units and run the properties efficiently. CHA is committed to maintaining occupied units.</p>
3	<p>CHA has not complied with the initial Plan or HUD requirements regarding assistance to RMCs and assistance to resident groups attempting to create RMCs. CHA should include a commitment to assist residents in the RMC program.</p>	<p>CHA's 2000 Plan committed to support RMCs and "...negotiate new contracts with the RMCs on the same terms as the private managers. For RMCs in formation or training, the RFPs for private managers shall clearly state all existing obligations between CHA &</p>
4	<p>The CAC wants written clarification on the status of 5A properties. Does CHA want the developments at issue to be considered 202 properties? What are the plans for each development?</p>	<p>The status of the 5A properties is discussed in the Capital Plan portion of the Plan for Transformation. While Dearborn Homes and Cabrini Row Houses eligible for the 202 viability test, HUD has not determined the outcome. Therefore, CHA will request a w</p>
5	<p>CHA should complete an environmental study of Altgeld Gardens and share the results with the CAC.</p>	<p>No comment. Under litigation.</p>

**The Chicago Housing Authority
Central Advisory Council
Comments on the 2001 MTW Plan
Meeting Date November 15, 2000**

#	CAC Comment	CHA Response
6	CHA should increase the operating and capital budgets for maintaining existing units and address winter needs.	Operating funds were allocated sufficiently to cover winterization efforts. Additional capital dollars were allocated in the event of an emergency.
7	The CHA should repeat a statement that CHA would consider a reduction or modification in the Plan if funding falls short of the projections found in the Plan.	The 2000 Plan stated that "To the extent that total funding available to the Agency is less than the amount projected, fewer dollars will be made available to Category 5 properties" is no longer applicable, as Category 5 properties are being redeveloped earlier. In the event less funds are available, CHA would reassess the timetable and unit production schedules and make necessary adjustments.
8	The Plan should set forth agreements regarding the creation of the working groups during the redevelopment process, including the composition of the groups and the decision making process	CHA and the CAC agreed upon and documented the parameters of the working group in a separate document.
9	CHA should enter into a MOA with each site once the working group has been formed and the redevelopment process begun.	The relationship between CHA and each working group will be defined as a part of the planning process. Understandings will be memorialized in redevelopment agreement.
10	CHA should repeat its commitment for funding technical assistance, modified to reflect the actual provision of funds during FY2000.	CHA upholds its commitment to provide \$1.2 million in technical assistance funds for resident groups over 5 years. Upon completion of an agreement between CHA and the CAC, CHA will disperse funds accordingly.

APPENDIX IIIA:

Detailed Listing of Potential Street Disposition Activity for FY 2001

Includes potential closure, vacation or dedication of streets

CHA STREET TRANSFER

Development Name	Street To Be Transferred	From	To
Brooks Homes	S. Lytle St. (Dedication)	W. Hastings	W. 14th St.
Ogden Courts	S. 13th Place	W. Washnew Ave.	W. Talman Ave.
Dearborn Homes	W. Federal St.	W. 27th St.	W. 30th St.
Dearborn Homes	W. Dearborn St.	W. 27th St.	W. 30th St.
Dearborn Homes	S. 29th St.	S. Federal St.	S. State St.
Brooks Extension	Washburne Ave.	Blue Island Ave.	W. Racine Ave.
Brooks Extension	S. 13th St.	Blue Island Ave.	W. Racine Ave.
Abbott Homes	S. Hastings St.	W. Loomis Ave.	W. Ashland Ave.
Abbott Homes	S. 14th St.	W. Loomis Ave.	W. Ashland Ave.
Abbott Homes	S. 14th Place	W. Loomis Ave.	W. Ashland Ave.
Stateway Gardens	W. Federal St.	S. 35th St.	S. 39th St.
Wentworth Gardens	S. 37th Place	W. Princeton Ave.	W. Wells St.
Wentworth Gardens	W. DeSaible	W. Princeton Ave.	W. Wells St.
Wentworth Gardens	S. 38th St.	W. Princeton Ave.	W. Wells St.
Wentworth Gardens	S. 38th Place.	W. Princeton Ave.	W. Wells St.
Cabrini Green	W. Cleveland	N. Oak St.	N. Division St.
Cabrini Green	N. Elm St.	W. Hudson	W. Larrabee St.
Horner Homes	N. Maypole Ave.	W. Ashland Ave.	W. Western Ave.
Horner Homes	W. Hermitage Ave.	Madison Ave.	N. Warren Ave.
Rockwell Gardens	W. Rockwell St.	S. Van Buren St.	S. Monroe St.
Rockwell Gardens	S. Monroe St.	W. Western Ave.	W. Rockwell St.
Rockwell Gardens	S. Wilcox St.	W. Western Ave.	W. Rockwell St.
Rockwell Gardens	S. Adams St.	W. Campbell Ave.	W. Rockwell St.
Madden Park/Wells	To be identified during Planning Process.		
Lakefront Property	To be identified during Planning Process.		
Brook Homes	W. Hastings	S. Lytle St.	S. Racine Ave.

Note: The activities are contingent on the results of site specific plan.

APPENDIX IIIB:

Detailed Listing of Potential Property Disposition Activity for FY 2001

Includes all open space, streets, fire lanes etc. associated with the properties listed below.

Development Name	Address or Property Boundary
Madden Park Homes	3807 S. Cottage Grove Ave.
Madden Park Homes	3835 S. Cottage Grove Ave.
Madden Park Homes	3863 S. Cottage Grove Ave.
Madden Park Homes	3804 S. Ellis Ave.
Madden Park Homes	3828 S. Ellis Ave.
Madden Park Homes	3850 S. Ellis Ave.
Madden Park Homes	820 S. Pershing Road
Madden Park Homes	3750 S. Ellis Ave.
Madden Park Homes	3837 S. Ellis Ave.
Madden Park Homes	3855 S. Ellis Ave.
Wells Homes	670 E. 38th Pl.
Wells Homes	689 E. 38th Pl.
Wells Homes	679 E. 38th Pl.
Wells Homes	663 E. 38th St.
Wells Homes	670 E. 38th St.
Wells Homes	776 E. 38th St.
Wells Homes	688 E. 39th St.
Wells Homes	680 E. 39th St.
Wells Homes	3802 S. Langley Ave.
Wells Homes	3812 S. Langley Ave.
Wells Homes	3828 S. Langley Ave.
Wells Homes	3840 S. Langley Ave.
Wells Homes	710 E. 38th St.
Wells Homes	748 E. 38th St.
Darrow Homes Site	E. 38th St. to S. Cottage Grove to E. 39th St. to S. Langley Ave.
Flannery Homes	1507 N. Clybourn Ave.
Lakefront Properties Site	E. 40th St. to Metra R.R. Tracks to 42nd Pl. to Lake Park Ave.
Washington Park Site	E. 41 St. to Drexel Blvd. To E. Bowen Ave. to S. Cottage Grove
Horner Homes Site	W. Damen Ave. to N. Lake St. to W. Hermitage Ave. to N. Washington St.
Horner Homes Site	W. Oakley Ave. to N. Lake St. to W. Leavitt Ave. to N. Washington St.
Cabrini Extension North	500-502 W. Oak St.
Cabrini Extension North	1015-17 N. Larrabee Ave.
Cabrini Extension North	1121 N. Larrabee Ave.
Cabrini Extension North	1159-1161 N. Larrabee Ave.

Proposed Demolition Schedule

Appendix IV

Address	Demolition Schedule									
	Base Count	Year 1 - 2000				Year 2 2001	Year 3 2002	Year 4 2003	Year 5 2004	Total Demo
		Planned Units	Actual to Date	Pending Units	Total Units					
Rockwell Gardens										
2515 W. Jackson	140				0			140		140
2450 W. Monroe	139				0		139			139
2501 W. Monroe***	148	148	148		148					148
117 S. Rockwell***	140	140	140		140					140
340 S. Western	148				0			148		148
2517 W. Adams *	138			138	138					138
2417 W. Adams *	142			142	142					142
2514 W. Van Buren *	141				0			141		141
Subtotal:	1,136	568	288	280	568	0	139	140	289	1,136
Stawey Gardens										
3549 S. Federal	230				0		230			230
3653 S. Federal	230				0			230		230
3544 S. State	132				0		132			132
3618 S. State	132				0			132		132
3615-17 S. Federal*	230	230		230	230					230
3517-19 S. Federal*	230				0	230				230
3833-35 S. Federal*	230				0	230				230
3737-39 S. Federal*	230				0	230				230
Subtotal:	1,644	230	0	230	230	690	362	0	362	1,644
Green Homes										
534 W. Division	144				0			144		144
624 W. Division	134				0				134	134
660 W. Division	134				0			134		134
714 W. Division	134				0				134	134
630 W. Evergreen	144				0		144			144
1230 N. Larrabee	134				0			134		134
1340 W. Larrabee	144				0		144			144
Subtotal:	968	0	0	0	0	0	288	278	402	968
Cabrini Ext. North										
1015-17 N. Larrabee	136				0		136			136
1121 N. Larrabee	65				0		65			65
1159-61 N. Larrabee	136				0		136			136
500-2 W. Oak St (North)*	262	262		262	262					262
1150-60 N. Sedgwick (North)*	262	262		262	262					262
1158 N. Cleveland (North)*	65				0	65				65
Subtotal:	926	524	0	524	524	65	337	0	0	926
Cabrini Ext. South										
412 W. Chicago	65				0				65	65
911 N. Hudson	65				0				65	65
929 N. Hudson	68				0			68		68
939 N. Hudson	68				0			68		68
364 W. Oak	65				0			65		65

Note:-
1. The amount and timing of demolition will depend upon the site specific redevelopment plan.

Demolition Schedule

Address	Base Count	Year 1 - 2000				Year 2 2001	Year 3 2002	Year 4 2003	Year 5 2004	Total Demo
		Planned Units	Actual to Date	Pending Units	Total Units					
Cabrini Ext. South, cont.										
365 W. Oak	65				0			65		65
862 N. Sedgewick	65				0			65		65
911 N. Sedgewick	68				0			68		68
923 N. Sedgewick	68				0			68		68
Subtotal:	597	0	0	0	0	0	0	402	195	597
Robert Taylor Homes										
4429 S. Federal	157				0			157		157
4525 S. Federal	157				0		157			157
4555 S. Federal	158				0		158			158
4947 S. Federal	158				0			158		158
4037 S. Federal	157				0			157		157
4101 S. Federal	158				0		158			158
5001 S. Federal***	157	157	157		157					157
5041 S. Federal***	158	158	158		158					158
4022 S. State	158				0		158			158
4410 S. State	158				0	158				158
4946 S. State	158				0			158		158
4950 S. State	158				0			158		158
5135 S. Federal	157				0			157		157
5266 S. State*	158	158		158	158					158
5100 S. State*	158	158		158	158					158
4848 S. State*	158	158		158	158					158
4844 S. State*	157	157		157	157					157
4500 S. State*	158	158		158	158					158
4352 S. State*	158	158		158	158					158
4331 S. Federal*	157	157		157	157					157
4845 S. Federal*	158	158		158	158					158
4444 S. State*	158				0	158				158
5247 S. Federal*	157				0	157				157
5201 S. Federal*	158				0	158				158
Subtotal:	3,784	1,577	315	1,262	1,577	631	631	945	0	3,784
Washington Park										
W P Highrise	468	158	0	158	158	155	155	0	0	468
4445 S. Evans	158	158		158	158					158
4120 S. Prairie	155				0		155			155
4414 S. Cottage	155				0	155				155
W P Lowrise	184	88	0	88	88	96	0	0	0	184
3910-12 S. Indiana	12	12		12	12					12
3914-16 S. Indiana	12	12		12	12					12
4520-22 S. Champlain	12	12		12	12					12
4524-26 S. Champlain	12	12		12	12					12
4528-30 S. Champlain	12	12		12	12					12
123-25 E. 39th	12	12		12	12					12
6127-41 S. Calumet	8	8		8	8					8
6145-59 S. Calumet	8	8		8	8					8

Note:
1. The amount and timing of demolition will depend upon the site specific redevelopment plan.

Demolition Schedule

Address	Base Count	Year 1 - 2000				Year 2 2001	Year 3 2002	Year 4 2003	Year 5 2004	Total Demo
		Planned Units	Actual to Date	Pending Units	Total Units					
Washington Park, cont.										
604-06 E. 40th	12				12					12
629-23 E. 40th	6				6					6
4120 S. St. Lawrence	9				9					9
4140 S. Langley	9				9					9
4212-14 S. Wabash	12				12					12
4216-18 S. Wabash	12				12					12
4220-22 S. Wabash	12				12					12
4224-26 S. Wabash	12				12					12
4016-18 S. Prairie	12				12					12
Subtotal:	652	246	0	246	246	251	155	0	0	652
Wells/Wells Ext./Madden/Darrow Homes										
Madden Homes	459	218	0	218	218	235	0	6	0	459
3807 S COTTAGE GROVE	18			0	18					18
3835 S COTTAGE GROVE	18			0	18					18
3863 S COTTAGE GROVE	18			0	18					18
3804 S ELLIS AV	18			0	18					18
3828 S ELLIS AV	18			0	18					18
3850 S ELLIS AV	18			0	18					18
820 E PERSHING RD	19			0	19					19
740 E 37TH ST	6			0			6			6
3750 S ELLIS AV	108			0	108					108
3837 S ELLIS AV	109	109		109	109					109
3855 S ELLIS AV	109	109		109	109					109
Wells Homes	1,662	0	0	0	104	603	472	483	1,662	
698 E 39TH	1			0		1				1
504 E 37TH PL	11			0			11			11
510 E 37TH PL	5			0			5			5
518 E 37TH PL	5			0			5			5
526 E 37TH PL	12			0			12			12
532 E 37TH PL	5			0			5			5
540 E 37TH PL	5			0			5			5
548 E 37TH PL	12			0			12			12
554 E 37TH PL	5			0			5			5
555 E 37TH PL	14			0			14			14
562 E 37TH PL	5			0			5			5
570 E 37TH PL	12			0			12			12
601 E 37TH PL	6			0		6				6
610 E 37TH PL	4			0		4				4
635 E 37TH PL	6			0		6				6
640 E 37TH PL	4			0		4				4
667 E 37TH PL	6			0		6				6
713 E 37TH PL	6			0		6				6
720 E 37TH PL	4			0		4				4
730 E 37TH PL	12			0		12				12
745 E 37TH PL	6			0		6				6

Note:-
1 The amount and timing of demolition will depend upon the site specific redevelopment plan.

Demolition Schedule

Address	Base Count	Year 1 - 2000				Year 2 2001	Year 3 2002	Year 4 2003	Year 5 2004	Total Demo
		Planned Units	Actual to Date	Pending Units	Total Units					
Wells Homes, cont.										
750 E 37TH PL	4					4			4	
779 E 37TH PL	4					4			4	
515 E 37TH PL	6						6		6	
527 E 37TH PL	24						24		24	
540 E 38TH ST	18						18		18	
571 E 37TH PL	6								6	
615 E 37TH PL	11					6			11	
625 E 37TH PL	6					11			6	
647 E 37TH PL	6					6			6	
657 E 37TH PL	6					6			6	
679 E 37TH PL	12					6			12	
767 E 37TH PL	9					12			9	
620 E 37TH PL	5					9			5	
628 E 37TH PL	7					5			7	
679 E 37TH ST	10					7			10	
501 E 37TH ST	6					10			6	
531 E 37TH ST	6						6		6	
561 E 37TH ST	5						6		5	
587 E 37TH ST	6						5		6	
605 E 37TH ST	10						6		10	
623 E 37TH ST	10					10			10	
651 E 37TH ST	4					10			4	
659 E 37TH ST	10					4			10	
643 E 37TH ST	4					10			4	
515 E 37TH ST	5					4			5	
523 E 37TH ST	5						5		5	
543 E 37TH ST	5						5		5	
551 E 37TH ST	4						4		4	
571 E 37TH ST	5						5		5	
579 E 37TH ST	5					5			5	
505 E 38TH PL	12						12		12	
533 E 38TH PL	12						12		12	
559 E 38TH PL	12						12		12	
601 E 38TH PL	4					4			4	
606 E 38TH PL	6					6			6	
618 E 38TH PL	12					12			12	
629 E 38TH PL	6					6			6	
638 E 38TH PL	6					6			6	
659 E 38TH PL	6					6			6	
670 E 38TH PL	6					6			6	
689 E 38TH PL	6				6				6	
513 E 38TH PL	6				6				6	
515 E 38TH ST	29						6		29	
523 E 38TH PL	6						29		6	
527 E 38TH ST	30						6		30	
537 E 38TH ST	30						30		30	
539 E 38TH PL	6						6		6	

Note:-
1 - The amount and timing of demolition will depend upon the site specific redevelopment plan.

Demolition Schedule

Address	Base Count	Year 1 - 2000				Year 2 2001	Year 3 2002	Year 4 2003	Year 5 2004	Total Dem o
		Planned Units	Actual to Date	Pending Units	Total Units					
Wells Homes, cont.										
551 E 38TH ST	12								12	
609 E 38TH PL	6								6	
619 E 38TH PL	6								6	
641 E 38TH PL	6								6	
649 E 38TH PL	6								6	
671 E 38TH PL	6								6	
679 E 38TH PL	7				7				7	
536 E 38TH ST	12						12		12	
549 E 38TH PL	6					6			6	
504 E 38TH ST	21						21		21	
505 E 38TH ST	28						28		28	
548 E 38TH ST	12						12		12	
601 E 38TH ST	4					4			4	
606 E 38TH ST	6					6			6	
631 E 38TH ST	6					6			6	
638 E 38TH ST	6					6			6	
663 E 38TH ST	6				6				6	
670 E 38TH ST	12				12				12	
776 E 38TH ST	6				6				6	
609 E 38TH ST	7					7			7	
621 E 38TH ST	6					6			6	
643 E 38TH ST	6					6			6	
653 E 38TH ST	6					6			6	
556 E 38TH ST	6					6			6	
650 E 38TH PL	14					14			14	
772 E 38TH ST	3					3			3	
500 E 39TH	13							13	13	
532 E 39TH	6						6		6	
564 E 39TH	4								4	
600 E 39TH ST	6					6			6	
630 E 39TH ST	6					6			6	
660 E 39TH	6					6			6	
688 E 39TH ST	5				5				5	
544 E 39TH	6						6		6	
554 E 39TH ST	6					6			6	
612 E 39TH ST	6					6			6	
622 E 39TH	5					5			5	
620 E 39TH	1					1			1	
642 E 39TH ST	6					6			6	
650 E 39TH ST	6					6			6	
672 E 39TH	6					6			6	
680 E 39TH	6				6				6	
3710 S COTTAGE GROVE	12						12		12	
3740 S COTTAGE GROVE	12						12		12	
3802 S LANGLEY AV	4				4				4	
3812 S LANGLEY AV	12				12				12	
3828 S LANGLEY AV	4				4				4	

Note:
1 The amount and timing of demolition will depend upon the site specific redevelopment plan.

Demolition Schedule

Address	Base Count	Year 1 - 2000				Year 2 2001	Year 3 2002	Year 4 2003	Year 5 2004	Total Demo
		Planned Units	Actual to Date	Pending Units	Total Units					
Wells Homes, cont.										
3840 S LANGLEY AV	12				12				12	
3709 S RHODES AV	10						10		10	
3841 S RHODES AV	12						12		12	
3708 S VINCENNES AV	4					4			4	
3709 S VINCENNES AV	10					10			10	
3710 S VINCENNES AV	12					12			12	
3728 S VINCENNES AV	4					4			4	
3741 S VINCENNES AV	12					12			12	
3742 S VINCENNES AV	19					19			19	
3808 S VINCENNES AV	18					18			18	
3809 S VINCENNES AV	12					12			12	
3840 S VINCENNES AV	12					12			12	
3841 S VINCENNES AV	12					12			12	
512 E 38TH ST	30						30		30	
628 E 38TH ST	6					6			6	
662 E 38TH PL	10					10			10	
512 E 39TH	6						6		6	
522 E 39TH ST	6						6		6	
409 E 37TH ST	24							24	24	
408 E 39TH	24							24	24	
3707 S DR M L KING DRIVE	16							16	16	
3715 S DR M L KING DRIVE	32							32	32	
3723 S DR M L KING DRIVE	40							40	40	
3733 S DR M L KING DRIVE	40							40	40	
3743 S DR M L KING DRIVE	40							40	40	
3753 S DR M L KING DRIVE	40							40	40	
3801 S DR M L KING DRIVE	48							48	48	
3815 S DR M L KING DRIVE	32							32	32	
3823 S DR M L KING DRIVE	40							40	40	
3833 S DR M L KING DRIVE	40							40	40	
3843 S DR M L KING DRIVE	32							32	32	
3848 S VERNON AV	16							16	16	
725 E 37TH PL	12					12			12	
735 E 37TH PL	12					12			12	
757 E 37TH PL	12					12			12	
701 E 37TH PL	6					6			6	
710 E 38TH ST	12				12				12	
748 E 38TH ST	6				6				6	
700 E 38TH ST	6					6			6	
Wells Extension	650	207	207	0	207	0	0	443	650	
551 E 36TH PL	79	79	79	79					79	
510 E 36TH PL	63	63	63	63					63	
510 E 36TH ST	67			0				67	67	
540 E 36TH ST	65			0				65	65	
574 E 36TH ST	51			0				51	51	
534 E 37TH ST	65	65	65	65					65	
559 E BROWNING AV	65			0				65	65	

Note:
 1. The amount and timing of demolition will depend upon the site specific redevelopment plan.

Demolition Schedule

Address	Base Count	Year 1 - 2000				Year 2 2001	Year 3 2002	Year 4 2003	Year 5 2004	Total Demo
		Planned Units	Actual to Date	Pending Units	Total Units					
Wells Extension, cont.										
511 E BROWNING AV	65				0				65	65
527 E BROWNING AV	65				0				65	65
575 E BROWNING AV	65				0				65	65
Wells Darrow										
706 E. 39th**	120	120	120		120					120
Subtotal:	2,891	545	327	218	545	339	603	478	926	2,891
Henry Horner										
2215 W. Lake**	136	136	136		136					136
2245 W. Lake**	143	143	143		143					143
111 Wood/120 Hermitage*	234	234		234	234					234
141 Wolcott/1847 Lake*	231				0	231				231
Horner Midrise^^										
Subtotal:	744	513	279	234	513	231	0	0	0	744
Robert Brooks Homes										
1384A-90B W. Washburne	8	8	8		8					8
1366-82 W. Washburne	9	9	9		9					9
1334-48 W. Washburne	8	8	8		8					8
1316-32 W. Washburne	9	9	9		9					9
1214-30 S. Throop	9	9	9		9					9
1201-19 W. 13th	10	10	10		10					10
1300-18 S. Racine	10	10	10		10					10
1320-38 S. Racine	10	10	10		10					10
1200-18 W. Hastings	10	10	10		10					10
1350-64 W. Washburne	8	8	8		8					8
1300-14 W. Washburne	8	8	8		8					8
1111 W. Roosevelt^	152	0			0	152				152
1209 S. Racine^	152	0			0	152				152
1290A-99B W. Washburne	9			9	9					9
1215-31 S. Throop	9			9	9					9
1280-88 W. Washburne	9			9	9					9
1262-78 W. Washburne	9			9	9					9
1244-60 W. Washburne	9			9	9					9
1226-42 W. Washburne	9			9	9					9
1208-24 W. Washburne	9			9	9					9
Subtotal:	466	162	99	63	162	304	0	0	0	466
Abbott										
1433 W 13TH ST	150								150	150
1440 W 13TH ST	150							150		150
1410 W 14TH ST	150						150			150
1510 W 13TH ST	150							150		150
1510 W 14TH PL	150					150				150
1440 W 14TH ST	150					150				150
1520 W HASTINGS ST	150							150		150
Subtotal:	1,050	0	0	0	0	300	150	150	450	1,050

Note:
1 The amount and timing of demolition will depend upon the site specific redevelopment plan.

Demolition Schedule

Address	Base Count	Year 1 - 2000				Year 2 2001	Year 3 2002	Year 4 2003	Year 5 2004	Total Demo
		Planned Units	Actual to Date	Pending Units	Total Units					
Abbott Rowhouses										
1251 W 14TH ST	4							4	4	
1259 W 14TH ST	4							4	4	
1416 S BLUE ISLAND	12							12	12	
1428 S BLUE ISLAND	4							4	4	
1436 S BLUE ISLAND	2							2	2	
1440 S BLUE ISLAND	4							4	4	
1448 S BLUE ISLAND	2							2	2	
1452 S BLUE ISLAND	4							4	4	
1401 S THROOP ST	4							4	4	
1409 S THROOP ST	4							4	4	
1425 S THROOP ST	4							4	4	
1526 W 13TH ST	2							2	2	
1530 W 13TH ST	6							6	6	
1511 W 14TH PL	2							2	2	
1515 W 14TH PL	6							6	6	
1524 W 14TH PL	4							4	4	
1534 W 14TH PL	4							4	4	
1508 W 14TH ST	4							4	4	
1516 W 14TH ST	12							12	12	
1525 W 14TH ST	4							4	4	
1528 W 14TH ST	2							2	2	
1520 W 15TH ST	6							6	6	
1532 W 15TH ST	12							12	12	
1530 W HASTINGS ST	12							12	12	
1216 S LAFLIN ST	4							4	4	
1217 S LAFLIN ST	4							4	4	
1432 W WASHBURNE AV	4							4	4	
1440 W WASHBURNE AV	6							6	6	
1452 W WASHBURNE AV	6							6	6	
1510 W WASHBURNE AV	6							6	6	
1522 W WASHBURNE AV	4							4	4	
1527 W WASHBURNE AV	6							6	6	
1530 W WASHBURNE AV	4							4	4	
Sub total:	168	0	0	0	0	0	0	168	168	
Jane Addams										
1321 W GRENSHAW ST	36							36	36	
1313 W GRENSHAW ST	21							21	21	
1108 S LYTTLE ST	24							24	24	
1033 S LYTTLE ST	27							27	27	
1101 S LYTTLE ST	27							27	27	
1032 S RACINE AV	36							36	36	
1102 S RACINE AV	18							18	18	
906 S RACINE AV	17							17	17	
1204 W ROOSEVELT RD	75							75	75	
1236 W ROOSEVELT RD	21							21	21	

Note:
 1 The amount and timing of demolition will depend upon the site specific redevelopment plan.

Demolition Schedule

Address	Base Count	Year 1 - 2000				Year 2 2001	Year 3 2002	Year 4 2003	Year 5 2004	Total Demo
		Planned Units	Actual to Date	Pending Units	Total Units					
Jane Addams, cont.										
1306 W ROOSEVELT RD	26							26	26	
1204 W TAYLOR ST	59							59	59	
1237 W TAYLOR ST	63							63	63	
1117 S THROOP ST	24							24	24	
821 S ADA ST	44							44	44	
903 S ADA ST	7							7	7	
902 S ADA ST	24							24	24	
917 S ADA ST	23							23	23	
1205 W CABRINIST	27							27	27	
1223 W CABRINIST	26							26	26	
1261 W CABRINIST	24							24	24	
1269 W CABRINIST	27							27	27	
1245 W CABRINIST	30							30	30	
830 S LYTTLE ST	32							32	32	
846 S LYTTLE ST	8							8	8	
847 S LYTTLE ST	18							18	18	
902 S LYTTLE ST	8							8	8	
907 S LYTTLE ST	18							18	18	
822 S LYTTLE ST	8							8	8	
918 S LYTTLE ST	22							22	22	
844 S RACINE AV	18							18	18	
1250 W TAYLOR ST	9							9	9	
1300 W TAYLOR ST	10							10	10	
1322 W TAYLOR ST	18							18	18	
Subtotal:	875	0	0	0	0	0	0	875	875	
Lawndale Complex										
2641 W . 12th Place*	97	97		97	97				97	
1319 S . Washtenaw*	18	18		18	18				18	
1331 S . Washtenaw*	18	18		18	18				18	
1325 S . Washtenaw*	18	18		18	18				18	
2635 W . 12th Place*	19	19		19	19				19	
2647 W . 12th Place*	18	18		18	18				18	
Subtotal:	188	188	0	188	188	0	0	0	188	
Scattered Sites										
Various - TBD	236	0	0	0	0	0	236	0	0	236
Category 4										
Various - TBD	425	0	0	0	0	0	425	0	0	425
Randolph Towers										
6217 S Calumet	155	0	0	0	0	0		155	0	155
Grand Totals	16,905	4,553	1,308	3,245	4,553	2,811	3,326	2,548	3,667	16,905

Note:
1 The amount and timing of demolition will depend upon the site specific redevelopment plan.

Demolition Schedule

Address	Base Count	Year 1 - 2000				Year 2 2001	Year 3 2002	Year 4 2003	Year 5 2004	Total Demo
		Planned Units	Actual to Date	Pending Units	Total Units					

Notes:

- ¹ Units that are currently available for leasing
 - * These addresses represent group 1 or 2 submissions
 - ** Demolished in 2000
 - *** The Rockwell bldgs were scheduled for 1999 demo (rescheduled for 2000) and therefore not included in the Plan for Transformation, however 2 bldgs at Robert Taylor considered under Plan for Transformation were actually demolished in 1999 (December).
 - ^ Applied for in previous years
 - ^^ Horner midrise are governed by a Consent Decree, which may not allow or require demolition of these units. Could be rehabbed
 - W P Highrises (11 bldgs) other than 6217 Calumet were demolished in 1995 through 1999 for a total of 468 units
 - Does not include 2233 S. Federal in Ickes development because it was sold to CPS
 - Does not include 1230 Burling due development initiatives
- The chart does not include non-dwelling

Proposed Non-Dwelling Demolition Schedule

Non-Dwelling Structures

Address	Unit Status 08/01/00		Demolition Process		Proposed Funding Source
	Base Count	Use	Application		
			Date Applied	Date Approved	
Rockwell Gardens					
150 S. Western	1	Community Bldg	01/29/01		Hope VI
2540 W. Jackson	1	Community Ctr	01/29/01		Hope VI
212 S. Campbell	1	Heating Plant	01/29/01		Hope VI
2500 W. Jackson	1	Mgt Office	01/29/01		Hope VI
Subtotal:	4				
Stateway Gardens					
3640 S. State	1	Mgmt. Bldg.	01/29/01		Hope VI
3659 S. State	1	Park Dist. Field House	01/29/01		Hope VI
3616 S. Federal	1	Heating Plant	01/29/01		Hope VI
Subtotal:	3				
Green Homes					
418 W. Oak	1	Boiler Room	01/29/01		Hope VI
Subtotal:	1				
Cabrini Ext. North					
418 W. Oak	1	Heating Plant	01/29/01		Hope VI
1000 N. Sedgwick	1	Community Bldg	01/29/01		Hope VI
Subtotal:	2				
Robert Taylor Homes					
5120 S. Federal	1	Boys & Girls Club	01/29/01		Hope VI
39 W. 47th	1	Park Dist Field House	01/29/01		Hope VI
37 W. 47th	1	Day Care	01/29/01		Hope VI
4700 S. State	1	CHA Occupancy Dept.	01/29/01		Hope VI
4630 S. Federal	1	Service Storage Bldg.	01/29/01		Hope VI
4640 S. Federal	1	Heating Plant	01/29/01		Hope VI
Subtotal:	6				
Washington Park					
4440 S. Cottage Grove	1	Mgmt. Office	01/29/01		Hope VI
4533 S. Champlain	1	Food site	01/29/01		Hope VI
Subtotal:	2				
Henry Horner					
1832 W. Washington	1	Comm. Bldg.	01/29/01		Hope VI
1834 W. Washington	1	Mgmt Bldg	01/29/01		Hope VI
Subtotal:	2				

Note:
 1 Except for properties where demolition is mandated under Section 202, actual demolition would be a based on site specific plans for redevelopment.

Proposed Non-Dwelling Demolition Schedule

Non-Dwelling Structures

Address	Unit Status 08/01/00		Demolition Process		Proposed Funding Source
	Base Count	Use	Application		
			Date Applied	Date Approved	
Dearborn Homes					
2960 S. Federal	1	Mgmt Bldg	01/29/01		Hope VI
2835 S. State	1	Field house	01/29/01		Hope VI
Subtotal:	2				
Abbott					
1250 S. Loomis	1	Swimming Pool	01/29/01		Hope VI
1354 S. Loomis	1	Mgmt Office	01/29/01		Hope VI
Subtotal:	2				
Jane Addams					
1313 W. Arthington	1	Heating Plant	01/29/01		Hope VI
1207 W. Taylor	1	Boys & Girls Club	01/29/01		Hope VI
Subtotal:	2				
Altgeld Gardens					
13228 S. Ellis	1	Old Clinic	01/29/01		Hope VI
Subtotal:	1				
Grand Totals	27	Non-dwelling			

APPENDIX V: Model Working Group Composition for Redevelopment

MEMBERS OF THE WORKING GROUP

The following entities shall be the core members of the Working Group at each Category 5 redevelopment site:

- Chicago Housing Authority
- The Receiver, The Habitat Company
- Gautreaux Plaintiff's Counsel
- Local Advisory Council
- City of Chicago Dept. of Housing
- City of Chicago Dept. of Planning & Development

Each organization shall be represented by one individual, with the exception of the Local Advisory Council, which shall have two representatives.

In addition there will be a maximum of two community representatives. Elected officials will be extended exofficio status on the committee. They will not, however, have any voting rights.

The Working Group shall exist for the period up to the lease up of the final public housing unit for their respective redevelopment site.

WORKING GROUP ROLES AND RESPONSIBILITIES

The Working Group shall provide coordination and overall direction for the redevelopment plan at each site, subject to the Working Group Guidelines described below. This will include:

- Preparation and issuance of the RFQ/RFP
- Selection of the developer(s)
- Preparation of the redevelopment proposal to be submitted for funding consideration
- Monitoring of progress in accordance with the redevelopment plan

WORKING GROUP OPERATING GUIDELINES

- All decisions of the Working Group should be made by consensus, including decisions to enlarge the Working Group (but in no event more than two additional community representatives) beyond the core members described above.
- If the Working Group takes a vote, all members of the Working shall have one vote, except for the Local Advisory Council, which shall have two votes.
- If the Working Group is unable to reach consensus, then the CHA and The Receiver (where applicable) shall make decisions in accordance with their respective roles and responsibilities. These decisions will be made in accordance with public housing program rules and regulations, orders of the Gautreaux Court and other applicable court orders and all pertinent federal, state and local laws.

CONFLICTS OF INTEREST

No individual or organization of the Working Group that has a real or apparent conflict of interest, as determined by the U.S. Department of Housing and Urban Development, with any person or organization being considered or selected, may participate in the Working Group or committees established by the Working Group, unless they recuse themselves from the matters and decisions with which they have a conflict. These conflicts shall include but not be limited to financial or business interest, current or potential employment of self or relatives, acceptance of gifts or gratuities from respondents, their agents or affiliates.

If an individual or organization chooses to partner with a development team, or be employed as their consultant or a subcontractor, they will be excluded from participation in the Working Group.

APPENDIX VI: Property Management Goals

PROPERTY MANAGEMENT GOALS, FY 2001				
Category	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Senior Properties				
Rent Collections	96%	98%	98%	98%
Emergency Work Orders	100%	100%	100%	100%
Response Time on Non-emergency work orders	15	10	5	5
Adjusted Vacancy Rate	3%	2%	2%	2%
Unit Inspections	100%	100%	100%	100%
Building Inspections	100%	100%	100%	100%
Recertifications	100%	100%	100%	100%
Family Properties				
Rent Collections	94%	96%	96%	97%
Emergency Work Orders	100%	100%	100%	100%
Response Time on Non-emergency work orders	20	10	10	10
Adjusted Vacancy Rate	3%	3%	3%	3%
Unit Inspections	100%	100%	100%	100%
Building Inspections	100%	100%	100%	100%
Recertifications	100%	100%	100%	100%

APPENDIX VII

**Chicago Housing Authority
Major Property Management
Performance Indicators
October 2000**

	Vacancy Rate Percent Vacant	Turnaround Rate Actual Days	Rent Collected Percent Collected	Emergency Work Order Percent Compl.	Non-Emergency Work Order Days Compl.
Authority-wide Properties	7.54%	201	94.83%	98.99%	35
Family Properties	3.23%	221	93.59%	98.56%	41
Senior Properties	14.93%	148	97.05%	98.97%	17
Family Properties					
ABLA	2.47%	120	93.68%	95.32%	82
Altgeld/Murray	0.06%	295	97.02%	99.83%	79
Bridgeport	0.00%	185	93.98%	100.00%	4
Cabrini - 1230 N. Burling	7.56%	165	81.18%	100.00%	5
Cabrini Ext.	2.32%	288	96.00%	100.00%	2
Cabrini Green	9.45%	498	93.76%	99.01%	15
Cabrini Rowhouse	12.95%	108	94.90%	98.04%	31
Dearborn Homes	0.17%	310	91.79%	99.37%	65
Hilliard Family	0.00%	545	93.85%	100.00%	12
Horner	1.77%	34	94.37%	100.00%	15
Ickes	0.00%	285	87.72%	99.32%	71
Ida B. Wells	5.10%	270	93.79%	100.00%	19
Lake Parc Place	12.98%	173	95.61%	100.00%	4
Langston	45.45%	5	32.32%	-	-
Lathrop Homes	0.15%	131	95.23%	100.00%	66
Lawndale	0.93%	91	89.90%	88.46%	17
LeClaire Courts Ext.	0.72%	381	90.68%	98.85%	28
Lowden	0.00%	141	91.16%	93.33%	79
Madden Park	0.00%	173	92.17%	92.68%	32
Mohawk North	6.25%	-	83.74%	-	-
North Town Village	100.00%	-	-	-	-
Randolph Towers	33.99%	656	93.56%	100.00%	14
Rockwell Gardens	5.26%	209	85.37%	99.71%	41
SS North Central	0.10%	224	93.42%	96.86%	38
SS North East	0.00%	107	97.47%	94.41%	20
SS South East	2.92%	142	92.26%	100.00%	18
SS South West	0.77%	170	94.87%	97.50%	5
SS West	0.00%	296	93.74%	100.00%	26

APPENDIX VII

**Chicago Housing Authority
Major Property Management
Performance Indicators
October 2000**

	Vacancy Rate Percent Vacant	Turnaround Rate Actual Days	Rent Collected Percent Collected	Emergency Work Order Percent Compl.	Non-Emergency Work Order Days Compl.
Family Properties, cont.					
Stateway	3.23%	488	92.59%	96.05%	35
Taylor	1.79%	294	90.99%	98.96%	73
Trumbull	0.00%	315	94.24%	95.65%	44
Washington Park	0.35%	139	94.75%	94.96%	59
Wells - Ext. Private	12.16%	230	89.79%	95.59%	14
Wells - King Drive	8.53%	423	98.78%	100.00%	16
Wentworth Gardens	0.00%	252	98.72%	100.00%	55
Senior Properties					
1039 W. Hollywood Ave.	16.10%	94	99.65%	100.00%	16
116 W. Elm	23.05%	227	98.50%	100.00%	26
1447 S. Ashland Ave.	9.65%	114	100.08%	100.00%	2
150 S. Campbell	22.97%	235	98.88%	100.00%	11
1611 S. Racine Ave.	19.05%	309	93.82%	100.00%	27
1633 W. Madison St.	18.44%	118	98.29%	100.00%	-
1750 W. Peterson Ave.	5.68%	42	99.25%	100.00%	-
1845 N. Larrabee St.	17.50%	315	96.08%	100.00%	5
1930 W. Loyola Ave.	3.37%	298	98.30%	100.00%	-
2111 N. Halsted St.	8.21%	98	98.15%	100.00%	26
2140 N. Clark St.	14.14%	104	95.82%	100.00%	23
3030 W. 21st Pl.	24.28%	175	95.85%	100.00%	27
344 W. 28th Pl.	6.25%	116	98.61%	100.00%	10
3700 W. Congress Pky.	15.86%	189	93.98%	100.00%	26
3916 W. Washington Ave.	17.16%	131	96.51%	100.00%	11
4030 S. Lake Park Ave.	17.88%	150	93.01%	100.00%	25
4227 S. Oakenwald Ave.	14.17%	117	98.12%	100.00%	-
4250 S. Princeton Ave.	16.22%	23	96.04%	96.08%	12
440 N. Drake Ave.	24.58%	10	98.34%	100.00%	37
4645 N. Sheridan Rd.	16.09%	229	95.41%	100.00%	21
4930 S. Langley Ave.	12.57%	140	95.14%	100.00%	-
4945 N. Sheridan Rd.	12.18%	54	96.15%	100.00%	-

APPENDIX VII

**Chicago Housing Authority
Major Property Management
Performance Indicators
October 2000**

	Vacancy Rate	Turnaround Rate	Rent Collected	Emergency Work Order	Non-Emergency Work Order
	Percent Vacant	Actual Days	Percent Collected	Percent Compl.	Days Compl.
Senior Properties, cont.					
4949 S. Cottage Grove	13.19%	107	98.50%	100.00%	22
501 W. Surf St.	9.88%	92	97.79%	100.00%	15
5040 N. Kenmore Ave.	12.61%	123	99.48%	100.00%	2
5670 W. Lake St.	11.33%	27	97.32%	100.00%	30
5821 N. Broadway St.	6.70%	97	97.84%	100.00%	3
6360 S. Minerva Ave.	14.29%	99	98.80%	83.33%	10
6400 N. Sheridan Rd.	4.24%	63	99.51%	100.00%	5
6401 S. Yale Ave.	14.55%	135	98.96%	100.00%	13
655 W. 65th St.	21.25%	-	95.39%	89.47%	32
661 E. 69th St.	9.02%	135	97.01%	100.00%	-
855 W. Aldine Ave.	11.92%	152	98.55%	100.00%	22
9141-77 S. South Chicago	17.42%	84	97.52%	100.00%	7
Armour Sq	10.13%	247	96.68%	100.00%	8
Bridgeport	21.43%	-	99.21%	-	-
Clark & Irving Apts.	7.76%	130	98.43%	100.00%	44
Eckhart	17.10%	262	95.88%	100.00%	14
Flannery - 1507 N. Clybourn Ave.	100.00%	-	-	-	14
Flannery - 1531 N. Clybourn Ave.	13.82%	44	94.55%	100.00%	-
Hilliard Senior	17.71%	184	96.39%	100.00%	7
Judge Slater Apts. Annex	24.07%	167	94.03%	100.00%	93
Judge Slater Apts. Apts.	21.21%	420	94.51%	97.37%	-
Lincoln & Sheffield	14.10%	91	95.54%	100.00%	-
Lincoln Perry Apts.	10.15%	125	95.58%	98.31%	22
Washington Park	0.00%	191	94.81%	95.45%	56
Wicker Park	13.06%	238	96.99%	94.44%	14

APPENDIX VIII:

Chicago Housing Authority Demographic Information September 2000

BEDROOM SIZE DEMOGRAPHICS

	Total Units	0 Bed	1 Bed	2 Bed	3 Bed	4 Bed	5 Bed	6 Bed	7 Bed	8 Bed
Public Housing										
Senior	9,977	1,292	8,589	85	9	2	0	0	0	0
Family	29,719	251	4,470	11,256	10,772	2,684	282	4	0	0
Sub-total	39,696	1,543	13,059	11,341	10,781	2,686	282	4	0	0
Section 8										
Senior	4,222	240	1,950	1,268	584	141	31	8	0	0
Family	22,650	1,087	3,088	7,509	8,309	2,080	475	93	4	5
Sub-total	26,872	1,327	5,038	8,777	8,893	2,221	506	101	4	5
Total	66,568	2,870	18,097	20,118	19,674	4,907	788	105	4	5

INCOME PROFILE

	Total	<30% of AMI	30% -50% of AMI	50% -80% of AMI	>80% of AMI
Public Housing					
Senior	7,889	7,637	214	32	6
Family	16,439	14,941	1,086	360	52
Sub-total	24,328	22,578	1,300	392	58
Section 8					
Senior	4,222	3,840	364	18	0
Family	22,650	19,908	2,537	196	9
Sub-total	26,872	23,748	2,901	214	9
Total	51,200	46,326	4,201	606	67

HEAD OF HOUSEHOLD RACE

	Total	White	Black	Other	Hispanic*
Public Housing					
Senior	7,889	2,148	5,180	561	430
Family	16,439	1,021	15,244	174	889
Sub-total	24,328	3,169	20,424	735	1,319
Section 8					
Senior	4,222	976	3,185	61	496
Family	22,650	2,832	19,750	68	2,451
Sub-total	26,872	3,808	22,935	129	2,947
Total	51,200	6,977	43,359	864	4,266

* Hispanic is included as an ethnic code and may be included in several race categories.

Chicago Housing Authority Demographic Information

September 2000

WAITLIST BEDROOM PROFILE

	Total Units	0 Bed	1 Bed	2 Bed	3 Bed	4 Bed	5 Bed	6 Bed	7 Bed	8 Bed
Public Housing										
Senior	271	27	244	0	0	0	0	0	0	0
Family	29,124	19	7,258	10,054	8,513	2,954	294	32	0	0
Sub-total	29,395	46	7,502	10,054	8,513	2,954	294	32	0	0
Section 8*										
Senior										
Family										
Sub-total										
Total	29,395	46	7,502	10,054	8,513	2,954	294	32	0	0

* Not available

WAITLIST INCOME PROFILE

	Total	<30% of AMI	30%-50% of AMI	50%-80% of AMI	>80% of AMI
Public Housing					
Senior	271	265	5	1	0
Family	29,124	27,207	1,659	222	36
Sub-total	29,395	27,472	1,664	223	36
Section 8*					
Senior					
Family					
Sub-total					
Total	29,395	27,472	1,664	223	36

* Not available

WAITLIST HEAD OF HOUSEHOLD RACE

	Total	White	Black	Am Indian**	Asian***	Other	Hispanic*	Unknown
Public Housing								
Senior	271	46	212	0	4	9	42	0
Family	29,124	8,482	19,595	36	373	638	8,823	0
Sub-total	29,395	8,528	19,807	36	377	647	8,865	0
Section 8**								
Senior								
Family								
Sub-total	29,163	1,492	26,510			219	982	942
Total	58,558	10,020	46,317	36	377	866	9,847	942

* Hispanic is included as an ethnic code and may be included in several race categories.

** Detail not available

*** Captured under Other

APPENDIX IX:

Section 8 Leasing Information

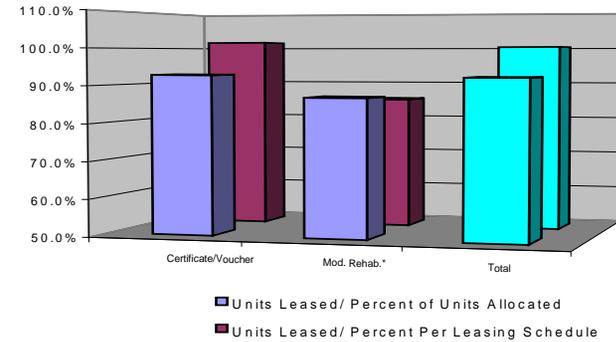
September 2000

Contract Goal: Maintain a lease-up rate for Certificates and Vouchers of no less than 95%. Conduct lease-up activities in accordance with the approved leasing schedules.

A. Leasing Rates

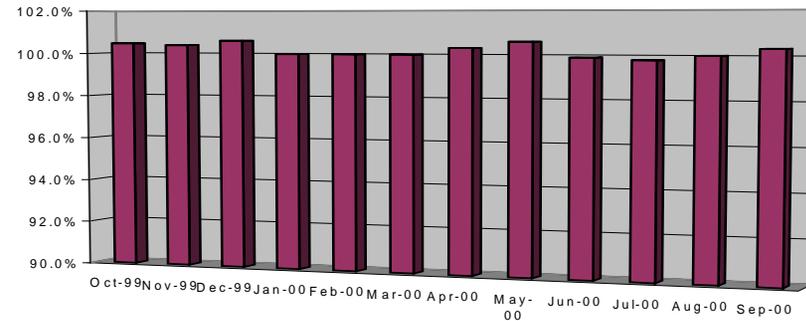
Program	Units Allocated	Goals Per Leasing Schedule	Units Leased	Units Leased/Percent of Units Allocated	Units Leased/Percent Per Leasing Schedule
Certificate/Voucher	27,359	24,993	25,382	92.8%	101.6%
Mod. Rehab.*	2,069	2,102	1,799	87.0%	85.6%
Total	29,428	27,095	27,181	92.4%	100.3%

*For Mod. Rehab., units allocated reflects units under HAP only.



B. Leasing Rates - Year-at-a-Glance

Leasing Rates - Year-at-a-Glance (Percent per Leasing Schedule)			
Month	Certificates & Vouchers	Mod. Rehab.	Total
Oct-99	100.5%	99.4%	100.5%
Nov-99	100.5%	99.3%	100.4%
Dec-99	100.7%	99.4%	100.6%
Jan-00	101.3%	98.5%	100.0%
Feb-00	101.5%	97.8%	100.0%
Mar-00	101.7%	97.8%	100.0%
Apr-00	100.4%	98.8%	100.3%
May-00	100.7%	99.0%	100.6%
Jun-00	100.0%	97.9%	99.9%
Jul-00	100.3%	94.0%	99.8%
Aug-00	101.1%	87.3%	100.0%
Sep-00	101.6%	85.6%	100.3%



Total Leasing Rates - Year-at-a-Glance

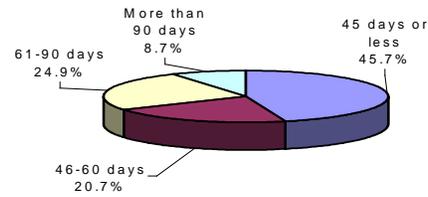
B. Processing Time Frames - Leased Units (C/V) for Period 3/1/00 to 9/30/00

Number of days between key processing steps for families who leased units and were entered on the HAP register during the reporting period

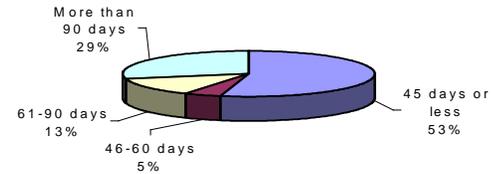
B1. Interview to Issuance

	Regular Waiting List	Latinos United	Relocation	Total
45 days or less	275	283	103	661
46-60 days	152	138	9	299
61-90 days	98	238	25	361
More than 90 days	8	63	55	126

All Households by Percent



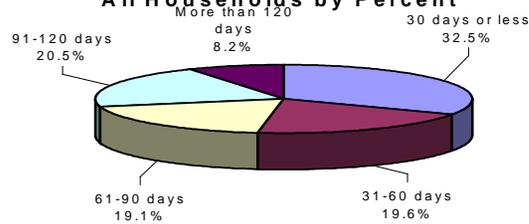
Relocation



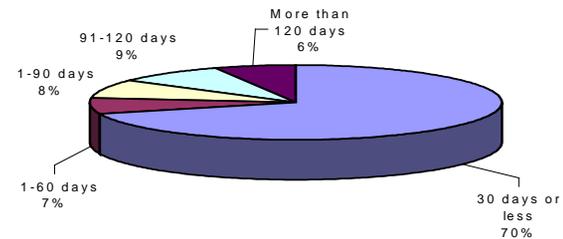
B2. Issuance to RFLA

	Regular Waiting List	Latinos United	Relocation	Total
30 days or less	168	226	154	548
31-60 days	145	171	15	331
61-90 days	136	168	18	322
91-120 days	111	215	19	345
More than 120 days	25	100	14	139

All Households by Percent



Relocation



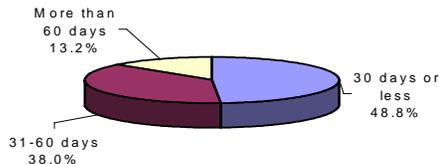
B. Processing Time Frames - Leased Units (C/V) for Period 3/1/00 to 9/30/00

Number of days between key processing steps for families who leased units and were entered on the HAP register during the reporting period

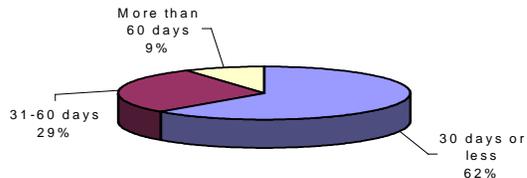
B3. RFLA to Lease Effective Date

	Regular Waiting List	Latinos United	Relocation	Total
30 days or less	253	291	120	664
31-60 days	217	245	55	517
More than 60 days	58	105	17	180

All Households by Percent



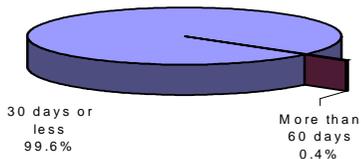
Relocation



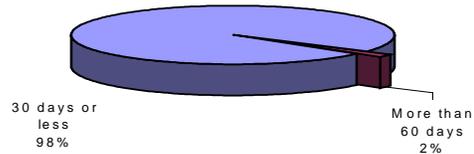
B4. Contract Execution Date to Entry into HAP Register

	Regular Waiting List	Latinos United	Relocation	Total
30 days or less	513	620	186	1,319
More than 60 days	0	2	3	5

All Households by Percent



Relocation



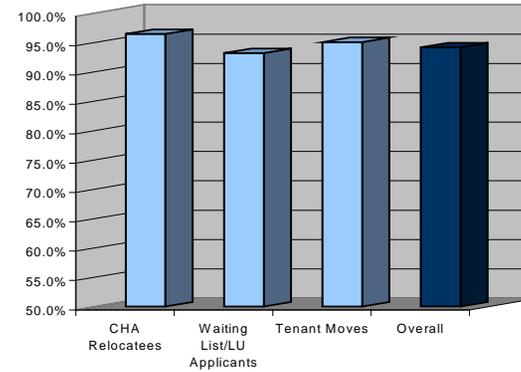
C. Success Rates - Percent of Applicants Issued from 3/1/00 to 9/30/00 who Successfully Leased a Unit

Note: Success Rates are calculated by dividing the number leased during the specified period by the number leased plus the number expired. The number issued as shown below includes certificates and vouchers issued during the period, regardless of whether or not leasing occurred.

C1. Success Rates by Type of Move

Type of Move	Number Issued	Number Leased	Expired	Success Rate
CHA Relocateses	284	161	6	96.4%
Waiting List/LU Applicants	3,640	1,478	109	93.1%
Tenant Moves	4,080	1,278	67	95.0%
Overall	8,004	2,917	182	94.1%

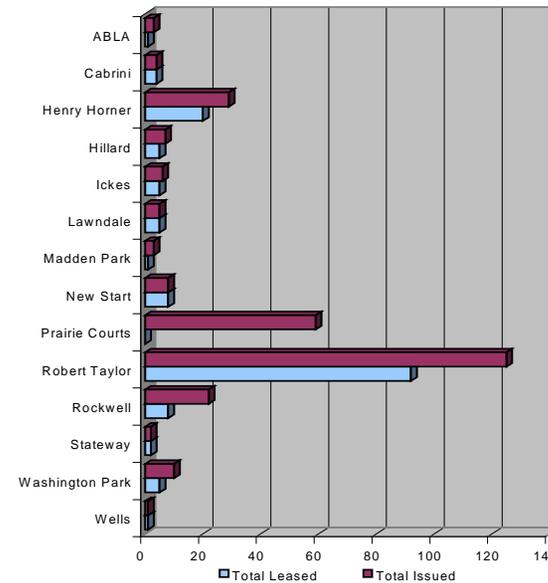
C1. Success Rates by Type of Move



C2. Relocation Activity By Development

Development	Total Issued	Total Units Leased
ABLA	3	1
Cabrini	4	4
Henry Horner	29	20
Hillard	7	5
Ickes	6	5
Lawndale	5	5
Madden Park	3	1
New Start	8	8
Prairie Courts	59	0
Robert Taylor	125	92
Rockwell	22	8
Stateway	2	2
Washington Par	10	5
Wells	1	1
Total	284	157

C2. Total Issued and Total Units Leased

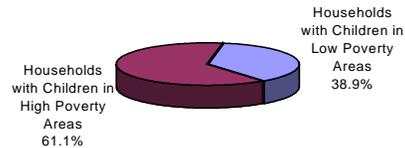


A. Number of Households with Children in Low Poverty Areas

	Quarter Ending			
	3/31/00	6/30/00	9/30/00	#####
All Households with Children				
Total Households with Children	15,070	16,126	16,108	
Total Households with Children in Low Poverty Areas	5,719	5,928	6,263	
Percentage	37.9%	36.8%	38.9%	

Activity	Monthly Goals	Monthly Actual	Cumulative Goals (YTD)	Cumulative Actual (YTD)	Cumulative Percentage
Briefed	380	465	3,420	3,107	90.8%
Enrolled	156	153	1,404	1,622	115.5%
Leased	91	112	819	751	91.7%
Leased in Low Poverty Areas	50	74	450	540	120.0%
Moves from High Poverty Areas	33	36	297	274	92.3%

**All Households
Number of Households with Children Living in Low Poverty Areas**



C. Monthly Leasing Detail

Total September	112
Cumulative Total	751

Moves to Low Poverty Areas	# of Households	Monthly Percentage	Cumulative Total (YTD)	Cumulative Percentage
From Low Poverty Areas	38	33.9%	266	35.4%
From High Poverty Areas	36	32.1%	274	36.5%
Totals	74	66.1%	540	71.9%

Moves to High Poverty Areas	# of Households	Monthly Percentage	Cumulative Total (YTD)	Cumulative Percentage
From Low Poverty Areas	8	7.1%	57	7.6%
From High Poverty Areas	30	26.8%	154	20.5%
Totals	38	33.9%	211	28.1%

APPENDIX X: Public Housing Drug Elimination Program (PHDEP) Plan

In September of 2000, the Agency submitted its 2001 PHDEP application in the amount of \$8,893,000. With the MTW Annual Plan submission, the Agency is reprogramming all the prior year funds and its 2001 funds, a total of \$12,993,000, to protective services. Many of the activities that were planned in the original submissions are still being continued, but are paid for by funds from the operating budget.

**APPENDIX XI:
Amended Admissions & Occupancy Policy**

**APPENDIX XII:
Procurement Policy**

APPENDIX XIII:

**CHICAGO HOUSING AUTHORITY
ALL FUNDS BUDGET
FY2001**

SOURCES	FY2000 Revised Budget	FY2001 Proposed Budget
Rental Income/Public Housing	\$39,000,000	\$35,500,000
Rental Income/City State	1,257,000	1,250,000
Non-dwelling Rentals/Public Housing	227,000	29,000
Non-dwelling Rentals/City State	4,000	12,000
Other Income	145,000	410,000
Reserves	10,599,000	0
Investment Income	947,000	1,072,000
Total Receipts	52,179,000	38,273,000
Drug Elimination FY1998	2,355,000	0
Drug Elimination FY1999	8,444,000	4,100,000
Drug Elimination FY2000	0	8,924,000
City-State Subsidies	6,886,000	6,666,000
City-State Grant- DCCA	7,500,000	8,000,000
Other Grants- non-capital	14,333,000	9,174,000
Other Grants- capital	0	23,000,000
Federal Operating Subsidies	178,637,000	170,136,000
Hope VI Carryover	14,300,000	64,267,000
Capital Grant Carryover	10,675,000	91,227,000
Capital Grant Fund	146,241,000	139,000,000
Sub-total Grants and Subsidies	389,371,000	524,494,000
Section 8 Grant	211,973,000	232,166,000
Total Sources	\$653,523,000	\$794,933,000

**CHICAGO HOUSING AUTHORITY
ALL FUNDS BUDGET
FY2001**

USES

Overhead	\$50,404,000	\$35,197,000
Utilities	42,599,000	41,117,000
Operations/Private Management	125,600,000	134,038,000
Resident Programs	42,695,000	40,502,000
Protective Services	<u>15,011,000</u>	<u>12,252,000</u>
Total Operating Expenses	276,309,000	263,106,000
Contract Management Fees	16,771,000	18,333,000
Contract Monitoring	2,017,000	1,618,000
Relocation & Mobility Counseling	2,500,000	8,684,000
Housing Assistance Payments	<u>191,313,000</u>	<u>203,531,000</u>
Total Section 8 Housing	212,601,000	232,166,000
Technical Staff	9,805,000	7,481,000
Architectural & Engineering Fees	16,513,000	11,835,000
Building Improvements	128,745,000	266,424,000
Contingency	<u>7,845,000</u>	<u>8,040,000</u>
Total Capital	162,908,000	293,780,000
Total Uses	\$651,818,000	\$789,052,000
Surplus/-Deficit	\$1,705,000	\$5,881,000
Beginning Operating Reserve	\$35,192,000	\$26,298,000
Ending Operating Reserve	\$26,298,000	\$32,179,000

APPENDIX XIV
 CHICAGO HOUSING AUTHORITY
 FY2001 CAPITAL PROGRAM
 ESTIMATED CAPITAL EXPENDITURES FOR FY2001 (By Agency Plan Category & Development)

	HOPE VI Revitalization	Capital Fund	Other Agency (see notes)	City - State Fund	HOPE VI Demolition	TOTALS	
CATEGORY 1	Horner Phase II	1,125,000			1,170,000	2,295,000	
	Cabrini (on and off-site)	1,125,000		6,000,000	2,620,000	9,745,000	
	ABLA	4,500,000			3,653,000	8,153,000	
	Madden Park/Wells	15,000,000		8,000,000	3,235,000	26,235,000	
	Washington Park (low-rise)		1,400,000		1,725,000	3,125,000	
	Taylor B	3,200,000				3,200,000	
	Hilliard		19,000,000			19,000,000	
	Lakefront on-site			9,000,000		9,000,000	
Sub-Totals	24,950,000	20,400,000	23,000,000	-	12,403,000	80,753,000	
CATEGORY 2	SENIOR PROPERTIES	-	143,660,000	-	-	143,660,000	
CATEGORY 3	SCATTERED SITES	-	8,640,000	-	-	8,640,000	
CATEGORY 4	Lawndale Complex		500,000		935,000	1,435,000	
	Lathrop Homes		250,000			250,000	
	LeClaire Courts		250,000			250,000	
	Cabrini Ext. Lincoln						
	Lake Parc Place						
	Wash. Park Lowrise						
	Lawndale Gardens						
	Bridgeport Homes		3,721,600			3,721,600	
Wentworth Homes		3,721,700			3,721,700		
Lowden Homes		3,721,700			3,721,700		
Sub-Totals	-	12,165,000	-	-	935,000	13,100,000	
CATEGORY 5	Trumbull		2,250,000			2,250,000	
	Rockwell		1,615,000		3,149,000	4,764,000	
	Robert Taylor A/B		1,615,000		3,575,000	5,190,000	
	Stateway		1,615,000		3,450,000	5,065,000	
	Washington Park (High-Rise)				2,078,000	2,078,000	
Sub-Totals	-	7,095,000	-	-	12,252,000	19,347,000	
TOTALS: CAT 1 - 5		24,950,000	191,960,000	23,000,000	-	25,590,000	265,500,000
CITY - STATE PROPERTIES	Lathrop Elderly				850,498	850,498	
	Harrison Courts				2,561,244	2,561,244	
	Loomis Courts				2,933,480	2,933,480	
	City-State Wide				1,654,778	1,654,778	
Sub-Totals	-	-	-	8,000,000	-	8,000,000	
CHA WIDE		-	12,800,000	-	-	12,800,000	
ADMINISTRATION		-	7,480,000	-	-	7,480,000	
GRAND TOTALS		24,950,000	212,240,000	23,000,000	8,000,000	25,590,000	293,780,000

Notes: Non-MTW Fund Grants

APPENDIX XV: MTW Funding Submission Forms

The grid below lists the required funding forms that participating block grant agencies must submit with their annual plans. These forms are attached, unless otherwise noted.

Form	Included	Comment
Operating Subsidies		
1. MTW PFS Worksheet (HUD-52723, modified)	Yes	
2. Calculation of Allowable Utilities Expense Level (HUD-52722A)	No	CHA's MTW agreement "freezes" utility costs. No form needed.
3. Direct Disbursement Payment Schedule Data (HUD-52721)	Yes	
Capital Fund		
1. Annual Statement (HUD-52837)	Yes	
Section 8		
1. Estimate of Total Required Annual Contributions (HUD-52673)	No	HUD has not provided the CHA with a list of the "eligible" MTW Section 8 units necessary to complete this form. Consequently, the amounts shown in Table 13 (Sources and Uses – FY 2001) are based on current allocations plus the award of 4,553 replacement housing vouchers.
2. Requisition for Partial Payment of Annual Contributions (HUD-52663)	No	Ditto.

FY2001 MTW OPERATING SUBSIDY SCHEDULE

2001

FY2001 Operating Subsidy Calculation

2000 MTW AEL \$450.43 x 363,484		\$ 163,724,098
FY2000 new units in CHA Inventory (50 units x 463.54 x 12)		278,124.00
Increase 2000 MTW AEL by simplified delta (1/2 percent)		<u>818,620</u>
		164,820,843
Increase by local Inflation Factor (1.024) estimated		<u>1.024</u>
2001 MTW AEL		168,776,543
Calculated PUM for deprogrammed units (\$18,810,392 - \$12,482,687 - \$2,377,063 = \$3,950,642) / 363,484 = \$10.87		<u>3,950,642</u>
Sum of 2001 MTW AEL Plus costs attributed to deprogrammed units		172,727,185
Subtract unfunded portion due to congressional appropriation estimated at 1.5%		<u>(2,590,908)</u>
FY2001 Operating Subsidy for fiscal year		\$ 170,136,277

Adjustments for demolition:

x deprogrammed funding for FY2000 228.47

FY2001

units scheduled through 06/30/01 Wells Homes, Abbott Homes, Washington Park	831	4,986	
units scheduled thru 8/31/01 - Horner Homes	231	924	
units scheduled thru 9/30/01 - Taylor, Madden Park, Brooks Homes	1,170	3,510	
units scheduled thru 11/30/01 - Stateway Gardens	<u>690</u>	<u>690</u>	
Total units scheduled for FY2001	2,922	10,110	

x deprogrammed funding for FY2001 235.12

FY2001 Projected loss in subsidy due to demolition 2,377,063

2,377,063

Beginning Balance: Deprogrammed Units	6,861	18,810,392	
Less: FY2000 Units scheduled for demolition \$228.47	<u>(4,553)</u>	<u>(12,482,687)</u>	
subtotal FY2000	2,308	6,327,705	
Less: FY2001 Units scheduled for demolition	<u>(2,922)</u>	<u>(2,377,063)</u>	
Subtotal: Deprogrammed Units FY2001	0	3,950,642	
Ending Balance: Deprogrammed Units FY2001	0	0	

FY2001 MTW OPERATING SUBSIDY SCHEDULE

	2001
FY2001 Operating Subsidy Calculation	
2000 MTW AEL \$450.43 x 363,484	\$ 163,724,098
FY2000 new units in CHA Inventory	<u>818,620</u>
Increase 2000 MTW AEL by simplified delta (1/2 percent)	164,542,719
Increase by local Inflation Factor (1.024) estimated	<u>1,024</u>
2001 MTW AEL	168,491,744
Calculated PUM for deprogrammed units (\$17,633,543 - \$3,881,156 = \$13,752,387 / 363,484 = \$37.83)	<u>13,752,387</u>
Sum of 2001 MTW AEL Plus costs attributed to deprogrammed units	182,244,131
Subtract unfunded portion due to congressional appropriation estimated at 4%	<u>(7,289,765)</u>
FY2001 Operating Subsidy for fiscal year	\$ 174,954,366

Adjustments for demolition:

Adjustment of Actual units demolished vs. Budgeted FY2000

Additional units scheduled for demolition thru 11/30/00	2,329	2,329	
x deprogrammed funding for FY2000		228.47	532,107

FY2001

units scheduled thru 6/30/01 - Brooks, Lawndale, Horner, Wash Pk, S	1,077	6,462	
units scheduled thru 8/31/01 - Horner	234	936	
units scheduled thru 9/30/01 - Carbrini, Madden Pk. , Rockwell, Taylo	1,560	4,680	
units scheduled thru 11/30/01 - Stateway	690	690	
Additional units scheduled through 06/30/01	<u>246</u>	<u>1,476</u>	
Total units scheduled for FY2001	3,807	14,244	
x deprogrammed funding for FY2001		235.12	
FY2001 Projected loss in subsidy due to demolition			<u>3,349,049</u>
			3,881,156

Beginning Balance: Deprogrammed Units	6,861	18,810,392	
Less: FY2000 Units scheduled for demolition	<u>(805)</u>	<u>(1,176,849)</u>	
subtotal FY2000	6,056	17,633,543	
	(2,249)		
Less: FY2001 Units scheduled for demolition	<u>(3,807)</u>	<u>(3,881,156)</u>	
Subtotal: Deprogrammed Units FY2001	0	13,752,387	
Ending Balance: Deprogrammed Units FY2001	0	0	

Comprehensive Grant Program (CGP) **Part I: Summary**

Office of Public and Indian Housing

HA Name: CHICAGO HOUSING AUTHORITY	Comprehensive Grant Number:	FFY of Grant Approval: 2001
---	-----------------------------	------------------------------------

Original Annual Statement
 Reserve for Disasters/Emergencies
 Revised Annual Statement/Revision Number _____
 Performance and Evaluation Report for Program Year Ending December 31, 2001
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations (May not exceed 10% of line 19)				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment - Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration	139,000,000			
17	1495.1 Relocation costs				
18	1498 Mod Used for Development				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant (Sum of lines 2 - 19)	139,000,000			
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				

Signature of Executive Director _____ Date _____	Signature of Public Housing Director _____ Date _____
X	X

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement. Previous edition is obsolete form HUD-52837 (9/98)
 (2) To be completed for the Performance and Evaluation Report. ref Handbook 7485.3

**See: Direct Disbursement Payment Schedule Plan
HUD Form 52721**

CHICAGO HOUSING AUTHORITY



Admissions and Occupancy Policy

CHICAGO HOUSING AUTHORITY
ADMISSIONS AND OCCUPANCY POLICY
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The following procedures will be provided for reference only:

- Appendix A: Restrictions on Housing Assistance to Non-Citizens Procedures
- Appendix B: CHA Screening Procedures
- Appendix C: Residential Lease Agreement and Contract
- Appendix D: Income Disregard Procedures (Reserved)
- Appendix E: Resident Grievance Procedures
- Appendix F: Ceiling Rent Procedures
- Appendix G: Pet Policy
- Appendix H: CHA Leaseholder Housing Choice and Relocation Rights Contract
- Appendix I: Community Service Procedures [Reserved]

This policy uses the terms CHA and the Property Manager. The terms are used interchangeably and are intended to cover all public housing properties owned by CHA, including those managed by others.

I. Nondiscrimination and Accessibility

A. Compliance with Civil Rights Laws

1. It is the policy of the Chicago Housing Authority (CHA) and any entity designated by the CHA to manage a property, to comply with all applicable laws relating to Civil Rights, including:
 - a) Title VI of the Civil Rights Act of 1964[**24 CFR § Part 1**];
 - b) Title VIII of the Civil Rights Act of 1968 (as amended by the Community Development Act of 1974 and the Fair Housing Amendments Act of 1988) [**24 CFR § Part 100**];
 - c) Executive Order 11063, Section 504 of the Rehabilitation Act of 1973[**24 CFR § Part 8**];
 - d) The Age Discrimination Act of 1975[**24 CFR § Part 146**];
 - e) Title III of the Americans with Disabilities Act (to the extent that it applies, otherwise Section 504 and the Fair Housing Amendments govern). [**Title III deals with Public Accommodations**];
 - f) Any applicable State laws or local ordinances; and
 - g) Any legislation protecting the individual rights of residents, applicants or staff that may subsequently be enacted.
2. The CHA shall not discriminate because of race, color, national origin, sex, religion, familial status, or disability in the leasing, rental, or other disposition of housing or related facilities, including land, that is part of any development or developments under the CHA's jurisdiction. Such developments are covered by a contract for annual contributions under the United States Housing Act of 1937, as amended, or in the use or occupancy thereof in accordance with the annual contributions contract.¹ [**24 CFR § 100.5**].
3. The CHA shall not, on account of race, color, national origin, sex, religion, familial status, or disability:
 - a) Deny any family the opportunity to apply for housing, nor deny any qualified applicant the opportunity to lease housing suitable to its needs;
 - b) Provide housing which is different from that provided to others;²
 - c) Subject a person to segregation or disparate treatment;
 - d) Restrict a person's access to any benefit enjoyed by others in connection with the housing program;
 - e) Treat a person differently in determining eligibility or other requirements for admission³;
 - f) Deny a person access to the same level of services⁴; or

1. Under the Housing and Community Development Act of 1992, CHA is permitted to designate occupancy of certain developments for older persons (including elderly people with disabilities).

2. CHA is required to provide persons with disabilities with housing that is appropriate for their needs. This accessible or adaptable housing enables persons with disabilities to participate in the public housing program.

3. Except that CHA is obliged to offer reasonable accommodations to applicants with disabilities. This will not affect CHA's screening or eligibility standards, but might require CHA to revise its procedures or practices in carrying out these standards.

- g) Deny a person the opportunity to participate in a planning or advisory group that is an integral part of the housing program
4. The CHA shall not automatically deny admission to a particular group or category of otherwise qualified applicants (E.g., families with children born to unmarried parents, elderly families with pets, or families with members who have eligible immigration status). Each applicant in a particular group or category must be treated on an individual basis in the normal processing routine **[24 CFR § 960.205]**.
5. The CHA will not permit these policies to be subverted for personal or political favors. The CHA will not offer units in an order different from that prescribed by this policy, since doing so violates the policy, federal law and the civil rights of the other families on the waiting list **[24 CFR § 960.204(a)(3)(ii)]**.

B. Office, Facility, and Program Accessibility

1. The CHA offices, facilities and programs used by applicants must be accessible to applicants with disabilities. If offices, facilities and programs are not accessible (and located on accessible routes), some will be made so, subject to the undue financial and administrative burden test. As an alternative, when comparable facilities or programs exist in accessible and non-accessible formats, the CHA may provide accessible transportation to the accessible facility to permit participation in the program **[24 CFR § 8.20 and 8.21]**.
2. An applicant with disabilities who cannot come to the management office or visit the Occupancy Department may request as a reasonable accommodation that CHA or property management staff schedule a visit to the applicant's home or other accessible location to complete the application for housing. CHA will advise applicants of this option by including a statement in the application package.
3. Documents intended for use by applicants and residents will be made available in formats accessible for those who have vision or hearing disabilities. (See page 5 for Spanish language requirements.) The CHA staff will be sensitive to applicants who have disabilities or limited abilities in reading comprehension. In addition, the CHA will allow the applicant to bring other individuals such as family members or friends to assist them during the application process. For applicants or residents who have limited reading skills, staff will read and explain documents that are normally handed out to be read or completed. The CHA or the Property Manager will work with the Local Advisory Council (LAC) to identify residents who may wish to assist applicants as part of the resident community service requirement **[24 CFR § 8.6]**.
4. At the point of initial contact, the CHA staff will ask all applicants whether they need some form of communication other than plain language paperwork. Alternative forms of communication might include: sign language interpretation, having materials

4. This requirement applies to services provided by the CHA and by delegate agencies that operate on CHA property. Thus, a health screening program offered by the local health department in a CHA community room must be fully accessible to persons with disabilities.

- explained orally by staff, either in person or by phone, large-type materials, information on tape, and having someone (friend, relative or advocate) accompany the applicant to receive, interpret and explain housing materials[24 CFR § 8.6].
5. The CHA staff will be trained to provide examples, verbally and in written format, of complicated concepts such as eligibility, rent computation, applicant screening, reasonable accommodations, and lease compliance to enable applicants with learning or cognitive disabilities to understand as much as possible [24 CFR § 8.6].
 6. At a minimum, the CHA will prepare the following information in clearly written and accessible formats:
 - a) Marketing and informational materials;
 - b) Information about the application process;
 - c) The application form;
 - d) All form letters and notices to applicants and residents;
 - e) General statement about reasonable accommodation;
 - f) Orientation materials for new residents;
 - g) The lease and house rules (if any);
 - h) Guidance or instructions about care of the housing unit;
 - i) Information about opening, updating or closing the waiting list(s); and
 - j) All information related to applicant's rights (to informal hearings, etc.)
 7. To the extent practical, the CHA will involve residents in the revision of forms and documents. CHA will send draft documents to the Central Advisory Council (CAC) for comment or incorporate residents into working groups for document revision.

C. Addressing Barriers to Equal Housing Opportunities

1. The CHA will identify and eliminate situations or procedures that create a barrier to equal housing opportunity. In accordance with Section 504, and the Fair Housing Amendments Act of 1988, the CHA will either make modifications to a current unit or relocate a resident with a disability to a unit with accessible features. If there is no accessible unit available, CHA will make structural modifications to its housing and non-housing facilities [24 CFR §§ 8.21, 8.23, 8.24, and 8.25]. CHA may also make reasonable accommodations [24 CFR § 100.204], or combinations of structural modifications and reasonable accommodations, to permit persons with disabilities to take full advantage of the housing program.
2. In making reasonable accommodations or structural modifications to **existing housing programs** [24 CFR § 8.24] or in carrying out **Other Alterations** [24 CFR § 8.23 (b)] for otherwise qualified persons with disabilities, the CHA is **not** required to:
 - a) Make each of its existing facilities accessible [24 CFR § 8.24 (a) (1)]; or make structural alterations when other methods can be demonstrated to achieve the same effect [24 CFR § 8.24 (b)];

- b) Make structural alterations that require the removal or altering of a loadbearing structural member **[24 CFR § 8.32 (c)]**;
 - c) Provide an elevator in any multifamily housing project solely for the purpose of locating accessible units above or below the grade level **[24 CFR § 8.26]**;
 - d) Take any action that would result in a fundamental alteration in the nature of the program **[24 CFR § 8.24 (a) (2)]**;
 - e) Take any action that would result in an undue financial and administrative burden on the CHA **[24 CFR § 8.24 (a) (2)]**. This is not applicable to housing undergoing substantial alterations or new construction; and
 - f) When the CHA is making substantial alterations (in developments with 15+ units, where the value of the work exceeds 75% of the replacement cost of the facility) to an existing housing facility **[24 CFR § 8.23]** the CHA is not required to:
 - i) Provide an elevator in any multifamily housing project solely for the purpose of locating accessible units above or below the grade level **[24 CFR § 8.26]**;
 - ii) Make structural alterations that require the removal or altering of a load bearing structural member **[24 CFR § 8.32 (c)]**; and
 - iii) Make structural alterations to meet minimum accessibility requirements where it is structurally impracticable. Structural impracticability is defined as:
 - Changes having little likelihood of being accomplished without removing or altering a load-bearing structural member; and/or
 - Changes that cost 50% or more of the value of the element of the building or facility involved **[24 CFR §§ 8.32 (c), 40.1 ET SEQ. [The Uniform Federal Accessibility Standards]**.
3. It is the CHA's policy that accessibility modifications to units will be made in accordance with the following guidelines:
- a) Applicants – The CHA will complete necessary accessibility modifications to units prior to applicant move-in.
 - b) Residents – Modifications under \$1,000 will be completed no later than 30 days after property management receives the request.
 - c) Residents – Modifications over \$1,000 will be completed no later than 60 days after the request is received by property management or in accordance with a construction schedule agreed to in writing by property management and the resident.
 - An accessible unit must be on an accessible route and the family living in the unit must have access to common areas and other facilities associated with the property.
 - When an individual requests modifications to the unit, CHA must also consider whether modifications need to be made to the route leading to the unit, and common areas or other facilities.

- To the extent practical, modifications to common areas and other facilities will be addressed in accordance with the construction schedule noted in 3. c) above.
4. The CHA commits to updating and revising the 504 SelfEvaluation and Transition Plan; once updated, the plan will be kept and the changes incorporated into the Capital Program Budget.

D. Providing Information in Languages Other than English

1. All forms, written materials and recorded telephonic messages used to communicate with current and prospective residents shall be available in the Spanish language as required by Paragraph 3 of the **Latinos United Consent Decree**. This includes all forms, leases, posters, and notices related to registration, intake, marketing, outreach, certification, re-examination and inspections.
2. Wherever possible and whenever dictated by marketing and outreach efforts, the above mentioned materials and messages may be made available in other languages⁵.
3. Applicants and residents with low English comprehension may furnish an interpreter to assist in communications with CHA offices or programs. Except for applicants and residents who speak Spanish, the CHA is not required to pay the costs associated with having a foreign language interpreter **[24 CFR § 8.6]**.

E. Marketing and Informational Materials

1. The CHA or the Property Manager will conduct outreach activities as needed to maintain an adequate application pool representative of the eligible population in the area. Outreach efforts are determined by the vacancy rate at CHA sites, availability of units through turnover, and waiting list characteristics. The CHA and the Property Manager will periodically assess these factors in order to determine the need for and scope of any marketing efforts.
2. Marketing and informational materials will be subject to the following:
 - a) All marketing materials must comply with Fair Housing Act requirements with respect to wording, logo, size of type, etc. **[24 CFR § 110]**;
 - b) Marketing will describe the housing unit's amenities, access to public transportation, the application process, waiting list and preference structure accurately;
 - c) Marketing materials will make clear who is eligible: low income individuals, families who may be elderly and or have a disability, and families CHA is seeking because of mixed-income requirements;

⁵ **24 CFR § 5.502** requires that any notice or document relative to citizen or eligible immigration status, where feasible, be provided to an applicant or resident in a language that is understood by the individual if the individual is not proficient in English.

- d) Marketing materials will be written in simple, clear language and will use more than strictly English-language print media. Pursuant to the Latinos United Consent Decree, marketing materials will also be prepared in Spanish;
 - e) Marketing materials will clearly describe the CHA's responsibility to provide reasonable accommodations for people with disabilities; and
 - f) An effort will be made to target all agencies that serve and advocate for potentially qualified applicants (E.g. applicants with disabilities) to ensure that accessible/adaptable units are used by people who can best take advantage of their features; therefore, marketing materials will be widely distributed including, but not limited to the following: TANF agencies, homeless shelters, Social Security offices, currency exchanges, churches and schools.
3. **Latino Marketing and Outreach:** Per Paragraphs 4(c) and 9 of the **Latinos United Consent Decree**, the CHA has opened two site registration offices and engages in a marketing and outreach campaign "to substantially increase Latino participation in all current and future CHA housing programs." These activities will be performed by the CHA or its designees for the duration of the Consent Decree as specified in Paragraph 13 (b).

II. Eligibility for Admission

A. Qualification for Admission

1. The CHA will admit only qualified applicants⁶. The CHA's housing will not be housing of last resort. Families are required to meet eligibility and suitability criteria as required in this policy.
2. An applicant (individual or family) is qualified by meeting all of the following criteria:
 - a) A person with a disability as defined to exclude persons whose sole disability is a drug or alcohol-related disability. (See definition #22 for disability for determining eligibility for public housing);
 - b) Is a family as defined in Section XII of this policy[**24 CFR §§ 5.508(a),(b)&(c)**];
 - c) Heads a household in which at least one member declares either citizenship or eligible immigration status. [**24 CFR § 200, and § 5.500 through 5.528**]; See the CHA procedures on *Restrictions on Housing Assistance to Non-Citizens*, (Appendix A);
 - d) Has an Annual Income at the time of admission that does not exceed the income limits for occupancy established by the Department of Housing and Urban Development [**24 CFR § 5.405(a)**]; or
Is a CHA, local, state, or federally licensed professional police officer employed on a full time basis and is admitted for the purpose of increasing security for the residents of the CHA.
 - i. Police Officers who are not otherwise income eligible for public housing will be permitted to reside in CHA.
 - ii. Police Officers so admitted will pay the higher of ceiling rent or flat rent.
 - iii. Such admission will be at the ratio of one police officer for 150 units.
 - e) Provides a Social Security number for each family member age 6 years or older, or certifies that a household member does not have a Social Security number[**24 CFR § Part 5**]; and
 - f) Meets or exceeds the Applicant Screening Criteria set forth in Section III, Paragraph D of this document, including attending and successfully completing a CHA-approved orientation class [**24 CFR § 960.205**].

B. Ineligibility for Admission

Persons are ineligible for housing assistance if any of the following are applicable:

1. Unauthorized occupants⁷ of CHA households applying for a CHA unit are ineligible for admission. However, CHA is willing to consider adding such occupants to the

6. The term "qualified" refers to applicants who are eligible and able to meet the applicant selection standards. This term is taken from **24 CFR § 8.3** "Definition of qualified individual with disabilities."

7 The term "unauthorized occupant" refers to an individual who is not a guest as defined in this policy nor listed or a household member on the lease of the unit in which he or she resides.

- lease for the unit in which they are living in accordance with section VI. D. (11) of this policy;
2. The applicant owes any back rent, utilities, damages, or other charges to the CHA under the public housing or Section 8 programs; or owes such amounts to any other Authority;
 3. Any leaseholder who has been evicted from public housing or a Section 8 unit because of drug-related criminal activity; and the eviction occurred within three years of the application date. NOTE: Drug-related criminal activity is defined as “the illegal manufacture, sale, distribution, use, or possession with intent to manufacture, sell, distribute, or use, of a controlled substance...” [42 USC 1437d (L) (5) & 24 CFR § 966.4 (f) (12) (i) (B) (ii)];
 4. The CHA determines any member of an applicant household is illegally using a controlled substance;
 5. The CHA determines that there is reasonable cause to believe that such member’s illegal use (or pattern of illegal use) of a controlled substance, or abuse (or pattern of abuse) of alcohol may interfere with the health, safety, or right to peaceful enjoyment of CHA property by residents and employees;
 6. During the three (3) years prior to date of application, any member of the applicant’s household engaged in any drug-related or violent criminal activity which would adversely affect the health, safety, or right to peaceful enjoyment of the premises by other residents, the owner, or employee.
 - a. Exceptions to paragraph 6 may be made for applicants who have undergone a successful rehabilitation program (see below), or where the circumstances surrounding the activity no longer exist.
 - b. After expiration of the three- (3) year period referenced in paragraph 6, the CHA may require the applicant, as a condition of admission, to submit to the CHA evidence sufficient to ensure that the individual has not engaged in any criminal activity in any period prior to the time the applicant is made an offer of housing.
 7. Any applicant or member of the applicant's household who is subject to a lifetime registration requirement or under a ten (10) year registration requirement under the Illinois Sex Offender statute.
 8. For senior-designated buildings, applicants under the age of 50. (Persons to be placed on the senior-designated buildings waiting lists will be applicants that are 62 years of age or older OR, if there are no seniors on the waiting list for the building, the applicant is near-elderly, between the ages of 50 and 61.)

9. At the time of initial intake, applicants will be asked to verify that the items in paragraphs one through eight above items do not apply to their application. In making determinations with respect to these paragraphs, CHA will use the criteria for verification and assessment of information as described in the *CHA Screening Procedures*. (See Appendix B)
10. Consideration of Rehabilitation. This paragraph applies to applicants as described in paragraphs two through six above. The CHA may consider whether the applicant household member in question can demonstrate that:
 - a) They have successfully completed a supervised drug or alcohol rehabilitation program and are no longer engaging in illegal use of a controlled substance or abuse of alcohol combined with behavior that would violate the CHA lease. The rehabilitation activity must be initiated prior to screening and successfully completed prior to any offer of housing.
 - b) They have been otherwise rehabilitated successfully and are no longer engaging in illegal use of a controlled substance or abuse of alcohol combined with behavior that would violate the CHA lease.
 - c) They are participating in a supervised drug or alcohol rehabilitation program that conducts periodic random testing and are no longer engaging in the illegal use of a controlled substance or abuse of alcohol combined with behavior that would violate the CHA lease.
11. In order to evaluate criminal or drug-related activity, the CHA will conduct a criminal background check. The criteria applied are described in the CHA screening procedures.
12. Members of the applicant's household must demonstrate through the screening process the ability to comply with the terms of the lease. In the review of an applicant or household member's background, the CHA will consider admission when the record shows minor or infrequent offenses that when taken together do not indicate a pattern of behavior that would compromise health, safety, or the enjoyment of the premises by residents or employees. The CHA will consider more serious offenses in light of clear and verifiable evidence of improved behavior sustained over the twelve months prior to an applicant being screened to determine eligibility and suitability.

III. Processing of Applications

The CHA accepts and processes all applications in accordance with applicable HUD Regulations.

A. Application Process⁸

1. Applications and site information sheets for all CHA properties will be available at all development management offices, Latino Outreach Centers and the Occupancy Department. In addition, applications and site information sheets will be available at the CAC office and the LAC offices. Applications may also be requested by mail. Applications requested by telephone will be mailed within two working days.
2. Completed applications must be mailed to the Occupancy Department using a self addressed envelope included with the application. Applications not mailed to the Occupancy Department will be refused. Applicants who carry an application to any of the locations listed in paragraph one will be provided with a self-addressed stamped envelope and asked to mail it to the Occupancy Department.
3. The Occupancy Department will date and time-stamp the receipt of the application and enter the application data into the computer system. All applicants will receive a written letter confirming receipt of their application with their computer generated client number.
4. Application Packets will include the following: an application form; a stamped self addressed envelope; a list of the developments and buildings by name, type of housing and address; a list of estimated waiting times for each site (updated quarterly); an explanation of the site-based waiting lists; and Notice of Non-Discrimination and Reasonable Accommodation.
5. Information Sheets will be available for all sites. Information sheets will include a brief description of a development or senior building, its amenities, unit sizes, and the surrounding neighborhood.
6. Offers of housing for Family Properties may be made at the Occupancy Department. Once CHA receives approval for site-based waiting lists at the Family Properties, the offers of housing will be made at the site level. Offers of housing at Senior Properties are to be made at the site level.

8. All CHA documents for public information are written in English and Spanish. Alternative formats and languages are available upon request.

B. CHA Leaseholder Housing Choice and Relocation Rights Contract Families

CHA Leaseholder Housing Choice and Relocation Rights Contract Families have an absolute priority over families on the waiting list. CHA Leaseholder Housing Choice and Relocation Rights Contract Families will be housed in the following order:

1. Families with a right of return
2. Families with a return preference who lose their Right of Return as a result of rejecting two offers of housing
3. Families with a return preference as a result of occupancy after 10/1/99

C. Income Targeting For Admissions

1. Income range targets for CHA are as follows [Title V of H.R. 4194 (Quality Housing and Work Responsibility Act) § 517]:
 - a) Tier I: Within any CHA fiscal year (January to December), not less than 50% of the families admitted will have incomes between 0% and 30% of Area Median Income; and
 - b) Tier II: Within any CHA fiscal year (January to December), 50% of the families admitted will have incomes between 31% and 80% of Area Median Income.
2. The income range preferences may be adjusted to accommodate property-specific redevelopment plans.
3. In order to achieve the income-mixing requirements, CHA will institute as policy the right to skip over a family of lower income to offer housing to a family of higher income and vice-versa. CHA will not leave units vacant to satisfy incomemixing requirements.

D. Preferences

CHA will select families off the waiting list in accordance with Section C above. In making a selection from either Tier I or Tier II, the following preferences will apply:

1. Local Preferences:

Within the Tier I and Tier II applicants described above, CHA will make offers of housing in accordance with the following local preferences:

- a) Documented victims of domestic violence.
- b) Upward Mobility Families, defined to include those with an adult member who is either verified to be working at least 20 hours per week, attending an educational institution on a full-time basis, or participating in an approved jobtraining program.

- c) Applicants whose children are verified to be at risk of placement outside the household by the Illinois Department of Children and Family Services (DCFS) because of inadequate food, clothing, shelter or environmental neglect or whose children cannot be returned home because the family cannot provide for the children's subsistence needs.

Each above of the above preferences is weighted differently, with preference a. having the greatest weight and c. the least.

2. Within any of the above preference categories, CHA will also:
 - a) Give housing assistance preference to single applicants who are: elderly, near elderly, persons with a disability, or displaced over single persons who are not elderly, near-elderly, person with a disability or displaced.
 - b) When an unit with accessible or adaptable features is available, give preference for admission to applicants or current residents who require housing units with such features.

E. Waiting List Management

1. The CHA's waiting list is administered according to HUD regulations and applicable court orders. Applicants are placed on a waiting list, by bedroom size, by date and time of application and any applicable preference. At any given family site, the following lists may be active when considering admission to the property:
 - a) Placement list for right of return families.
 - b) Placement list for return preference families. A waiting list for CHA Leaseholder Housing Choice and Relocation Rights Contract families with a return preference.
 - c) Transfer list.
 - d) New applicants waiting list sorted by income tier, local and ranking preferences.

The site will also have access to a city-wide list for CHA Leaseholder Housing Choice and Relocation Rights Contract families with a housing preference. Families with a return preference may be cross-listed on a site-based and a city-wide waiting list.

2. The waiting lists may be updated at least once a year by removing the names of those families who are no longer interested, no longer qualify for housing, or cannot be reached by telephone or mail. At the time of initial intake, the CHA will advise families of their responsibility to notify the CHA when their circumstances, mailing address or phone numbers change.
3. Opening and Closing Waiting Lists:
 - a) The CHA, at its discretion, may restrict application intake, suspend application intake, and close waiting lists in whole or in part. The CHA may elect to: close a waiting list completely; close a list during certain times of the year; or restrict

intake by preference (including income in a mixed income property), type of project, by bedroom size, or type of dwelling unit.

- b) Decisions about closing the waiting list will be based on the number of applications available for a particular property. Other factors considered include: size or type of unit available, the number of applicants who qualify for a preference, and the ability of the CHA to house an applicant in an appropriate unit within a twelve-month period. The CHA or the Property Manager will publicly announce any decision to close a waiting list, restrict intake, or reopen a waiting list.
 - c) During the period when the waiting list is closed, CHA will not maintain a list of individuals who wish to be notified when the waiting list is reopened.
4. Change in Preference Status While on the Waiting List
- a) Applicants are responsible for contacting CHA when the family experiences a change in the circumstances that qualifies applicants for a housing preference. Upon such notification, CHA will review the family's preference status and adjust their position on the waiting list accordingly.
 - b) CHA will inform applicants in writing of how the change in status has affected the family's place on the waiting list.

F. Applicant Interviews and Verification Documents

1. Applicant interviews are scheduled as families approach the top of the property's waiting list. In this interview, the following items will be verified to determine qualification for admission into public housing:
 - a) Preferences;
 - b) Information Used in Applicant Screening;
 - c) Family composition and type (Elderly/Disabled/Non-elderly);
 - d) Family member ages and relationships;
 - e) Annual Income;
 - f) Assets and Asset Income;
 - g) Allowance Information;
 - h) Social Security Numbers of all Family Members; and
 - i) Citizenship and Eligible Immigrant Status.
2. The CHA will verify applicant claims by: a written third party verification; phone verifications with the results recorded in the applicant's file with staff signature; or, if no other form of verification is available, applicant certification. Applicants must sign releases, verification consent forms, and otherwise fully cooperate in obtaining or providing the necessary verifications.
3. The CHA will obtain a declaration of citizenship or eligible immigration status from every household member.

4. Applicants reporting zero income must complete a family expense form. With this form, applicants will estimate the money spent on: food, beverages, transportation, health care, childcare, debts, household items, etc. Also, applicants will be asked about the status of any application or benefits through Temporary Assistance for Needy Families (TANF) or other similar programs.
5. Applicant files shall indicate the date and time of receipt of public housing information and CHA's determination of eligible or ineligible. Eligible applicant files will also include: the unit size needed; a completed Unit Requirements Questionnaire; any applicable preference rating; and a history of housing offers highlighting the date, unit address, and the circumstances of each vacancy offered and accepted or rejected.

G. Applicant Screening Criteria

1. All CHA applicants will be screened in accordance with HUD's regulations [24 CFR § 960] and *CHA Screening Procedures*(Appendix B).
2. All applicants must demonstrate through an assessment of current and past behavior the ability:
 - a) To pay rent and other charges as required by the *CHA Residential Lease Agreement and Contract*(Appendix C) in a timely manner;
 - b) To care for and avoid damaging the unit and common areas;
 - c) To use facilities and equipment in a reasonable way;
 - d) To create no health, or safety hazards, and to report maintenance needs;
 - e) Not to interfere with the rights and peaceful enjoyment of others, and to avoid damaging the property of others;
 - f) Not to engage in any activity that threatens the health, safety or right to peaceful enjoyment of other residents or staff; and not to engage in drug-related criminal activity;
 - g) To comply with necessary and reasonable rules and program requirements of HUD and the CHA; and
 - h) To comply with health and safety codes.
3. Applicants may also be required to meet additional property specific screening requirements developed by redevelopment working groups in an approved redevelopment agreement.
4. The applicant's signature on the application authorizes CHA to make necessary inquiries into the applicant's behavior or background as it relates to lease compliance. This includes obtaining arrest information in order to determine a pattern of behavior and the likelihood of lease compliance.

5. Information requested for applicant screening shall be reasonably related to assessing the conduct of the applicant and other family members listed on the application. Any costs incurred to complete the application process and screening must be paid by the CHA.
6. Screening factors used in the application process include, but are not limited to: credit check, payment history for utility charges, prior landlord history, a home visit and criminal background checks (including arrest history). If necessary, fingerprints will be used to assure the accuracy of background information obtained. The request for an applicant's fingerprints will be limited to those situations where there is conflicting information regarding an applicant's criminal history or when the law enforcement records center requires the fingerprints for positive identification. (E.g. multiple individuals with the same name.) Failure to meet the requirements of these "checks" will result in applicant rejection.
7. As part of the screening process, all applicants will be required to complete a pre occupancy orientation and briefing designed by the CHA or the Property Manager with the assistance of the LAC. In all cases, a preoccupancy briefing must be completed prior to occupancy of a unit. Failure to attend and satisfactorily complete the briefing will result in rejection of the application and/or withdrawal of a unit offer.
8. Applicants determined eligible and suitable for admission will be notified by mail or in a format designated by the applicant. This notice will include the approximate date of occupancy. However, since the date is an estimate, applicants should not expect to be housed by that date. The availability of a suitable unit to offer a family is contingent upon factors not directly controlled by CHA such as turnover rates and market demands, as they affect bedroom sizes and project location **[24 CFR § 960.207 (b)]**.
9. Applicants determined unqualified for admission will be promptly notified. These applicants will receive a Notice of Rejection from CHA, stating the basis for such determination. CHA shall provide such applicants with an opportunity for an informal hearing on the determination and to present mitigating circumstances. The informal hearing for applicants should not be confused with the resident grievance process. Applicants are not entitled to use the resident grievance process **[24 CFR § 960.207 (a)]**.
10. Applicants who are known to have a disability and are determined eligible but fail to meet the screening criteria, will be offered the opportunity to have their cases examined to determine whether reasonable accommodations will make it possible for them to be housed in accordance with CHA Screening Procedures.

H. Maintenance of Confidential Information

Confidential information from drug rehabilitation centers or law enforcement agencies will be placed in a sealed envelope in a separate folder. The folder will be maintained in a secured file cabinet. This applies to both applicant files and resident files.

I. Resident Participation in the Intake and Screening Process [24 CFR § 960.206 (c)]

1. **Resident Involvement in Home Visits**- CHA will offer residents the opportunity to participate in the home visit process. Individual residents may be hired to conduct home visits provided that residents who are hired to do home visits will not conduct these visits for applicants moving into their own development. Also, CHA or the Property Manager may contract with a resident entity or others to conduct the home visit. All applicants must pass a Home Visit as part of the screening process. Home Visit personnel will report to the Property Manager. Individuals who conduct a home visit will be required to successfully complete training on fair housing laws.
2. **Mitigating Circumstances Review Panel** – As required by **24 CFR § 960.205 (d)**, CHA and the Property Manager will consider mitigating circumstances for negative information received that would likely result in the rejection of an application for housing. In the event of the receipt of unfavorable information with respect to an applicant, consideration shall be given to the time, nature, and extent of the applicant's conduct and to factors that might indicate a reasonable probability of favorable future conduct or financial prospects. For example:
 - a) Evidence of rehabilitation;
 - b) Evidence of the applicant family's participation in or willingness to participate in social service or other appropriate counseling service programs and the availability of such programs; or
 - c) Evidence of the applicant family's willingness to attempt to increase family income and the availability of training or employment programs in the locality.**[24 CFR § 960.205 (d)]**
3. The CHA or the Property Manager will refer the case to a Mitigating Circumstances Review Panel. Panels will be site based but they are optional. This provision does not require a particular site to establish a review panel. Sitebased panels are at the option of the Property Manager. (Should sitebased lists not be available at all locations, CHA will create a panel at the Occupancy Department using the criteria established in this policy.) It is the policy of CHA to include residents on this Panel.

It is the policy of CHA to require that both residents and the Property Manager be represented on the panel. Staff from CHA's Occupancy Department may also participate either as alternates or upon request from the Property Manager.

The requirements for the Admissions Advisory Committees (AAC) also apply to the Mitigating Circumstances Review Panel. The Panel will maintain a pool of residents who will serve on the panel on a rotating basis.

As the CHA adopts site-based waiting lists, site-based review panels may be created by the residents and Property Managers. Such panels will include the Property Manager and residents. No resident shall serve on a panel that reviews the application of a relative.

Mitigating Circumstances Review Panel members will be held to the same ethical and privacy standards as CHA employees and must sign binding statements to that effect. Residents serving on the Panel are subject to applicable fair housing laws and will be required to successfully complete training on fair housing laws to be provided by the CHA. Violations of either ethical or privacy standards or discrimination by any panel member will result in dismissal from the Panel. The recommendations of a Mitigating Circumstances Review Panel are advisory and in all cases the final decision regarding admission to public housing shall be with the Property Manager.

4. **Resident Involvement in Applicant Pre-Occupancy Orientation** - All applicants are required to complete a pre-occupancy briefing designed by CHA, the Property Manager or by the resident leadership. The pre-occupancy program is expected to be a cooperative effort between the Property Manager and the LAC at the site. A pre-occupancy briefing may be designed to address CHA-wide issues, site-specific issues, or a combination of both. Orientation programs will be required to include the following topics:
 - a) Rights and responsibilities of CHA and the resident;
 - b) How rent is calculated;
 - c) Security issues;
 - d) Re-examination requirements;
 - e) The lease;
 - f) The move-in inspection;
 - g) Care of the unit and how to request maintenance;
 - h) Reasonable accommodations and modifications for persons with disabilities;
 - i) Services available in or near the development;
 - j) The resident association; and
 - k) How to conserve utilities, read a utility bill, and family budgeting.

The CHA or the Property Manager may contract with other entities to deliver the pre-occupancy orientations. All applicants must attend the orientation in order to complete the screening process.

5. **Admissions Advisory Committees** - The CHA encourages the Property Managers, LACs and other recognized resident organizations (E.g. Board of cooperative) to

develop Admissions Advisory Committees (AAC). This policy establishes the framework under which these committees must operate. Because of the Fair Housing implications, Advisory Committees must adhere to the following requirements. Failure to do so will result in disbanding of the committee.

- a) The AAC will interview applicants after the regular screening process is completed and review selected information about applicants being considered for housing at each site.
 - b) All committees will use a standardized questionnaire developed by the CHA in conjunction with the CAC. Approval by the Chief of Operations and the CHA's Legal Department is required;
 - c) Questionnaires must not include questions previously asked by the Occupancy Department or the private manager during the admissions process;
 - d) Residents serving on an AAC are subject to applicable fair housing laws and will be required to successfully complete training on fair housing laws to be provided by the CHA;
 - e) Residents are responsible for disclosing information to the Panel, which may be determined as a conflict of interest. (E.g. serving on the panel where a relative or an employer is involved);
 - f) Violations of ethical or privacy standards or discrimination by any committee member will result in dismissal from an AAC. The standards described for the Mitigating Circumstances Review Panel also apply to the AAC; and.
 - g) Residents involved or employed by CHA in other parts of the screening process (i.e. Home Visit Teams, Mitigating Circumstances Review Panel, etc.) are prohibited from being members of an AAC.
6. **Resident Admissions Advisory Committee Welcome** — CHA encourages developments to establish a program of post-occupancy follow-up. The AAC will work with the Property Manager to design a follow-up "welcome" program for new residents of each property. The objective of the move-in follow-up will be to provide additional orientation through resident-to-resident assistance so that new families do not become isolated and issues of lease compliance (if any) can be addressed early. Post-occupancy follow-up must include at least one (1) apartment visit within 30-60 days of new resident move-in.

IV. Factors Affecting the Offering Process

Certain factors, such as bedroom size, accessible features, and unit designation, affect the “matching” of a qualified applicant family to a housing unit, and thereby influence offers of housing.

A. Bedroom Size and Unit Standards

The CHA will house applicants and residents according to their appropriate bedroom size. Households are matched to units according to family size, the minimum and maximum persons allowable per unit, and general occupancy standards with discretion permitted to accommodate family circumstances and family choice.

1. The CHA has established a minimum and maximum number of persons allowable per unit using the standards highlighted in the table below. In using this table, the living room or dining room will not be used as a bedroom.

Minimum-Number-of-Persons-Per Unit Standard

<u>Number of Bedroom</u>	<u>Max Persons/Unit</u>	<u>Min Persons/Unit</u>
0BR	1	1
1BR	2	1
2BR	4	2
3BR	6	3
4BR	8	6
5BR	10	8
6BR	12	10

2. The CHA has two categories of occupancy standards that will be used when determining the appropriate bedroom size for a household: 1) standards that can be modified only by exception as described in paragraph b) below; and 2) standards that can be modified at the family’s request as described in paragraph c) below.
 - a) In determining bedroom size for a family, the following criteria will be used in conjunction with the above:
 - (1) Each adult (other than adult children) or couple receives a bedroom;
 - (2) Each child (including adult children) receives a bedroom except that children of the same gender within seven (7) years of age must share a bedroom;
 - (3) Unborn children are not counted in figuring bedroom size;
 - (4) A live-in attendant must be assigned a bedroom;

- (5) Children who are temporarily away from the home because of placement in foster care, kinship care or away at school will be considered in bedroom size;
 - (6) Housing assistance limitation for single persons: A single person who is not an elderly person, person with a disability, or displaced person, or the remaining member of a resident's family, will not be provided a housing unit with two or more bedrooms **[24 CFR § 5.405 (c)]**;
 - (7) A household may receive a unit with two or more bedrooms when assisted by a live-in aide or for purposes of reasonable accommodation; and
 - (8) A remaining family member may occupy a unit with two or more bedrooms if the unit in which they reside is larger than a one-bedroom unit. However, upon re-examination, the remaining family member is subject to the unit size standards and will be housed according to the appropriate bedroom size.
- b) In applying the above criteria, CHA may make adjustments in unit size standards for the following reasons:
- (1) In providing reasonable accommodations to persons with disabilities;
 - (2) To allow for redevelopment plans or marketing concerns; and
 - (3) On an exception basis and with written justification, the Chief of Operations or designee can make allowances to the unit size standards including allowances for a displaced person as defined in 24 CFR § 5.403.
- c) The following exceptions to unit standards can be made at the request of the family to expedite an offer of housing. Any requests by the family must be in writing and will be documented in the file.
- (1) Persons of different generations (parent, child, grandparent) or opposite sex (other than husband and wife) may occupy the same bedroom;
 - (2) Two children of the opposite sex may share a bedroom; or
 - (3) A single head of household parent may share a bedroom with his/her children.
3. Under these unit standards, applicant households may be eligible for more than one bedroom size. In such instances, the family may wait for both bedroom sizes. (E.g. To be housed quicker, a mother with an infant chooses a one-bedroom unit over a two-bedroom unit to be housed quicker.) At any time during the occupancy process, an applicant may withdraw the request to modify occupancy standards to be housed in a smaller unit. This action will not be considered a refusal of housing.
 4. A family that chooses to occupy a smaller unit must agree not to request a transfer for one year commencing from the date the family moves into the smaller unit. During the one-year period, should a unit of appropriate size become available the Property Manager may offer the family a transfer.
 5. For purposes of construction or rehabilitation of units, the unit bedroom size distribution will be based on the bedroom size demand from the property waiting list.

Other factors that will be considered include: census tract information regarding the average size of low-income families, redevelopment plans, the current CHA population (including relocatees or families returning to the site) and budgetary and design limitations.

6. **Chicago City Code 34 (13-196-490)** requires that, “Every room occupied for sleeping purposes by more than one occupant shall contain at least fifty square feet of floor area for each occupant twelve years of age and over and at least thirtyfive square feet of floor area for each occupant under twelve years of age.” All CHA new construction and all rehabilitation projects (when the rehabilitation calls for the reconfiguration of the bedroom and living spaces) will be designed to this standard.

B. Accessible Units -- Refer to Section V, Paragraph D.

C. Senior Designated Units

Units Designated for Elderly Families⁹ (implementing regulations at 24 CFR §§ 945.201, 945.105, 945.203, and 945.303) - elderly families will receive a preference for admission to such units or buildings covered by an approved Senior Housing Designated Plan.

9. **Elderly Family** means a family whose head, spouse, or sole member is a person who is at least 62 years of age; or two or more persons who are at least 62 years of age living together; or one or more persons who are at least 62 years of age living with one or more live-in aides.

V. Resident Selection and Assignment Plan – Site Based Waiting Lists

In compliance with applicable court orders, CHA's policy is that each applicant will be able to select up to three (3) developments where they wish to be placed on the waiting list. The sequence of offers for any waiting list will be based upon date and time the application is received, type and size of unit needed and selected by the family, and factors affecting preference or priority that are consistent with the objectives of Titles VI of the Civil Rights Act of 1964 and Title VIII of the Civil Rights Act of 1968 and the HUD regulations and requirements pursuant thereto [24 CFR §§ 1.4 (b)(2) (ii)(iii), 100 et seq.]

A. Waiting and Placement Lists

1. CHA maintains placement lists for families with a Right of Return and waiting lists for new applicants. These lists are described in Paragraph I. of this Section. Families with a right of return take priority over applicants for new admissions. CHA will exhaust the right of return and preference return placement lists before making offers to new applicants on the waiting list. (CHA also maintains transfer lists for residents, see Section V. I and Section VII of this policy.)
2. When a waiting list is open, families must mail applications for public housing to the Occupancy Department. The CHA or the Property Manager may conduct an annual review of all lists, asking applicants to renew their interest in public housing.
3. All applications are time and date stamped upon receipt by the Occupancy Department. The Occupancy Department will enter all applicants on all wait lists of their choice by date and time of application. All applicants will be placed on each waiting list in accordance with any applicable preferences as stated in Section III of this policy.
4. The Property Manager will manage the site-based waiting lists and schedule applicant interviews based on projected unit turnover.
5. When an applicant's name reaches the top of any of one of the three (3) chosen lists and they are determined eligible and pass applicant screening, they will be made an offer of housing.

B. Offers of Housing

1. All offers of housing will be made at the site level. (Sitebased offers for Family Properties require authorization by the Gautreaux Court.)
2. An offer of housing will be made when an applicant's name reaches the top of any of the three (3) lists, the applicant is determined eligible and passes screening. The Property Manager will maintain a ready pool of applicants by considering the vacancy rate, unit turnover, and the time required for unit

preparation. (Unit preparation times will be stated in the Property Management Plans for each site.)

3. The CHA or the Property Manager will the waiting lists and the probable unit turnover so that offers will occur 30 to 60 days in advance of a unit becoming available. General order of offers is described in paragraph I. of the Tenant Selection and Assignment Plan.
 - a) Offers are communicated by phone or mail. Appointments to inspect the unit and confirm the particulars of the offer may also be made at this time. Offers made over the phone will be confirmed in writing. When an applicant has requested an alternate form of communication as a reasonable accommodation, the applicant will receive communication designated by the applicant. (E.g. Use of auxiliary aides or services.) The CHA or the Property Manager will also “post” offers made at the Occupancy Department and the Property Manager’s office. The posting will be by unit address and location referenced against the last name and client number of the applicant.
 - b) Offers made over the phone will be confirmed by letter to the applicant. If the CHA or Property Manager is unable to contact an applicant by phone, a notification letter will be sent to the last known address of the applicant. If provided in the applicant’s file, a copy of the offer letter will also be sent to the address of a primary contact person designated by the applicant. Other means of communication will be used as designated by the applicant.
 - c) Applicants who do not respond to this notice of offer within ten (10) working days from the date of the notice will be considered “non-responsive” and withdrawn from all three (3) waiting lists. The CHA or the Property Manager will consider reinstatement requests for documented reasons relating to a disability or to extenuating circumstances. Such circumstances must rise to the level that the applicant could not respond to the offer in the time allowed. (E.g. hospitalization, sequestered jury.) **[24 CFR § 8.27]**.
4. The CHA and the Property Manager will maintain a record of units offered, including location, date, and circumstances of each offer, and each acceptance or rejection, including the reason for the rejection. The Property Manager must record this information in the computer system for the purpose of identifying “hard to market” units.
5. Offer Accepted: After accepting the offer of housing, the applicant will be contacted by the Property Manager and shown a vacant unit in their selected location. Units and applicants are matched based on the size and type of housing required by an applicant, taking into account priorities for accessibility and allocation plans. If more than one unit of the appropriate size and type is available, the first unit offered to the applicant will be the first unit ready with the oldest vacancy date.

6. Offer Declined: If an applicant refuses the offer of housing (without “good cause”) their name will be placed at the bottom of all three (3) of their chosen waiting lists. This will be done by changing the date and time of application from the original date to the date and time of the documented refusal of housing. At the time of refusal, applicants may choose to remove themselves from one or more of the waiting lists on which their name appears. However, they may not choose another list(s) as a replacement. All refusals must be acknowledged in writing by the applicant.
7. Sometimes a refusal need not result in loss of the applicant’s place on their chosen waiting lists. If an applicant is willing to accept the unit offered but can document the inability to move at the time of the offer, then the applicant may keep their place on the list. Or, if acceptance of an offer of a suitable vacancy will result in undue hardship not related to considerations of race, color, sex, religion, disability, or national origin, then the applicant will keep their place on all waiting lists. **[24 CFR § 1.4 (b) (2) (ii) & (iii)]**
8. The applicant must be able to document that the hardship claimed is “good cause” for refusing an offer of housing. Where “good cause” is verified to the CHA’s or the Property Manager’s satisfaction, the refusal of the offer shall not require that the applicant be dropped to the bottom of all waiting lists or otherwise affect the family’s position on any waiting list. **[24 CFR § 1.4 (b) (2) (ii) & (iii)].**
9. Examples of good cause reasons for the refusal of an offer of housing include, but are not limited to:
 - a) Inaccessibility to source of employment, education, or job training that would require an adult household member to quit a job, drop out of an educational institution, or job training program. Or inaccessibility to children’s day care or educational program that would take a child out of day care or an educational program; or
 - b) Presence of lead paint in the unit offered when the applicant has children under the age specified by current law which is under seven (7) years of age;
 - c) The family demonstrates to CHA’s or the Property Manager’s satisfaction that accepting the offer will place a family member’s life, health, or safety in jeopardy. The family must provide specific and compelling documentation such as restraining orders, other court orders, or risk assessments related to witness protection from a law enforcement agency or a threat assessment that verifies danger from criminal activity. Reasons offered must be specific to the family (E.g. hate crimes). Refusals due to location alone are not good cause;
 - d) The unit is inaccessible and does not accommodate the applicant’s disabilities, or the family does not need the accessible features in the unit offered and does not want to be subject to a 30-day notice to move;
 - e) An elderly or disabled family makes the decision not to occupy or accept occupancy in designated housing¹⁰ **[24 CFR § 945.303 (d)]**;
 - f) The unit is not ready for occupancy and will not be ready in a reasonable period of time. Such time will be mutually agreed upon by the Property Manager and

¹⁰ At this time CHA has no buildings designated for Disabled Families.

the applicant, but shall not exceed sixty (60) days. Property Managers are charged with the responsibility to lease only those units that are ready as mutually agreed upon by the Property Manager and the applicant in writing.

10. Examples of good cause related to an applicant's willingness to accept an offer but inability to move at the time of the offer include:
 - a) A health professional verifies temporary hospitalization or recovery from illness of the principal household member, other household members (each as listed on final application) or live-in aide necessary to the care of the principal household member; or
 - b) The family head, spouse or sole member is serving on an impaneled jury.

C. Housing Transfers and the Offering of Units

The following three (3) transfers will take priority over new admissions:

- Emergency;
- Administrative, including Gautreaux transfers, and any transfers specified by the CHA Leaseholder Housing Choice and Relocations Rights Contract; and
- Senior Designated Housing Plan.

These transfers will be offered housing before new admissions. See Transfer Policy, Section VII of this document.

D. Occupancy of Dwelling Units with Accessible or Adaptable Features

Units with accessible or adaptable features will be offered first to current residents with disabilities in need of the units' features before offering such a unit to an applicant with a disability.

1. Offers of housing for all accessible or adaptable units will first be made to current residents having a disability and who require the accessible features of the vacant unit. (In effect, a transfer of the resident with disabilities from a nonadapted unit to the vacant accessible/adapted unit).
2. If there is no current resident in need of the unit, the unit will be offered to an eligible applicant having a disability that requires the accessibility features of the vacant unit **[24 CFR § 8.27 (a) (1) (2) and (b)]**.
3. If there is no such applicant and the CHA offers the unit to an applicant without a disability, CHA will require the applicant to agree to move to an available non accessible unit within 30 days when either a current resident or an applicant needs the features the unit provides. This requirement will be reflected in the lease agreement signed with the applicant **[24 CFR § 8.27 (a) (1) (2) and (b)]**.

E. Household Characteristics That Affect The Unit Offer

1. Units will be offered first to applicants whose household characteristics (e.g. need for accessible features) “match” those of the vacant unit available. By matching unit and family characteristics, families with a lower position on the waiting list may receive an offer of housing ahead of families with a higher position on the list with an earlier application date.
2. If there are no “matching” families on the waiting list, the unit will be offered to the family at the top of the waiting list for the appropriate bedroom size. The following preference will be applied: single applicants that are elderly, have a disability, are displaced, or are near-elderly will be given occupancy preference over a single person applicant who is not elderly, person with a disability, displaced, or near elderly. This preference exists regardless of the single person applicant’s date of application. (See Section on Local Preferences, III.D.2.)

F. Offering of Designated Units

In accordance with the senior-designated housing plan, applicants under 50 years of age who are persons with disabilities will not be offered units in a senior-designated building. Such applicants may be offered a unit at a family site or referred to the Section 8 program.

G. Traditional Scattered Site Units (Plan for Transformation– Category 3 Properties)

Scattered Site applicants will be selected and assigned in accordance with the orders of the Federal court in the Gautreaux case. Fifty (50) percent of the scattered site units shall be designated as “community area” and are offered to applicants from that particular community. Community area residents living in the census tract where the new housing is built will be given a priority. Twentyfive (25) percent of the units shall be designated as “transfer” units and offered to residents who meet the requirements set forth in the CHA’s transfer policy. The remaining twentyfive (25) percent of the units shall be designated as “waiting list” and will be offered to applicants on CHA’s waiting lists. These ratios will be further structured to encourage the de-concentration of low-income families through income targeting per Section III. C of this policy.

The following table is an example of how the income targeting and scattered site Gautreaux percentages assignment will work: Example: 16 scattered site units need to be filled; 50% are from the community area, 25% are from the waiting list for the site, and 25% are transfers from CHA.

Scattered sites located in low-poverty census tracts will admit families from both Tier I and Tier II as required by Section III.C. of this policy.

Scattered sites located in high-poverty census tracts will admit families only from Tier II. CHA will restrict admissions in this manner unless the census tract is redesignated as

low-poverty. The purpose of this is to provide for deconcentration and income-mixing in accordance with Agency Plan requirements.

The charts on the next page provide an example of how income targeting and Gautreaux admissions requirements will work:

16 Units in a High-Poverty Census Tract

Gautreaux Unit %	50% Community Area	25% Waiting List		25% Transfers
Number of units	8	4		4
Tier I - 50% of new admissions are at 0 - 30% of area median	0	0		N/A – 25% of units are filled by transfers

Tier II - 50% of new admissions are at 31% to 80% of area median.	8	4		N/A
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16 Units in a Low-Poverty Census Tract

Gautreaux Unit %	50% Community Area	25% Waiting List		25% Transfers
Number of units	8	4		4
Tier I - 50% of new admissions are at 0 - 30% of area median	4	2		N/A – 25% of units are filled by transfers

Tier II - 50% of new admissions are at 31% to 80% of area median.	4	2		N/A
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In accordance with the Relocation Rights contract, the Gautreaux percentages as described in the above paragraph will not apply until all Right of Return families are accommodated.

H. Occupancy of Units Created as a Result of the CHA Redevelopment Activities

1. This section applies to public housing units that result ~~form~~ **from** redevelopment plans and any applicable revitalization orders issued by the Gautreaux Court.

The CHA is involved in redeveloping properties in accordance with the Plan for Transformation and Gautreaux Court. Families displaced from the properties will be given priority for new or rehabilitated housing subject to the requirements of approved redevelopment plans and any right of return.

2. CHA Leaseholder Housing Choice and Relocation Rights Contract (Contract) – establishes the relocation rights and right of return for residents who must relocate from a CHA unit either temporarily or permanently. The Contract applies when the relocation is in conjunction with demolition, building consolidation, conversion as a result of the 202 Rule, rehabilitation, or court order. The Contract confers the right of return on lease compliant families in occupancy as of October 1, 1999 and other households as specified in the contract.
3. The Contract constitutes the basic rights and responsibilities of CHA, its agents, and the leaseholder during the redevelopment process. Any redevelopment agreement negotiated as part of the redevelopment process may contain relocation terms and conditions specific to the redevelopment property that provided that the protections to leaseholders under the contract are not diminished the redevelopment agreement will govern.
4. The Contract addresses the following with respect to the relocation process:
 - Defines lease compliance;
 - Describes basic rights of leaseholders;
 - Established the order of offers for new or rehabilitated housing that results from redevelopment activities;
 - Establishes the circumstances under which CHA will use a lottery system to fill units;
 - Lays out CHA’s responsibilities in relocation process; and
 - Establishes notice requirements for relocation and identifies the process by which residents select permanent and temporary housing choice options.
5. The Relocation Contract establishes the order of offers for Right of Return families. Families with a Right of Return will be maintained on a placement list. Placement lists are specific to the Relocation Contract and the order of offers and refusals are covered by the contract. Placement list procedures and requirements should not be confused with Waiting List procedures and requirements described in this policy. (See paragraph I. of this Section.)
6. Families may select up to three (3) permanent relocation options (including returning to the site of origin) and 1 temporary housing option. Families may select a Section 8 Housing Choice voucher as either a temporary or permanent relocation option. Subject to unit availability, CHA will provide former residents of a redevelopment property with the right to return to a public housing community of their choice. The CHA cannot guarantee that all families displaced by redevelopment activity will be able to return to their site of origin or their housing choice survey preference. The contract spells out the number of offers and any preferences a family will receive before the right of return is extinguished. (The Contract is attached as an exhibit to this policy as Appendix G.)

7. In accordance with the Gautreaux receivership order all housing developed as a result of redevelopment plans is subject to the new administrative percentages (50% community area, 25% waiting list, 25% transfers) established in Section V.E. of this policy. With respect to implementation of the Gautreaux admission percentages the following shall apply:
- a. Gautreaux percentages apply to all new units developed in accordance with any redevelopment plan except that the plan may alter the percentages with approval by the parties and a revitalization order issued by the Gautreaux Court.
 - b. The Gautreaux percentages will not apply to newly rehabilitated traditional Scattered Sites units until the right of return or preference for Right of Return families established by the Relocation Rights Contract has been satisfied.

I. Order of Offers

At any site with an approved redevelopment plan and redevelopment agreement, offers of new or rehabilitated units shall be made in the following order:

Offer Order	List			
	Right of Return Placement List	Site Based Waiting List	Transfer List	City-Wide Right of Return Preference List
(1) Emergency Transfers			X	
(2) Right of Return Households	X*			
(3) Right of Return Preference Households (Those who have rejected two offers of housing)**		X**		X**
(4) Right of Return Preference Households (Post 10/1/99 Households)		X**		X**
(5) Administrative Transfers (Including Gautreaux Transfers)			X	
(6) Senior Designated Housing Plan Transfers			X	
(7) New Admissions		X		
(8) Resident-Initiated Transfers***			X***	

* Households on the Right of Return Placement List will be identified in order in accordance with the priority groups specified in the CHA Leaseholder Housing Choice and Relocation Rights Contract.

** You must exhaust the Site Based Waiting Lists preference families before drawing families from the City Wide Right of Return Preference List.

*** Resident initiated transfers may be made in accordance with a ratio to new admissions established for each site.

VI. Leasing and Occupancy of Dwelling Units

A. Showing Units Prior to Leasing

1. When an offer of housing is made, applicants will be advised that the Property Manager will be contacting them to set the date and time when the applicant will view the unit to be leased. The Property Manager will provide the applicant with information describing the property and neighborhood. (E.g. access to public transportation, schools, parks, etc.)
2. Property Managers will only show and lease ready units of the appropriate size and type. If the applicant accepts the unit, the Property Manager will verify when the unit will be ready for occupancy and execute a lease. If the applicant refuses the unit, a signed reason for refusal **must** be obtained from the applicant. In the event an applicant refuses to sign the property manager must note the refusal in the file and in the system. A copy of the refusal form is to be maintained on site and available for subsequent audit by the CHA. Property Managers may consult with the Occupancy Department when questions arise concerning good cause.
3. No lease will have an effective date before the unit is ready for occupancy.

B. General Leasing Policy

Units will be leased without regard to the race, religion, sex, age, national origin, disability or familial status of applicants, except as specifically provided herein.

1. All CHA units will be occupied pursuant to a signed CHA *Residential Lease Agreement and Contract* (Appendix C) that complies with HUD's regulations [**24 CFR § Part 966**].
2. In accordance with CHA's obligations under the Resident Lease Agreement and Contract (Appendix C), CHA management will not move a family into a unit that does not meet basic standards of habitability including applicable HUD occupancy standards.
3. Prior to actual admission, the lease shall be signed by the head and co-head of household and by the Property Manager or other authorized CHA representative, [**24 CFR § 966.4 (p)**]. The Property Manager shall be responsible for providing adequate briefing and explanation of the Lease provisions either before move-in or at the time of move-in.
4. Changes in family composition, income, or family status occurring between the time of the eligibility interview and the leasing of the unit will be processed by the Occupancy Department or by the Property Manager. Changes occurring between annual re-examinations will be processed by the Property Managers.
5. The resident shall be responsible for paying a security deposit at the time of leasing. The amount of the security deposit shall be the greater of \$50.00 or one month's

rent (Total Tenant Payment), but in no case shall the deposit amount exceed \$150.00. (Deposits required for pets are in addition to any amounts listed here.) Unless the Resident transfers to another CHA unit, security deposits shall not be increased even if rent increases.

6. If a resident transfers from one CHA unit to another, a new lease will be executed for the dwelling unit into which the family moves.
7. If at any time during the life of the lease agreement and contract, a change in the resident's status results in the need for changing or amending any provision of the lease, either:
 - a) A new lease contract will be executed;
 - b) A Notice of Rent Adjustment will be executed; or
 - c) An appropriate rider will be prepared and made a part of the existing lease, or appropriate insertions will be made within the lease. All copies of such riders or insertions are to be dated and signed by the resident and by the Property Manager or other authorized CHA representative **[24 CFR § 966.4 (o)]**.

C. The CHA Policy on Live-in Aides

1. Before a Live-in Aide may be moved into a unit, a third-party verification from a qualified health care provider must be supplied that establishes the need for such care and the fact that the person cared for will be able to remain in the unit and comply with the lease terms as the result of such care;
2. Move-in of a Live-in Aide must not result in overcrowding of the existing unit (although, a reasonable accommodation for a resident with a disability may be made to move the family to a larger unit);
3. Live-in Aides have no right to the unit as a remaining member of a resident family;
4. A relative acting as a live-in aide can be added to the lease as a household member. Such additions are subject to all the requirements of adding new household members including receipt of approval from the Property Manager and the screening requirements. Addition of a relative in this manner means that the income of the relative is counted toward the rent. In the event the head of household moves from the unit a relative added in this manner can become the remaining member of a Resident family with lease rights to the unit. The relative/live-in aide must choose whether to be considered a live-in aide with no right to the unit or a member of the household. The relative cannot be classified as both.
5. A Live-in Aide can be a single person. A live-in aide with a family may also be considered for admission to the unit provided that the addition of the Live-in Aide's family does not result in overcrowding of the existing unit. The adult members of the Live-in Aide's family must meet CHA's screening criteria.

6. Screening criteria for Live-in Aides is the same as screening criteria for new applicants as defined in section III.E.2.

D. Additions to the Household and Visitors

1. Only those persons listed on the most recent lease or certification form shall be permitted to occupy a dwelling unit **[24 CFR § 960.209 (b) and 966.4 (a) (2)]**. Except for births to, adoptions by family members, or court-awarded custody of children any family seeking to add a new member must request approval in writing prior to the new member occupying the unit. This also applies to residents who wish to place children under kinship care on the lease. **[24 CFR § 966.4 (f) (3) & (c) (2)]**. CHA will not unreasonably withhold such approval.
2. Residents must also request approval in writing prior to adding foster children and live-in aides to the Lease. The addition of foster children and live-in aides must not result in overcrowding. A reasonable accommodation, permitting occupancy with a subsequent transfer, can be made for Residents requiring a live-in aide.
3. Following the receipt of a family's request for approval to add a new person to the lease, CHA will conduct a pre-admission screening of the proposed new member. The results of screening shall be used to determine whether the CHA will approve the admission of the new member. This screening will take no more than ten (10) working days.
4. In accordance with state law, certain criminal or arrest information for household members under the age of 18 years is not available (exception: emancipated minor). This does not preclude CHA from using such information when a household member under the age of 18 years is being prosecuted as an adult under the law. This provision is subject to change should the State or municipality modify its laws concerning the availability of police or court records for juvenile offenders.
5. Examples of situations when an additional family member is screened before being added to the household:
 - a) Resident requests to add the new spouse to the lease;
 - b) Resident desires to add a new adult family member to the lease, employ a live-in aide, or take in a foster child(ren);
 - c) An adult assumes responsibility as the head of house for a family whose remaining family member(s) is under 18 and is not an emancipated minor(s).
6. Residents who fail to notify CHA of additions to the household or who permit persons to join the household without undergoing screening are in violation of the lease. Such persons will be considered unauthorized occupants by CHA and the entire household will be subject to retroactive rent charges and/or eviction **[24 CFR § 966.4 (f) (3)]**.

7. Residents in Family Properties have the right to accommodate individual guests or visitors for a period not exceeding 30 calendar days in any twelve-month period. In the event the guest or family member stays longer than 30 days in any twelve-month period, the Resident must submit a written request to the Property Manager asking for permission to extend the time period. The written request must state the reason for the extension with the length of stay specified with a calendar date. (E.g. Parent who has custody of his children for the duration of the three-month summer break would like to extend his children's visit from July 1, 1999 until August 30, 1999.) If a written request for an extension is not submitted to the Property Manager, the leaseholder must either 1) remove the guest from the unit or 2) request that the guest be placed on the lease in accordance with D.11. of this section. **CHA will not unreasonably deny an extension.**
8. Residents in Senior Properties will not be allowed to permit guests or visitors to stay longer than 7 consecutive days except under extenuating circumstances and this extended stay must be approved, in writing, by the building manager.
9. Residents are not permitted to allow roomers and lodgers to occupy a dwelling unit. Violation of this provision is grounds for termination of the lease **[24 CFR § 966.4 (f) (2)]**.
10. Residents shall not knowingly allow a former Resident of CHA who has been evicted for violation of a material term of the lease to occupy the unit for any period of time. Violation of this requirement is grounds for termination of the lease.
11. Family members who move from the dwelling unit shall be removed from the lease **[24 CFR § 966.4 (f)(3)]**. The Resident has the responsibility to report the moveout within 30 calendar days of its occurrence. Individuals may be readmitted to the unit subject to applicable income limits, preferences, Resident selection, and screening requirements.
12. Any additions to the unit shall not cause over crowding. Medical hardship, or other extenuating circumstances, shall be considered by CHA in making determinations under this paragraph.
13. If unauthorized occupants are discovered applying for CHA housing, their application for housing will be denied. However, the head of household will be allowed to add the unauthorized occupant to the unit if the following steps are taken:
 - a) the head of household requests via their Property Manager to place the unauthorized occupant on their lease within 30 days of discovery;
 - b) The Occupancy Department or the Property Manager screens the unauthorized occupant to determine if they will be eligible for admission to the existing unit; and;
 - c) If the unauthorized occupant is deemed eligible for admission to the existing unit, their addition to the lease does not cause overcrowding as stated in VI.D.10 above.

Refusal to add this unauthorized occupant to the lease is grounds for termination of the lease. Upon discovery, Residents who have unauthorized occupants living in their unit are in violation of the lease and will be subject to retroactive charges and lease termination.

E. Pet Policy

1. Dogs, cats, or other common household animals may be kept or allowed on the premises, only in accordance with CHA's Pet Policy (Appendix G). The Pet Policy requires CHA's prior written consent and approval of a pet application, which will become part of this Lease. No consent shall be given to animals classified as dangerous, such as Pit Bulls, Doberman Pinchers, or other dogs with similar propensities; or cats with dangerous propensities, or snakes or other exotic animals that are not household pets. All other state and local laws regarding curbing rules, anti-cruelty laws, animal control and the like shall be applicable to pet ownership by any Resident. It is the Resident's responsibility to read and follow the rules and regulations contained in this policy. Repeated and/or serious violations of the Pet Policy will be cause for termination of the Resident's Lease.
2. Ownership of household pets is restricted in three ways:
 - By dwelling unit or building type
 - By type or breed of animal; and
 - By size, weight or other factors particular to the type of pet
3. Elderly and/or persons with disabilities in need of auxiliary or assistive animals or pets for emotional/functional support shall have the opportunity of owning a qualified household pet.
4. All Residents will be required to pay a non-refundable pet application fee which must be paid at the time the pet application is submitted. Once the pet application is approved by management, the Resident shall pay a pet deposit which shall be kept with the Resident's security deposit.

(See Appendix G for entire Pet Policy)

VII. Transfer Policy

The CHA will implement this policy to transfer a CHA household from the household's current unit to another unit of suitable size and type located in a building other than the building where the family currently resides. Transfers will be granted without regard to the race, religion, sex, age, national origin, disability or familial status of Residents.

A. Types of Transfers

CHA has four types of transfers: Emergency, Administrative, Senior Designated Housing Plan, and Resident-Initiated Transfers. Emergency, Administrative, and Senior Designated Housing Plan Transfers will take priority over new admissions and Resident-Initiated Transfers.

1. **Emergency Transfers** are mandatory transfers that are implemented when unit or building conditions pose an immediate threat to Resident life, health, or safety as determined either by CHA or in a legal proceeding (examples: fire, flood, lack of heat, code violations, or lead-elevated blood levels).
 - a) CHA is not required to give prior notice of an Emergency Transfer.
 - b) Refusal to comply with an Emergency Transfer can be grounds for lease termination.
 - c) Conditions such as flood, fire, or lack of heat that occur due to Resident neglect or abuse will be considered emergency transfers, however the Resident will be charged for the damage caused to the former unit. (Residents may challenge any charges for damages of the CHA via the grievance process.)
2. Administrative Transfers are mandatory transfers initiated by CHA. The following are Administrative Transfers:
 - Gautreaux transfers to fill traditional scattered site units in revitalizing areas or non-segregated housing units for the purposes of complying with Gautreaux Orders;
 - Adjusting for over/under housing;
 - To make reasonable accommodations as required by Section 504;
 - Medical problems;
 - Transfers as specified in the CHA Leaseholder Housing Choice and Relocation Rights Contract;
 - Problems of a life threatening nature;
 - Threat of attack by criminal elements; and
 - Documented domestic violence

Residents shall receive a minimum of 30 days written notice, or longer. Exceptions may be made, such as when the transfer is in response to domestic violence, problems of a life-threatening nature, and threat of attack by criminal elements

3. In addition to Administrative Transfers listed above, CHA may also transfer families as a result of demolition, consolidation, rehabilitation, or court order or required conversion to tenant-based assistance. Transfers in this group will be subject to the notice requirements and will be conducted in accordance with the Relocation Rights Contract. Under the provisions of the Relocation Rights Contract transfers for building consolidation require 120 days notice. All other transfers listed in this paragraph require 180 days notice. The Resident will be provided with information regarding housing options to include: another CHA unit, Section 8 voucher/certificates, and scattered sites. Where practical, for transfers subject to the Uniform Relocation Act (URA), the CHA will provide notice in accordance with URA standards.
4. Upon request by the Resident, Administrative Transfers may be used to alleviate verified medical problems of a life threatening nature or when household members need protection from attack by a criminal element in a particular property or neighborhood based on a threat assessment by a law enforcement agency (i.e. witness protection program, domestic violence, etc.).
5. To the extent possible, the CHA will allow Residents in good standing to choose the development to which to transfer when implementing Administrative Transfers for redevelopment or rehabilitation units. However, Resident-initiated transfers will not take priority over families with the right of return.

The conditions for good standing are:

- a. Resident is current with rent with no unpaid balance at any time in the past year or is current on a repayment agreement with no unpaid balance at any time in the past year;
 - b. Resident has good credit history with utility companies (when applicable) as described in more detail in section V.F.;
 - c. The Resident has no criminal activity or history of disturbances that resulted in lease violations or violations as defined in Section II, Eligibility for Admission, and Section IX, Lease Termination Procedures as indicated by notices of lease violation in the Resident's file; and
 - d. The Resident has a good housekeeping record, as indicated by housekeeping inspection reports in the Resident's file.
6. Refusal of an Administrative Transfer can be grounds for lease termination. Residents have the right to grieve an Administrative Transfer. However, a grievance must be submitted to the housing manager within 30 days of the Resident's receipt of the first written notice of transfer.
 7. Senior Designated Housing Plan Transfers are non-mandatory, Resident initiated, transfers available to Residents of senior designated buildings.

8. Resident-Initiated Transfers are non-mandatory transfers available to Residents in good standing that have resided in a development for at least one year. Resident-Initiated Transfers include but are not limited to: a Resident who desires to live in another CHA unit in the same or different development; management proposes a transfer for a Resident in good standing; and to address situations such as neighbor disputes that are not criminal but interfere with the peaceful enjoyment of the unit or common areas.
- B.** The CHA will apply the same screening criteria used for new applicants to Administrative, Allocation Plan, and Resident-Initiated. Household members that cannot pass screening may be denied a transfer.
 - C.** Resident-Initiated Transfers are coded as transfers and placed on the appropriate waiting list, according to date and time of transfer request. Emergency, Administrative, Senior Designated Housing Plan, Transfers have priority over new admissions.
 - D.** Typically, Emergency and Administrative Transfers will be based on the availability and appropriate bedroom size without regard to location. Residents eligible for a Senior Designated Housing Plan or a Resident Initiated Transfer will be placed on up to three (3) site-based waiting lists of the Resident's choice by date and time of transfer request.
 - E.** When transferring families into other CHA buildings, the CHA will take into consideration issues of personal safety as documented by a threat assessment performed by CHA management or a recognized law enforcement agency. If such safety issues exist, and to the extent possible, CHA will provide the family an alternative unit.
 - F.** As the composition of the waiting lists change, the CHA may make offers of housing based on a ratio of new applicants to Resident-Initiated Transfers for any site (except scattered sites, which have a ratio set by the Gautreaux Judgment order¹¹). Ratios will be employed when the projected turnover rate will not allow for offers of housing to be made to transfer households within a reasonable time period. When a ratio is implemented for a specific waiting list, affected applicants and transfer households will be notified of the ratio and its impact on waiting times. Different ratios may be set for waiting lists depending on housing stock marketability and transfer demand.
 - G.** The CHA will bear the cost of Emergency and Designated Housing Plan Transfers. CHA will also bear the cost for Administrative Transfers except Administrative Transfers due to overcrowded or over-housed living conditions. Residents are responsible for costs incurred under Resident-Initiated Transfers. (E.g. moving expenses, utility reconnection fees, etc.)

11 In accordance with the Gautreaux Judgment Order, scattered site units are offered based on a 50%, 25%, 25% ratio: fifty percent of all units are allocated for low-income community area residents; twenty-five percent of all units are allocated for current CHA Resident Initiated Transfers and twenty-five percent of all units are allocated for applicants waiting on the public housing waiting list.

VIII. Annual Re-examination, Interim Re-examination, and Remaining Family Members

A. All households will be re-examined every year upon the anniversary of the *CHA Residential Lease Agreement and Contract* (Appendix C). The purpose of this annual re-examination is to update family income information and family composition, to make any necessary changes to the rent, to verify eligibility for continued occupancy, and to renew the *CHA Residential Lease Agreement and Contract* (Appendix C) **[24 CFR § 960.209 (a)]**.

B. Residents will be notified in advance regarding the date of the re-examination. At that time, CHA will advise households of any documents needed for the reexamination.

C. Re-Examination Procedures

1. At the time of re-examination, the head(s) of the household are required to sign an application for continued occupancy, a renewed lease contract, and other forms required by HUD.
2. Employment, income, allowances, Social Security numbers, criminal background checks, and such other data as is deemed necessary (including income that has been disregarded according to CHA policy) will be verified and documented in the Resident's folder **[24 CFR § 960.206]**. Residents receiving information about a change in income, earnings, wages, or unemployment compensation must disclose such information to the CHA [Title V of H.R. 4194 (Quality Housing and Work Responsibility Act) § 508]. (See Section XII. 15.)
3. Verified information will be analyzed and a determination made with respect to:
 - a) Family Composition: eligibility of the Resident as a family or as the remaining member of a family;
 - b) Results of criminal background checks conducted on all household members age 18 and over and the need for any lease enforcement action;
 - c) Unit size required for the family;
 - d) Rent the family will pay;
 - e) The need to transfer the family to a smaller or larger unit, or a unit with accessible features; and
 - f) Community service requirements, applicable to adult family members who are not working, attending school full-time, participating in approved job training, or unable to work, attend school or job training due to verified age or disability. [Title V of H.R. 4194 (Quality Housing and Work Responsibility Act) § 512].
4. Income shall be computed in accordance with the definitions and procedures set forth in Section XI. of this policy **[24 CFR § 5.609]**.
5. Families failing to respond to a notice of a re-examination will be sent a notice of lease violation. Failure to respond to the notice of lease violation will result in termination of the lease **[24 CFR § 886.124 (c)]**.

6. During recertification, Residents will be given the choice among: 1) rent based on their income; 2) a flat rent based on the value of the dwelling unit; 3) or ceiling rent based on the cost to operate the unit. **[Title V of H.R. 4194 (Quality Housing and Work Responsibility Act) § 523]**. (See Section VIII E.)

D. Eligibility for Continued Occupancy

Households that meet the following criteria will be eligible for continued occupancy:

1. Qualify as a family as defined in Section XII of this policy;
2. Have no record of criminal activity and are in full compliance with the lease;
3. Are in full compliance with the Resident obligations and responsibilities as described in the *Residential Lease Agreement and Contract* (Appendix C), including the community service requirement, **[Title V of H.R. 4194 (Quality Housing and Work Responsibility Act) § 512]**; The basic conditions of lease compliance are:
 - a) Leaseholder is current with rent, or is current in a repayment agreement.
 - b) When Leaseholders are responsible for utility charges as a CHA Leaseholder, the Leaseholder has no unpaid balance with the CHA or a utility company or is current on a repayment agreement with the CHA or utility company.
 - c) The Leaseholder, household member, or guest under the control of the Leaseholder is in compliance with the obligations defined in CHA's Residential Lease Agreement (Lease). Non-compliance with respect to the Lease obligations must be demonstrated by notices of Lease violations and evidence of serious or repeated violations of material terms of the Lease.
 - d) Compliance with Section II of the A&O Policy, which prohibits unauthorized occupants, as defined in Section 6(c) and (d) of the Lease, or requires the household to add such occupants in accordance with the Lease.
 - e) Leaseholder has a good housekeeping record (Leaseholder has maintained a clean and safe unit) as indicated by the housekeeping inspection reports in the Leaseholder's file.
 - f) Leaseholder has not destroyed, defaced, damaged, or removed any part of a dwelling unit or development as indicated by the housekeeping inspection reports in the Leaseholder's file or work orders reflecting a pattern of Leaseholder damage or abuse.
4. Property Specific Screening Requirements. Reserved.
5. Community Service Requirements. Reserved.
6. Each family member who contends that he or she is a U.S. citizen or a non-citizen with eligible immigration status and provides a written declaration, signed under penalty of perjury, by which the family member declares whether he or she is a U.S. citizen or a non-citizen with eligible immigration status **[24 CFR §§ 5.508(c)]**; or

7. All members receiving housing assistance are citizens or have verified eligible immigration status. Every member of a Resident family has submitted either a signed declaration of citizenship or evidence of eligible immigration status as required by [24 CFR § 912.6].

E. Action Following Re-Examination

1. If there is any change in rent, a new *Residential Lease Agreement and Contract* (Appendix C) will be executed and a Notice of Rent Adjustment will be issued [24 CFR § 966.4 (c) & (o)].
2. If any change in the unit size is required, the Resident will be placed on a transfer list in accordance with the transfer criteria described in Section V of this policy and moved to an appropriate unit when one becomes available [24 CFR § 966.4 (c) (3)].
3. **Non-Renewal of Lease Based On Income** - If a household's income increases above the income eligibility requirements, the CHA cannot commence eviction proceedings, or refuse to renew a lease, based on the income of the tenant family unless:
 - a) The CHA has identified, for possible rental by the family, a unit of decent, safe and sanitary housing of suitable size available at a rent not exceeding thirty percent (30%) of adjusted monthly income as defined by the Authority for the purpose of determining rents;
 - b) CHA is required to do so by local law; or
 - c) If either a) or b) are applicable and the household refuses to move, CHA may commence eviction proceedings or decline to renew a lease [24 CFR § 960.210].

F. Interim Recertifications

1. Between annual re-examinations, Residents must report the following changes in household composition and income to the Property Manager within ten (10) calendar days of the occurrence:
 - a) Additions to the household that do not require prior written approval by CHA are listed below:
 - Birth and adoption of children; and
 - Court-awarded custody of children.
 - b) Additions to the household that do require prior written approval by CHA are listed below:
 - An individual(s), age 18 or older with income, is added to the household. Any change in rent that results from the addition of this household member will be deferred until the next annual re-examination;
 - Foster children;

- Children brought into the household under kinship care as defined by this policy;
 - A live-in aide; and
 - All other persons added to the household.
- c) The income of Resident increases or decreases in accordance with Federal and state law, CHA will process any applicable income disregard to a qualifying family that has experienced an increase in their earned income. Residents must report within the 10 calendar day period.
2. Residents who can verify eligibility for an income disregard will have rent increases deferred. Residents who abuse the *Income Disregard Procedures* (Appendix D) or who quit work to avoid being employed at the next regular reexamination will be subject to retroactive increases.
 3. Residents with seasonal or part-time employment of a cyclical nature will be asked for third-party documentation from the employer verifying the circumstances of their employment including starting and ending dates.
 4. Complete justification and verification of the circumstances applicable to rent adjustments must be documented by the Resident **[24 CFR § 960.209 (b)]**.

G. Right of Return and Return Preference Recertifications

Right of Return and Return Preference recertifications are those completed in preparation for relocation and in accordance with the CHA Leaseholder Housing Choice and Relocation Rights Contract.

H. Applying Changes in Rent

Rent increases and decreases will be applied in accordance with the following chart.

Applying Changes in Rent

	Timely Reporting to Property Manager	Untimely Reporting To Property Manager
	Within 10 calendar days of occurrence	After 10 calendar days of occurrence
Decrease	Rent decreases begin the 1 st of the month following the month in which the change was reported. If the change is reported after the rent statements have been run and printed, the decrease will take effect the second month following reporting with an appropriate rent credit.	Rent decreases begin the first month following the month in which the change was reported to the Property Manager with no rent credit for prior months that the decrease in income was not reported.
Increase	Rent increases begin the 1 st of the second month following the month in which the change was timely reported.	Rent increases begin the 1 st of the month after the increase was reported to the Property Manager including retroactive charges because the increase was not timely reported.

I. Notice of Rent Adjustment

Residents will be sent a Notice of Rent Adjustment prior to any adjustment in rent. This notice will list the current rent, the new rent, and the effective date of the rent adjustment in accordance with G above. Rent may be adjusted as a result of an annual re-examination, an interim re-examination, or when a change in policies affects the rent calculation (i.e. annual update of ceiling rent). If a Resident disagrees with the rent adjustment, they have a right to request a hearing under the CHA's grievance procedures.

J. Decreases In Rent

In the event a Resident's rent decreases resulting from an annual or interim redetermination, CHA may provide less than 30 days notice so that the downward adjustment in rent can take effect as soon as possible.

K. Failure to Report Accurate Information

If the CHA discovers that a Resident has misrepresented or failed to report to property management the facts upon which his/her rent is based so that the rent being paid is less than what should have been charged, then the increase in rent will be made retroactive to the first of the month following the month in which the misrepresentation occurred. Failure to report accurate information is also grounds for initiating eviction proceedings in accordance with CHA's dwelling lease **[24 CFR § 966.4 (c) (2)]**.

L. Remaining Family Members

1. In the event the head(s) of household dies or leaves the leased unit for any reason (E.g. abandon family, death, etc.), continued occupancy by remaining household is permissible only if there is one or more authorized household members on the Lease and living in the household. Eviction proceedings can be commenced if the remaining household members fail to inform CHA within 30 days of the death or departure of the former head of household or fail to sign a new Lease within 30 days of the former head of household's death or departure.
2. Any outstanding debt owed to CHA by the former head(s) of household will be addressed as follows:
 - a) If the debt cannot be collected from the former head(s) of household, as a party to the lease, the new head of household added to the Lease shall be responsible for any arrearages incurred by the former head of household. CHA reserves the right to establish a payment plan with the new head of household, especially when an eviction for arrearages would result in the separation of the family.
 - b) The CHA will not hold remaining family members responsible for any portion of the arrearage incurred prior to the remaining member attaining age 18. (E.g. The new head of the household and only adult member of household recently turned 18 years. The new head of household is not responsible for the portion of the debt owed prior to his/her 18th birthday.)
 - c) When disputes arise between a Resident and the CHA concerning an action taken by the CHA to collect a prior debt as outlined in this paragraph, Residents will have the opportunity to resolve this dispute through a grievance hearing according to the CHA's *Resident Grievance Procedures* (Appendix E) **[24 CFR § 966.50]**.

Paragraphs M and N deleted covered in other Sections.

IX. Lease Termination Procedures

The CHA will process lease terminations in accordance to applicable HUD regulations and Section 15 of the *Residential Lease Agreement and Contract*(Appendix D) [24 CFR § 966.4 (l) (2)].

A. Record Keeping Requirements

A written record of every lease termination and/or eviction shall be maintained by the CHA, and shall contain the following information:

1. Name of Resident, registration/client number and identification of unit occupied;
2. Date of the Notice of Lease Termination and any other notices required by State or local law; these notices may be on the same form and will run concurrently;
3. Specific reason(s) for the Notices, the section of the lease violated, and other facts pertinent to the issuing of the Notices described in detail;
4. Date and method of notifying Resident;
5. Previous notices warning Residents of actions or behavioral problems that rise to the level of a lease violation. A summary of any conference held with the Resident, including dates, names of conference participants, and conclusions shall also be included; and
6. Copies of notices, forms, or reports documenting Resident actions or behavioral problems that may singularly or cumulatively lead to a determination of lease violation(s). (Examples: Requests for Termination, 14day Notices, HQS Inspection Forms, etc.)

B. Grievance

When disputes arise between a Resident and the CHA concerning an action or failure to act in accordance with the Residential Lease Agreement and Contract, Residents will have the opportunity to resolve this dispute through a grievance hearing according to CHA's *Grievance Procedures*(Appendix E) [24 CFR § 966.50]. These procedures shall also apply to Residents temporarily relocating to a Section 8 unit as described in the CHA Leaseholder Housing Choice and Relocation Rights Contract.

1. Grievance procedures will not apply to any Resident who has a grievance concerning a termination of tenancy or eviction that involves:
 - Any activity that threatens the health, safety, or right to peaceful enjoyment of the premises by other Residents or CHA employees;
 - Any violent_or any drug-related criminal activity on or off CHA property[42 USC § 1437 d (k) (6)].
 - Any activity resulting in a felony conviction

2. The grievance procedures shall not apply to disputes between Residents or groups of Residents, where CHA is not involved. Nor will grievance procedures be used as a forum by groups of Residents for initiating or negotiating policy changes with CHA or CHA's Board of Commissioners.
3. For the purposes of verifying the conduct of a leaseholder, the CHA shall maintain on file copies of the following:
 - a) CHA documentation of re-examination(s), Unit Inspection(s), and a Resident Historical Log;
 - b) Any CHA Request for Termination, Notice of Lease Termination, 14day Notice of Eviction, or Resident Petitions for Grievance Hearing(s); and
 - c) Confidential information from drug rehabilitation centers or law enforcement agencies will be placed in a sealed envelope and maintained in a separate secured file cabinet. This applies to both applicant and Resident files.

X. Utilities

In some of the CHA's developments Residents pay the cost of utilities directly to the supplier of utilities ("Resident Paid Utilities"). When this is the case, Resident rents are reduced by an Allowance for Utilities that is developed by the CHA in consultation with the utility supplier and reviewed by HUD [24 CFR §§ 965.501 et seq., 966.4(b)(2)].

A. Resident-Paid Utilities

The following requirements apply to Residents living in developments with Resident paid utilities or applicants being admitted to such developments:

1. Paying the utility bill is the Resident's obligation under the CHA's lease. Failure to pay utilities is grounds for eviction.
2. If a Resident or applicant is unable to get utilities connected because of a previous balance owed to the utility company at a prior address, the Resident or applicant will not be permitted to move into a unit with Resident-paid utilities.
3. When a Resident submits an application for utility service in his/her own name, the Resident must sign a third-party notification agreement so that CHA will be notified if the Resident fails to pay the utility bill.
4. In developments with Resident-paid utilities, Residents with Total Tenant Payments ("TTP") that are less than the applicable utility allowance for the unit will be entitled to have a utility reimbursement paid by the CHA. Utility reimbursements are equal to the difference between the TTP and the Allowance for Utilities.

B. Excess Utility Charges

The CHA has an established allowance (usage) schedule for units where CHA pays the utilities. If Resident usage exceeds this allowance, a charge shall be applied as specified in Section 2 of the *Residential Lease Agreement and Contract* (Appendix D). Residents who own and operate large appliances such as air conditioners or chest freezers may exceed the CHA utility allowance for their unit and are responsible for any additional utility cost [24 CFR § 966.4 (b) (2)].

C. Reasonable Accommodations

Residents who need special equipment or appliance(s) because of a verified disability will have their utility allowances increased to cover the additional costs of installing and operating the equipment or appliance (when they pay the utility company directly) or shall not be charged an Excess Utility Charge for operating the equipment or appliance.

- D. The Tenant Rent is equal to the Total Tenant Payment (TTP) minus the Utility Allowance (if any) applicable to the unit. If the Utility Allowance is greater than the Total Tenant Payment, the Resident is entitled to a utility reimbursement equal to the difference between the Utility Allowance and the TTP. The CHA will pay this amount to

the Resident or if the Resident chooses, CHA will pay this amount directly to the Utility supplier on the Resident's behalf. (See Section XII.F. for utility allowance.)

XI. Ceiling/Flat/Minimum Rents

- A.** The CHA retains the option to establish ceiling rents for all dwelling units in a particular development, for one or more classes of units under management (i.e. all three bedroom units), or inventory wide. The CHA also retains the option to establish flat rents owned and operated by the CHA and to establish a minimum rent applicable to all families.
- B.** Ceiling rents for a class of units will be based on the unit type, size, location or some other characteristic that is unit-based. Ceiling rents will not be lower than the units' allocable share of the operating costs.
- C.** Flat rents
 - 1) will be based on the actual market value of the unit;
 - 2) will be designed not to create a disincentive for continued residency by families who are attempting to become economically self-sufficient;
 - 3) may be less than the units' allocable share of the operating costs; and
 - 4) will vary by unit size and type and also by development location.

Once a year all Residents will be offered the choice of paying either an income based rent, a flat rent, or a ceiling rent. Ceiling and flat rents are not Resident based, that is applicable to particular families because of their personal circumstances. Rather ceiling and flat rents will be based on the characteristics of the dwelling units occupied. The CHA retains the right to revise ceiling and/or flat rents at any time after giving reasonable notice to the affected Residents. [Title V of H.R. 4194 (Quality Housing and Work Responsibility Act) §§ 507 and 523].

D. Calculating Ceiling Rents

Ceiling rents will be calculated according to procedures established by HUD. Ceiling rents cannot be lower than the total average monthly amount for operating expenses applicable to a unit (TAMA).

- 1. The CHA adopts a two-tiered ceiling rent schedule. For units currently existing in the housing stock, the ceiling rents are based on the CHA's total average monthly amount (TAMA). For new or replacement housing and rehabbed units, the ceiling rents are based on 80% of the Fair Market Rents (FMR). See Appendix F for procedures.
- 2. The CHA will review the ceiling rent schedule annually to ensure its appropriateness. Ceiling rents will be adjusted to reflect the most recent Section 8 FMR as published annually by HUD in the Federal Register. The minimum ceiling rent as calculated by the CHA will be adjusted annually to reflect operating expenses as reported on the Statement of Operating Receipts and Expenditures as of the end of the most recent fiscal year.
- 3. If law permits, CHA may adopt a ceiling rent, which reflects market conditions.

E. Calculating Flat Rents

Flat rents will be calculated according to procedures established by HUD.

1. The CHA adopts a flat rent for each unit owned and/or operated by the CHA. The amount for the flat rent shall be based on the rental value of the unit as determined by the CHA.
2. The CHA will review the established flat rent annually to ensure its appropriateness. The maximum flat rent as calculated by the CHA will be adjusted annually to reflect operating expenses as reported on the Statement of Operating Receipts and Expenditures as of the end of the most recent fiscal year. In determining the flat rent, the CHA will consider the location, quality, and the size, type and age of the unit; and any amenities, housing services, maintenance, and utilities provided by CHA.
3. Residents shall have the choice at each lease recertification to choose between a rent based on 30% of monthly-adjusted income, or a flat/ceiling rent set for the unit. The CHA will notify the Resident in advance of the recalculated rent based on the type of rent the Resident elected to use.
4. If during the year, the Resident experiences a reduction in income, the Resident has the option to switch immediately to an income-based rent for the remainder of the year. (E.g. loss of employment, death in family, medical expenses.)

F. Minimum Rent

Minimum rent for a CHA unit will be set at \$0.

XII. Definitions and Procedures to be used in Determining Income and Rent

A. Annual Income [24 CFR § 5.609]

Annual income is the anticipated total income from all sources, including net income derived from assets, received by the family head and spouse (even if temporarily absent) and by each additional family member age 18 years or older including all net income from assets for the 12-month period following the effective date of initial determination or re-examination of income, exclusive of income that is temporary, non-recurring, or sporadic as defined below or is specifically excluded from income by another federal statute. Annual income includes but is not limited to:

1. The full amount before any payroll deductions of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services (See XI.E.3. of this section for the disallowance of earned income);
2. The net income from operation of a business or profession, including any withdrawal of cash or assets from the operation of the business. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining the net income from a business. An allowance for the straight-line depreciation of assets used in a business or profession may be deducted as provided in IRS regulations. Withdrawals of cash or assets will not be considered as income when used to reimburse the family for cash or assets invested in the business;
3. Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for the straightline depreciation of real or personal property is permitted. Withdrawals of cash or assets will not be considered income when used to reimburse the family for cash or assets invested in the property.
4. Where the family has Net Family Assets in excess of \$5,000. Annual Income shall include the greater of the actual income derived from all Net Family Assets or a percentage of the value of such Assets based on the current passbook savings rate as determined by HUD;
5. The full amount of periodic payments received from social security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts: Except that delayed or deferred periodic payment of social security or supplemental security income benefits;
6. Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation, and severance pay. (See Paragraph B.3 of this section concerning treatment of lump-sum additions as family assets);

7. All welfare assistance payments received by or on behalf of any family member. See [24 CFR § 913.106 (b) (6)] for welfare rules applicable to “as-paid” States;
8. Periodic and determinable allowances, such as alimony and child support payments, and regular cash contributions or gifts received from persons not residing in the dwelling; and
9. All regular pay, special pay (not including pay for exposure to hostile fire), and allowances of a family member in the Armed Forces.

B. Items not included in Annual Income [24 CFR § 5. 609]

Annual Income does not include the following:

1. Income from the employment of children (including foster children) under the age of 18 years;
2. Payments received for the care of foster children or foster adults (usually individuals with disabilities, unrelated to the Resident family, who are unable to live alone);
3. Lump sum or delayed additions to family assets, such as inheritances, insurance payments, (including payments under health, and accident insurance, and worker's compensation) capital gains, and settlement for personal property losses; (but see paragraphs A.4 and A.5 above if the payments are or will be periodic in nature);
4. Amounts received by the family that are specifically for, or in reimbursement of the cost of medical expenses for any family member including a lump-sum payment or prospective monthly amount for the delayed payment of social security or supplemental security income benefits;
5. Income of a live-in aide, provided the person meets the definition of a livein aide (See Section XII of this policy);
6. The full amount of student financial assistance paid directly to the student or the educational institution;
7. The special pay to a family member serving in the Armed Forces who is exposed to hostile fire;
8. Amounts received by a person with disabilities that are disregarded for a limited time for purposes of Supplemental Security Income and benefits that are set aside for use under a Plan to Attain Self-Sufficiency (PASS);

9. Amounts received by a participant in other publicly assisted programs which are specifically for, or in reimbursement of, out-of-pocket expenses incurred (i.e. special equipment, clothing, transportation, child care, etc.) to allow participation in a specific program;
10. A Resident services stipend. A Resident services stipend is a modest amount (not to exceed \$200/month per person) received by a CHA Resident for performing a service for the CHA, on a part-time basis, that enhances the quality of life in public housing. Such services may include but are not limited to, fire patrol, hall monitoring, lawn maintenance, amounts received by Residents who serve on the CHA Board of Commissioners, and Resident-initiatives coordination. No Resident may receive more than one such stipend at a time (Travel expenses, that are reimbursed to CAC members for traveling to, and from, CAC meetings are not considered stipends or income);
11. Temporary, non-recurring, or sporadic income (including gifts);
12. For all initial determinations and reexamination of income on or after April 23, 1993, reparation payments paid by foreign governments pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era;
13. Earnings in excess of \$480 for each fulltime student 18 years old or older (excluding the head of the household and spouse);
14. Adoption assistance payments in excess of \$480 per adopted child;
15. The earnings and benefits approved for an exclusion of income under *CHA/Income Disregard Procedures* (Appendix D) under the U.S. Housing Act of 1937[**42 U.S.C. 1437 et seq.**]. If the Resident is terminated from employment without good cause, the exclusion period shall end;
16. Lump sums representing delayed periodic payments of supplemental security income and social security benefits;
17. Amounts received by the family in the form of refunds or rebates under state or local law for property taxes paid on the dwelling unit;
18. Amounts paid by a State agency to a family with a developmentally disabled family member living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home;
19. Amounts specifically excluded by any other Federal Statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under the United States Housing Act of 1937. (A notice will be published by HUD in the Federal Register identifying the benefits that qualify for this exclusion. Updates will be published and distributed

when necessary). The following is a list of benefits excluded by other Federal Statute as of **3 August 1993 [(R Vol. 58, #147):**

- a) The value of the allotment provided to an eligible household for coupons under the Food Stamp Act of 1977 [**7 USC § 2017**];
- b) Payments to volunteers under the Domestic Volunteer Service Act of 1973 [**42 USC § 5044**]. Examples of programs under this Act include but are not limited to:
 - (1) Retired Senior Volunteer Program (RSVP), Foster Grandparent Program (FGP), Senior Companion Program (SCP), and the Older American Committee Service Program;
 - (2) National Volunteer Antipoverty Programs such as VISTA, Peace Corps, Service Learning Program, and Special Volunteer Programs;
 - (3) Small Business Administration Programs such as the National Volunteer Program to Assist Small Business and Promote Volunteer Service to Persons with Business Experience, Service Corps of Retired Executives (SCORE), and Active Corps of Executives (ACE);
- c) Payments received under the Alaska Native Claims Settlement Act [**43 USC 1626 (a)**];
- d) Income derived from certain sub-marginal land of the United States that is held in trust for certain Indian tribes [**25 USC 459e**];
- e) Payments or allowances made under the Department of Health and Human Services' Low-Income Home Energy Assistance Program [**42 USC 8624 (f)**];
- f) Payments received under programs funded in whole or in part under the Job Training Partnership Act [**29 USC 1552 (b)**];
- g) Income derived from the disposition of funds of the Grand River Band of Ottawa Indians [**Pub. L. 94-540, 90 Stat 2503-04**];
- h) The first \$2,000 of per capita shares received from judgment funds awarded by the Indian Claims Commission or the Court of, or from funds held in trust for an Indian Tribe by the Secretary of Interior Claims [**25 USC § 1407, 1408 and 25 USC 117(b), 1407**];
- i) Amounts of scholarships funded under Title IV of the Higher Education Act of 1965 including awards under the Federal workstudy program or under the Bureau of Indian Affairs student assistance programs [**20 USC 1087 uu**]. Examples of Title IV programs include but are not limited to: Basic Educational Opportunity Grants (Pell Grants), Supplemental Opportunity Grants, State Student Incentive Grants, College Work Study, and Byrd Scholarships;
- j) Payments received from programs funded under Title V of the Older Americans Act of 1965 [**42 USC § 3056**]. Examples of programs under this act include but are not limited to: Senior Community Services Employment Program (CSEP), National Caucus Center on the Black Aged, National Urban League, Association National Pro Personas Mayores, National Council on Aging, American

Association of Retired Persons, National Council on Senior Citizens, and Green Thumb;

- k) Payments received after January 1, 1989 from the Agent Orange Settlement Fund or any other fund established in the *In Re Orange* product liability litigation, **M.D.L. No 381 (E.D.N.Y.)**;
- l) Payments received under the Maine Indian Claims Settlement Act of 1980[**Pub. L. 96-420, 94 Stat. 1785**];
- m) The value of any child care provided or arranged (or any amount received as payment for such care or reimbursement for costs incurred for such care) under the Child Care and Development Block Grant Act of 1990[**42 USC 9858q**]; and
- n) Earned income tax credit refund payments received on or after January 1, 1991 [**26 USC 32 (j)**].

C. Anticipating Annual Income [24 CFR § 5.609]

If it is not feasible to anticipate income for a 12-month period, the CHA may use the annualized income anticipated for a shorter period, subject to an Interim Adjustment at the end of the shorter period or historical income data to project income. (This method would be used for teachers who are only paid for 9 months or for Residents receiving unemployment compensation.)

D. Failure to Comply with TANF

1. **No Decrease.** CHA will not decrease a family's monthly contribution toward rent, and will use "imputed welfare income" (see definition 37) to calculate rent, if the welfare or public assistance benefits of a covered family are reduced under federal, state or local law because of any failure of any family member to comply with the conditions under the assistance program requiring participation in an economic self sufficiency program or imposing a work activities requirement, or due to any fraudulent claim. [**Quality Housing and Work Responsibility Act, § 512 (d)(2)(A)**].
2. **Decreases.** The CHA will decrease a family's monthly contribution toward rent for a reduction in TANF benefits not specified in paragraph one above. For example, expiration of lifetime benefit on TANF assistance would result in a income reduction. (See Definition 58.)
3. **Imputed Welfare Income**
 - a. The CHA will offset the imputed welfare income with any additional income the covered family receives after the sanction is imposed. If the additional income received is at least equal to the imputed welfare income, the imputed welfare income will be reduced to zero. CHA will not calculate the imputed welfare income of a family member in the annual income of the covered family if such

family member was not an assisted resident at the time the sanction was imposed.

- b. The CHA will calculate a covered family's income to include the imputed welfare income when the CHA receives written notification from the welfare or public assistance agency that the family's benefits have been reduced, because of noncompliance or fraud [**§ 512 (d)(4)**]. The CHA will notify the family in writing of its determination of the family's monthly rent contribution based upon the decision of noncompliance and their grievance rights under CHA's Grievance Procedure. [**§ 512 (c)(3)(C)**].
- c. Affected Residents have the right to an administrative review of CHA's calculations of the amount of the imputed welfare income and the family's monthly rent contributions. Any challenges concerning the decision of the welfare or public assistance agency regarding their determination of noncompliance or fraud must proceed under the rights granted under federal, state or local law which allow families to challenge the decision of noncompliance made by the welfare or public assistance agency.

3. Challenges to Welfare Decisions

- a. The affected Resident must submit written notification to their housing manager of their intent to challenge the decision of noncompliance made by the welfare or public assistance agency within ten (10) days after filing their challenge with the welfare or public assistance agency or, within ten (10) days after the CHA notifies them of the welfare or public assistance agency's decision of noncompliance.
- b. If the affected Resident challenges the decision of noncompliance, the Resident's rent will not be reduced until the challenge process under federal, state or local law and through CHA's Grievance Procedures is complete. Legal action for failure to pay rent will not commence if the Resident has a pending grievance challenge on the decision of noncompliance with the welfare or public assistance agency or under CHA's Grievance Procedure. If, after the challenge process is completed, the decision of noncompliance has not been changed, the Resident shall be responsible for the full amount of rent based upon imputed income from the welfare or public assistance. If, the decision of noncompliance is changed, the Resident shall receive a retroactive credit for the amount of rent that was based upon the reduction in benefits.
- c. The CHA housing manager and the CHA hearing officer who conduct the informal and formal grievance hearing may take the decision made by the administrative agency or court on the affected Resident's challenge made under federal, state or local law into consideration, but the CHA housing manager or CHA hearing officer are not required to make the same decision as the administrative agency or court.

- d. CHA will request from welfare agencies notice of any specified welfare benefits for a family member, the reason for such reduction, the term of any such reduction, and any subsequent welfare agency determination affecting the amount or term of a specified welfare benefits reduction

E. Adjusted Income [24 CFR § 5.611]

Adjusted Income (the income upon which rent is based) means Annual Income less the following deductions and exemptions.

1. For All Families

- a) **Child Care Expenses**— A deduction of amounts anticipated to be paid by the family for the care of children under 13 years of age or children with disabilities under the age of 18 for which annual income is computed. But, only when such care is necessary to enable a family member to be gainfully employed or to further his/her education. Amounts deducted must be unreimbursed expenses and shall not exceed:
 - i. the amount of income earned by the family member released to work; or
 - ii. an amount determined to be reasonable by CHA when the expense is incurred to permit education.
- b) **Dependent Deduction**— An exemption of \$480 for each member of the family residing in the household (other than the head of household, or spouse, Live-in Aide, or foster child) who is under eighteen years of age or who is eighteen years of age or older and disabled, or a fulltime student. (See definition of fulltime student)
- c) **Work-related Disability Expenses**— a deduction of un-reimbursed amounts paid for attendant care or auxiliary apparatus expenses for family members with disabilities where such expenses are necessary to permit a family member(s), including member with disabilities, to be employed. In no event may the amount of the deduction exceed the employment income earned by the family member(s) freed to work.
 - i. Adaptive Equipment and auxiliary apparatus may include but are not limited to: wheelchairs, lifts, reading devices for the visually disabled, and equipment added to cars and vans to permit their use by the disabled family member.
 - ii. For non-elderly families and elderly families without medical expenses the amount of the deduction equals the cost of all unreimbursed expenses for personal assistance care for persons with disabilities and equipment less three percent of Annual Income, provided the amount so calculated does not exceed the employment income earned.
 - iii. For elderly families with medical expenses the amount of the deduction equals the cost of all unreimbursed expenses for personal attendant care for persons with disabilities and equipment less three percent of Annual Income

(provided the amount so calculated does not exceed the employment income earned) PLUS medical expenses as defined below.

2. For elderly and families with disabilities only

a) Medical Expense Deduction — A deduction of un-reimbursed Medical Expenses, including insurance premiums, anticipated for the period for which Annual Income is computed [Title V of H.R. 4194 (Quality Housing and Work Responsibility Act) § 508]. Medical expenses include but are not limited to: services of physicians and other health care professionals, services of health care facilities, insurance premiums (including the cost of Medicare), prescription and non-prescription medicines, transportation to and from treatment, dental expenses, eyeglasses, hearing aids and batteries, attendant care (unrelated to employment of family members), and payments on accumulated medical bills. To be considered by CHA for the purpose of determining a deduction from income the expenses claimed must be verifiable.

- i. For families without disability expenses: The amount of the deduction shall equal total medical expenses less three percent of annual income.
- ii. For families with both disability and medical expenses the amount of the deduction is calculated as described in paragraph 1.b) above.

b) Elderly/Disabled Household Exemption – An exemption of \$400 per household, see Definitions in the next section.

F. Self-Sufficiency Incentives - Increase in Annual Income:

1. Actions that qualify a family for disallowance of an increase in annual income:

- a) Unemployed for six (6) months prior to employment. For purposes of this paragraph, unemployed is defined to permit earnings up to ten (10) hours per week for up to fifty (50) weeks at minimum wage or \$2,625 annually.
- b) Annual income increases as a result of increased earnings by a family member during participation in any economic self-sufficiency or other job training program.
- c) Annual income increases as a result of new employment.
- d) Increased earnings of a family member during or within six (6) months after receiving assistance, benefits or services under any state program for TANF funded under Part A of Title IV of the Social Security Act. The TANF program is not limited to monthly income maintenance, but includes such benefits and services as one time payments, wage subsidies, and transportation assistance, provided that the total amount over a six (6) month period is at least \$500.00.

2. Exclusion Periods - Should any of the above actions occur and provided the family timely reports such actions to the CHA, CHA will exclude the income that results from such actions in accordance with the following:

- a) Initial eighteen (18) month exclusion - any increase in the income of a family member as a result of the actions in paragraph 3. a. above shall be excluded for the eighteen (18) month period beginning on the date a family member first experiences and timely reports an increase in annual income.
 - b) Subsequent twelve (12) month exclusion and Phase-In - subsequent to the eighteen (18) month exclusion, families are entitled to a twelve (12) month exclusion and phase in. During this period, CHA will exclude from annual income 50% of any increase in income that results from any of the actions described in paragraph 3. a. above.
 - c) Maximum four (4) year disallowance - the disallowance of increased income as described in paragraphs F. 1. and F. 2. above is limited to a lifetime forty eight (48) month period.
 - d) The forty-eight (48) month period starts from the initial exclusion as described in paragraph F. 1. above. Within the forty-eight (48) months, a family member is entitled to a total of eighteen (18) months of initial exclusion, as well as a total of twelve (12) months of subsequent exclusion and phase-in, both as described above. Months counted toward the exclusion period may be consecutive or non-consecutive, provided the totals for initial and subsequent exclusions do not exceed eighteen (18) and twelve (12) months respectively, and that the total exclusion period falls within the forty-eight (48) month lifetime restriction.
3. **Retroactive Eligibility** – Residents with documented participation in an approved training program or qualifying employment as a result of successfully completing a training program or become employed, will be entitled to a retroactive disregard from the date on which training or employment began. However, it is the responsibility of the Resident to report changes in income in accordance with the lease provisions. See *Income Disregard Procedures*(Appendix D).
4. It is the Resident's choice to retain income through disallowance or to have increased rental payments deposited into an escrow savings account for self sufficiency purposes. In lieu of the disallowance, the CHA may establish a savings account for qualified families by which the CHA will deposit an amount equal to the increase in rent into the account. The family can only withdraw funds for a home purchase, education expenses, a move out of assisted living, or other expenses authorized by the CHA to promote economic self-sufficiency. This section applies to public housing Residents only, and to Section 8 assistance recipients if appropriations are made by HUD.
5. In anticipating annual income, CHA will take into account where applicable income disregard periods entitled to a Resident in accordance with *the Income Disregard Procedures* (Appendix D).

G. Computing Total Tenant Payment (TTP) and Rent

- 1. For all families the total tenant payment shall be:
 - a) Income Based Rent, the greater of:

- i) 30% of monthly Adjusted Income; or
 - ii) 10% of unadjusted monthly Annual Income.

 - b) Unit Based Rent is the lower of:
 - i) Flat rent; or
 - ii) Ceiling rent.
2. The total tenant payment shall never be:
 - a) Less than the Minimum Rent (which is \$0 dollars); or
 - b) More than the Ceiling rent or Flat rent applicable to the unit, whichever is lower.

 3. Mixed citizenship families (at least one member of the household is a citizen or has eligible immigration status *and* the household contains at least one non-citizen or person with ineligible immigration status) will pay a prorated rent up to the maximum rent. See *Restrictions on Housing Assistance to Non-Citizens Procedures* (Appendix A).

 4. The Tenant Rent is equal to the Total Tenant Payment (TTP) minus the Utility Allowance (if any) applicable to the unit. **[See Section X (D)]**

 5. The CHA reserves the right to pay utilities directly when the Resident shows patterns of irresponsibility in paying utilities in a timely manner. Failure to pay utilities is a lease violation.

XIII. Definitions of Terms Used in This Statement of Policies

The following are definitions for terms used in this policy:

1. Accessible Dwelling Units – when used with respect to the design, construction or alteration of an **individual dwelling unit**, means that the unit is located on an accessible route and when designed, constructed, altered, or adapted can be approached, entered, and used by individuals with physical disabilities. A unit that is on an accessible route and is adaptable and otherwise in compliance with the standards set forth in **24 CFR §§ 8.32(c), 40.1 et seq. [the Uniform Federal Accessibility Standards]** is “accessible” within the meaning of this paragraph.

When an individual dwelling unit in an existing facility is being made accessible for use by a specific individual, the unit will be deemed accessible when it provides the accommodation that addresses the level of accessibility needed by that individual.

2. Accessible Facility - means all or any portion of a facility other than an individual dwelling unit used by individuals with physical disabilities **[24 CFR § 8.3]**.
3. Accessible Route - for persons with a mobility impairment, a continuous unobstructed path that complies with space and reach requirements of the Uniform Federal Accessibility Standards. For persons with hearing or vision impairments, the route need not comply with requirements specific to mobility **[24 CFR § 8.3]**.
4. Adaptability - the ability to change certain elements in a dwelling unit to accommodate the needs of disabled and non-disabled persons; or ability to meet the needs of persons with different types & degrees of disability **[24 CFR § 8.3]**.
5. Admissions Advisory Committee – a committee formed by a development’s Local Advisory Council or other Resident organization (E.g. co-operative board) which advises the Occupancy Department or Property Manager in the admissions process. They may interview and review applicants to CHA developments but they may not ask questions already posed by the Occupancy Department.
6. Allocation Plan - the Plan submitted by the CHA and approved by HUD under which the CHA is permitted to designate a building or portion of a building for occupancy by Elderly Families or Disabled Families **[24 CFR § 945]**.
7. Alteration - any change in a facility or its permanent fixtures or equipment. It does not include: normal maintenance or repairs, re-roofing, interior decoration or changes to mechanical systems **[24 CFR § 8.3 & § 8.23 (b)]**.
8. Applicant - a person or a family that has applied for admission to housing.
9. Area of Operation - the jurisdiction of the CHA as described in State law and the CHA’s Articles of Incorporation.

10. Assets - means “cash (including checking accounts), stocks, bonds, savings, equity in real property, or the cash value of life insurance policies. Assets do not include the value of personal property such as furniture, automobiles and household effects.” **IMPORTANT: See the definition of Net Family Assets, for assets used to compute annual income [24 CFR § 5.603].**
11. Auxiliary Aids - means services or devices that enable persons with impaired sensory, manual, or speaking skills to have an equal opportunity to participate in and enjoy the benefits of programs or activities **[24 CFR § 8.3].**
12. Care attendant - a person that regularly visits the unit of a CHA Resident to provide supportive or medical services. Care attendants have their own place of residence (and if requested by CHA must demonstrate separate residence) and do not live in the public housing unit. Care attendants have no rights of tenancy.
13. Citizen - a citizen (by birth or naturalization) or national of the United States **[24 CFR § 5.504].**
14. Co-head of household - a household where two persons are held responsible and accountable for the family.
15. Community Service Requirements - Residents of public housing shall be required to participate in a Community Service Program. Community Service shall be defined as the performance of voluntary work or duties that are a public benefit, and that serve to improve the quality of life, enhance resident self-sufficiency, or increase resident self-responsibility in the community. Community Service is not employment and may not include political activities. Each adult Resident of a public housing development shall:
 - a) contribute eight (8) hours per month of community service within their community, or
 - b) participate in an economic self-sufficiency program for eight (8) hours per month, or
 - c) perform eight (8) hours per month of activities combining a) and b) above.

An exemption will be provided for Residents who are

- a) 62 years of age or older;
- b) Blind or otherwise disabled and are unable to comply with the requirement, or the primary caretaker of such an individual;
- c) Engaged in a work activity as provided in the Social Security Act;
- d) Meeting the requirements for being exempted from having to engage in a work activity as provided in the Social Security Act; or
- e) Members of a family receiving assistance under a state program funded under the Social Security Act, or under any other Illinois welfare program, and are compliant with that program.

16. Continued Assistance - a mixed family may receive continued housing assistance (full housing benefits instead of pro-rated rent) if: the head of household or spouse has citizenship or eligible immigration status (as of November 29, 1996) and the family

composition consists of: the children of the head of household and/or spouse and the parents of head of household and/or spouse [24 CFR § 5.518].

17. **Covered Families for Welfare Benefits** - Families who receive welfare assistance or other public assistance benefits ("welfare benefits") from a State or other public agency ("welfare agency") under a program for which Federal, State, or local law requires that a member of the family must participate in an economic self-sufficiency program as a condition for such assistance [24 CFR § 5.615(b)]
18. **Dependent** - a member of the household, other than head, spouse, sole member, foster child, or Live-in Aide, who is under 18 years of age, 18 years of age or older and a person with a disability; or a full-time student [24 CFR § 5.603].
19. **Designated Family** - means the category of family for whom CHA elects to designate a project (E.g. elderly family in a project designated for elderly families) in accordance with the 1992 Housing Act [24 CFR § 945.105].
20. **Designated Housing** (or designated project) - a project(s), or portion of a project(s) designated for elderly only or for disabled families only in accordance with a HUD approved allocation plan [24 CFR § 945. 105].
21. **Development** - means the whole of one or more Residential structures & appurtenant structures, equipment, roads, walks, & parking lots which are covered by a single contract for Federal financial assistance or application for assistance, or are treated as a whole for processing purposes, whether or not located on a common site [24 CFR § 8.3]
22. **Disability Assistance Expenses** - Reasonable expenses that are anticipated, during the period for which annual income is computed, for attendant care an auxiliary apparatus for a disabled family member and that are necessary to enable a family member (including the disabled member) to be employed, provided that the expenses are neither paid to a member of the family nor reimbursed by an outside source [24 CFR § 5.603(a)]
23. **Disability Definitions for Determining Accessibility** - The following definition of disability is not intended to be used to determine eligibility for admission to public housing.

The Section 504 definitions of Individual with Disabilities and Qualified Individual with Disabilities are not used to determine program eligibility. Instead, use the definition of Person with Disabilities as defined later in this section in definition 22.

- A. **Individual with Disabilities Section 504 definition**[24 CFR § 8.3]
 - 1) Individual with disabilities means any person who has a physical or mental impairment that:
 - a) Substantially limits one or more major life activities;
 - b) Has a record of such an impairment; or
 - c) Is regarded as having such an impairment.

2) For purposes of housing programs, the term does not include any individual who is an alcoholic or drug abuser whose current use of alcohol or drugs prevents the individual from participating in the program or activity in question, or whose participation, by reason of such current alcohol or drug abuse, would constitute a direct threat to property or the safety of others.

3) Definitional elements:

a) As used in this definition the phrase, “physical or mental impairment” means any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: Neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive; digestive; genito-urinary; hemic and lymphatic; skin; and endocrine; or

Any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities. The term “physical or mental impairment” includes, but is not limited to, such diseases and conditions as orthopedic, visual, speech and hearing impairments, cerebral palsy, autism, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, drug addiction and alcoholism.

b) “Major life activities” means functions such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.

c) “Has a record of such an impairment” means has a history of, or has been misclassified as having, a mental or physical impairment that substantially limits one or more major life activities.

d) “Is regarded as having an impairment” means:

- Has a physical or mental impairment that does not substantially limit one or more major life activities but that is treated by a recipient as constituting such a limitation;¹²
- Has a physical or mental impairment that substantially limits one or more major life activities only as result of the attitudes of others toward such impairment; or
- Has none of the impairments defined in this section but is treated by a recipient as having such an impairment.

e) The 504 definition of disabled does not include homosexuality, bisexuality, or transvestitism. Note: These characteristics do not disqualify an otherwise disabled applicant/Resident from being covered.

12 A person would be covered under the first item if CHA refused to serve the person because of a perceived impairment and thus “treats” the person in accordance with this perception. The last two items cover persons who are denied the services or benefits of CHA’s housing program because of myths, fears, and stereotypes associated with the disability or perceived disability.

- f) The 504 definition of an individual with disabilities is a civil rights definition. To be considered for admission to public housing a person must meet the program definition of a person with disabilities found in this section.

B. Individuals with Disabilities, Section 504

A qualified individual with disabilities means an individual with disabilities who meets the essential eligibility requirements and who can achieve the purpose of the program or activity without modifications in the program or activity that the recipient (CHA) can demonstrate would result in a fundamental alteration in the nature of the program [24 CFR § 8.3].

24. Disability Definitions for Determining Eligibility

- A. For the purpose of determining eligibility for admission to reside in public housing as a person with a disability, the following definitions apply:

A person with disabilities is defined as follows:

1) One who is:

- Unable to perform any gainful activity because of a medically determinable physical or mental impairment which can result in death or continuously last for not less than 12 months; or Is at least 55 years old and is blind (as defined in 42 USC 416(i)(1)) and;
- Because of the blindness, is now unable to perform a gainful activity that he, or she, previously engaged in on a regular basis. (42 USC § 423(d)); **OR**

2) Is determined to have a physical impairment that:

- Is expected to be of long, continued and indefinite duration;
- Substantially impedes his / her ability to live independently;
- Is of such a nature that such disability could be improved by more suitable housing conditions. (42 USC 1437a (E)(ii)); **OR**

3) Has a developmental disability which is a severe, chronic disability of an individual of at least 5 years of age that is attributable to a mental or physical impairment, or impairments, which started before he/she reached 22 years old and is likely to continue indefinitely and results in substantial functional limitations in three, or more, of the following major life areas:

- self-care;
- receptive and expressive language;
- learning;
- mobility;
- self-direction;
- capacity for independent living;
- economic self-sufficiency; and
- reflects the individual's need for special or generic services, supports or other services which will extend for his/her life or for an extended duration except that, for individuals between infancy and five years of age, who have developmental

delay or congenital conditions which will likely result in developmental disabilities if services are not provided. (42 USC 6001(8)).

- 4) Subsections 1, 2, and 3, are not intended to exclude persons who have the disease of acquired immunodeficiency syndrome or any conditions arising from the etiologic agent for acquired immunodeficiency syndrome.
 - 5) Notwithstanding subsections 1-4 and any other provision of the law, no individual shall be considered a person with disabilities, for purposes of eligibility for low income housing under 42 USC § 1437a, solely on the basis of any drug or alcohol dependence.
 - a) An applicant will be ineligible for admission to the CHA as a disabled person if his/her only disability is drug or alcohol addiction /dependence.
 - b) If an applicant has an impairment, or impairments, in addition to drug or alcohol addiction, in order for the applicant to be eligible for admission as a disabled person the additional impairment, or impairments, must be disabling independent of the drug or alcohol addiction.
25. Disabled Family - means a family whose head, spouse, or sole member is a person with disabilities; or two or more persons with disabilities living together; or one or more persons with disabilities living with one or more live-in aides **[24 CFR 5.403(b)]**.
26. Displaced Person - means a family in which each member, or whose sole member is a person displaced by governmental action, or a person whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws **[24 CFR 5.403(b)]**. For purposes of redevelopment activities, a family may also be displaced as defined in the Uniform Relocation Act. Such families have been displaced if they have been required to permanently move from real property for the rehabilitation or demolition of such real property. These families may be entitled to special benefits under the Uniform Relocation Act **[49 CFR § 24.2 (g)]**.
27. Divestiture Income - imputed income from assets disposed of by applicant or Resident in the last two years at less than fair market value. (See the definition of Net Family Assets in this section.)
28. Drug Related Criminal Activity – means the illegal manufacture, sale, distribution, use, or possession of controlled substances with intent to manufacture, sell, distribute, or use a controlled substance or drug paraphernalia on or off CHA property/premises.
29. Economic Self-Sufficiency Program - Any program designed to encourage, assist, train, or facilitate the economic independence of HUD-assisted families or to provide work for such families. These programs include programs for job training, employment, counseling, work placement, basic skills training, education, English proficiency, workfare, financial or household management, apprenticeship, and any program necessary to ready a participant

for work (including a substance abuse or mental health treatment program), or other work activities [24 CFR § 5.603].

30. Elderly Family - means a family whose head, spouse, or sole member is a person who is at least 62 years of age; or two or more persons who are at least 62 years of age living together; or one or more persons who are at least 62 years of age living with one or more live-in aides.
31. Elderly Person - a person who is at least 62 years of age [24 CFR § 945.105].
32. Eligible Immigration Status - For non-citizens, the proof of eligible immigration status consists of a signed certification of eligible immigration status and the original copy of an acceptable INS document. Examples: Alien Registration Receipt Card (for permanent Resident aliens), Arrival-Departure Record, Temporary Resident Card, Employment Authorization Card, or a receipt from INS for a replacement document for one of the above listed categories [24 CFR § 5.508].
33. Extremely Low-Income Family -A family whose annual income does not exceed 30 percent of the median income for the area, as determined by HUD, with adjustments for smaller and larger families, except that HUD may establish income ceilings higher or lower than 30 percent of the median income for the area if HUD finds that such variations are necessary because of unusually high or low family incomes [24 CFR § 5.603].
34. Family - One or more persons (with or without children) regularly living together, related by blood, marriage, adoption, guardianship or operation of the law who will live together in CHA housing. Or two or more persons who are not so related, but can verify shared income or resources who will live together in CHA housing.

This definition includes but is not limited to:

- a) A family with or without children (the temporary absence of a child from the home due to placement in foster care shall not be considered in determining family composition and family size);
- b) An elderly family;
- c) A near-elderly family;
- d) A disabled family;
- e) A displaced family;
- f) The remaining member of a Resident family; or
- g) A single person who is not an elderly or displaced person with disabilities, or the remaining member of a Resident family [24 CFR § 5.403 (b)].

35. Full-Time Student - a person who is carrying a subject load that is considered fulltime for day students under the standards and practices of the educational institution attended. Educational institution shall include but not be limited to: college, university, secondary school, vocational school, or trade school [24 CFR § 5.603].

36.Head of the Household - means the family member (identified by the family) who is held responsible and accountable for the family.

37.Imputed Welfare Income -The amount of annual income not actually received by a family, as a result of a specified welfare benefit reduction, that is none the less included in the family's annual income for purposes of determining rent. **[24 CFR § 5.603].**

38.Kinship care - an arrangement in which a relative or non-relative becomes the primary caregiver for a child or children but is not the biological parent of the child or children. The primary caregiver need not have legal custody of such child or children to be a kinship caregiver under this definition. (Definition provided by the Kinship Care Project, National Association for Public Interest Law).

39.Live-in Aide - a person who resides with an elderly person(s) or person(s) with disabilities and who: is determined by CHA to be essential to the care and well being of the person(s); is not obligated to support the family member; would not be living in the unit except to provide the necessary supportive services; and submits verification of qualifications or certification as a live-in aide by a social worker or health care provider **[24 CFR § 5.403].**

40.Low-Income Household - a family whose annual income does not exceed 80 percent of the median income for the area as determined by HUD with adjustments for smaller and larger families **[24 CFR § 5.603].**

41.Medical Expense Allowance - for purposes of calculating adjusted income for elderly or disabled families only, medical expenses mean the medical expense in excess of 3% of Annual Income, when these expenses are not compensated for or covered by insurance **[24 CFR § 5.603].**

42.Minor - A minor is a person less than 18 years of age. An unborn child will not be considered as a minor. (See definition of dependent.) Some minors are permitted to execute contracts, such as the CHA *Residential Lease Agreement and Contract* (Appendix D), provided a court declares them "emancipated."

43.Mitigating Circumstances Review Panel – this panel reviews the cases of applicants who refute negative information that likely will result in the rejection of their application for housing.

44.Mixed Family - a family whose members include those with citizenship or eligible immigration status, and those without citizenship or eligible immigration status. Mixed families are eligible for housing assistance based on a prorated rent **[24 CFR § 5.504].**

45.Mixed Population Housing Development - means a public housing development for elderly and families with disabilities. The CHA is not required to designate this type of project under 24 CFR 945 or prepare an allocation plan **[24 CFR § 945.105].**

46.Multifamily Housing Development - for purposes of Section 504, means a project containing **five or more** dwelling units **[24 CFR § 8.3].**

47.National - person who owes permanent allegiance to the United States, for example, as a result of birth in a United States territory or possession[**24 CFR § 5.504**].

48.Near-elderly family - means a family whose head, spouse, or sole member is at least 50 years of age but below the age of 62, who may be a person with disabilities; or two or more persons who are at least 50 years of age but below the age of 62 living together; or one or more persons who are at least 50 years of age but below the age of 62 living with one or more live-in aides.

49.Near-elderly person - means a person who is at least 50 years of age but below 62, who may be a person with a disability[**24 CFR § 945.105**].

50.Net Family Assets [**24 CFR § 5.603 and 24 CFR § 5.609**] - the net cash value, after deducting reasonable costs that would be incurred in disposing of:

- a) Real property (land, houses, mobile homes);
- b) Savings (CDs, IRA or KEOGH accounts, checking and savings accounts, precious metals);
- c) Cash value of whole life insurance policies;
- d) Stocks and bonds (mutual funds, corporate bonds, savings bonds);
- e) Other forms of capital investments (business equipment);
- f) Net cash value is determined by subtracting the reasonable costs likely to be incurred in selling or disposing of an asset from the market value of the asset. Examples of such costs are: brokerage or legal fees, settlement costs for real property, or penalties for withdrawing saving funds before maturity;
- g) Net Family assets also include the amount in excess of any consideration received for assets disposed of by an applicant or Resident for less than fair market value during the two years preceding the date of the initial application or reexamination. This does not apply to assets transferred as the result of a foreclosure or bankruptcy sale; and
- h) In the case of a disposition as part of a separation or divorce settlement, the disposition will not be considered to be less than fair market value if the applicant or Resident receives important considerations not measurable in dollar terms[**24 CFR § 5.603**].

51.Portion of development - includes, one or more buildings in a multi-building project; one or more floors of a project or projects; a certain number of dwelling units in a project or projects [**24 CFR § 945.105**].

52.Pro-rated Rent - Calculated by subtracting the Total Tenant Payment (TTP) from the Maximum Rent. The result is the family maximum subsidy. Divide the family maximum subsidy by the number of household members. This is the member maximum subsidy. Multiply the member maximum subsidy by the number of family members with citizenship or eligible immigration status. This is the eligible subsidy. Subtract the eligible subsidy from the maximum rent to arrive at the family's rent[**24 CFR § 5.520**]. See *Restrictions on Assistance to Non-Citizens Policy*, (Appendix A).

53. Refusal of Housing- an applicant's choice not to accept a CHA housing offer without good cause.

54. Rejection of Housing- CHA's determination not to admit an applicant either because of ineligibility or failing of the applicant screening.

55. Service Provider - means a person or organization qualified and experienced in the provision of supportive services, and that is in compliance with any licensing requirements imposed by State or local law for the type of service to be provided. The service provider may provide the service on either a for-profit or not-for-profit basis **[24 CFR § 945.105]**.

56. Single Person - means a person who lives alone or intends to live alone, who is not an elderly person, a person with disabilities, a displaced person, a near-elderly person, or the remaining member of a Resident family.

57. Spouse - means the husband or wife of the head of the household.

58. Specified Welfare Benefit Reduction - 1) A reduction of welfare benefits by the welfare agency, in whole or in part, for a family member, as determined by the welfare agency, because of fraud by a family member in connection with the welfare program; or because of welfare agency sanction against a family member for noncompliance with a welfare agency requirement to participate in an economic self sufficiency program 2) "specified welfare benefit reduction" does not include a reduction or determination of welfare benefits by the welfare agency: i. At expiration of a lifetime or other time limit on the payment of welfare benefits; ii. Because a family member is not able to obtain employment, even though the family member has complied with welfare agency's economic self sufficiency or work activities requirements; or iii. because a family member has not complied with other welfare agency requirements **[24 CFR § 5.615(b)]**.

59. Standard Permanent Replacement Housing **[24 CFR 5.420(a)(2)(I), (a)(2)(ii)]** – such housing is:

- a) Decent, safe and sanitary;
- b) Adequate for the family size;
- c) Occupied pursuant to a lease or occupancy agreement; and
- d) Does not include a transient facility such as a motel, hotel, or temporary shelter for victims of domestic violence or homeless families. In the case of domestic violence, the term does not include the housing unit, which the applicant's spouse or other member shared with the person who engaged in the violence.

60. Supportive Services - means services available to persons residing in a development, requested by disabled families and for which there is a need. The term may include, but is not limited to, meal services, health-related services, mental health services, services for non-medical counseling, meals, transportation, personal care, bathing, toileting, housekeeping, chore assistance, safety, group and socialization activities, assistance with medications (in accordance with State law), case management, and personal emergency **[24 CFR § 945.105]**.

61.Supportive Services Plan - The plan describing how CHA will provide or arrange for the provision of the appropriate supportive services per request by families who will occupy the designated housing and who have expressed a need and are eligible for these services.[**24 CFR § 945.205 (b)**].

62.Tenant Rent - The amount payable monthly by the Family as rent to the CHA. Where all utilities (except telephone) and other essential housing services are supplied by the CHA, Tenant Rent equals Total Tenant Payment. Where some or all utilities (except telephone) and other essential housing services are not supplied by the CHA and the cost thereof is not included in the amount paid as rent, Tenant Rent equals Total Tenant Payment less the Utility Allowance [**24 CFR § 5.603**].

63.Total Tenant Payment (TTP) - The portion of rent that is based on a Resident's income. The greater of 30% of the Monthly Adjusted Income (as defined in these policies) or 10% of the monthly Annual Income (as defined in these policies) or Welfare Rent, but never less than the Minimum Rent. If the Resident pays the utilities, the amount of the Utility Allowance is deducted from the TTP. See the definition for Tenant Rent. [**24 CFR § 5.613**].

64.Uniform Federal Accessibility Standards - Standards for the accessible design, construction, and alteration of publicly owned facilities including Residential structures. The standards are used to ensure that buildings and facilities are readily accessible to and usable by persons with disabilities. The standards are set forth in **Appendix A to 24 CFR § Part 40**. See cross-reference in 504 regulations [**24 CFR § 8.32 (a)**].

65.Utilities - means water, electricity, gas, other heating, refrigeration and cooking fuels, trash collection, and sewerage services. Telephone service is not included as a utility [**24 CFR § 5.603**].

66.Utility Allowance- a flat monthly amount of money deducted from the Total Tenant Payment for families living in units where utilities are paid by the family directly to the utility company.

67.Utility Reimbursement - means funds that are reimbursed to a Resident when the Utility Allowance for a unit exceeds the Residents Total ~~Tenant Resident~~ Payment [**24 CFR § 5.603**].

68.Very Low-Income Family - means a family whose Annual Income does not exceed 50 percent of the median Annual Income for the area, with adjustments for smaller and larger families, as determined by the Secretary of Housing and Urban Development [**24 CFR § 5.603**].

69.Welfare Assistance - Welfare or other payments to families or individuals, based on need, that are made under programs, separately or jointly, by federal, state or local governments [**24 CFR § 5.603(b)**].

70. Welfare Activities - [**24 CFR § 5.603**].

As used in this section, the term "work activities" means--

- (1) unsubsidized employment;
- (2) subsidized private sector employment;
- (3) subsidized public sector employment;
- (4) work experience (including work associated with the refurbishing of publicly assisted housing) if sufficient private sector employment is not available;
- (5) on-the-job training;
- (6) job search and job readiness assistance;
- (7) community service programs;
- (8) vocational educational training (not to exceed 12 month with respect to any individual);
- (9) job skills training directly related to employment;
- (10) education directly related to employment, in the case of a recipient who has not received a high school diploma or certificate of high school equivalency;
- (11) satisfactory attendance at secondary school or in a course of study leading to a certificate of general equivalence, in the case of a recipient who has not completed secondary school or received such a certificate; and
- (12) the provision of child care services to an individual who is participating in a community service program.

PROCUREMENT POLICY
Of the Chicago Housing Authority

This Procurement Policy (Policy) is hereby established for the Chicago Housing Authority (CHA) by official action of its Board of Commissioners (Board). It complies with the United States Department of Housing and Urban Development’s (HUD) Annual Contributions Contracts (ACCs), HUD’s Procurement Regulations set forth at 24 CFR Section 85.36, as modified in accordance with the CHA / HUD “Move To Work (MTW)” Demonstration Agreement, and the Illinois Housing Authorities Act 310 ILCS 10/1 et seq. This policy is expressly designed to meet the self-certification requirements established at 85.36 (g) (3) (ii).

I. PROCUREMENT STANDARDS

A. Statement of Purpose

The purpose of this Policy is to:

1. Provide for the fair and equitable treatment of all persons or firms involved in procurement by the CHA;
2. Assure that supplies, services and construction are procured efficiently, effectively and at the best prices available to the CHA;
3. Promote competition in contracting;
4. Provide safeguards for maintaining a procurement system of quality and integrity; and
5. Assure that the CHA’s procurement actions are in full compliance with applicable Federal laws and standards, HUD regulations and state and local laws.

B. Authority

The Board designates the Chief Executive Officer (CEO), or other individuals as authorized in writing, as the CHA Contracting Officer. The Contracting Officer shall administer all procurement transactions.

C. The CHA Procurement Manual

The CHA shall establish, and its Board shall approve, a set of procurement procedures in the “CHA Procurement Manual” (the Manual) implementing this Policy. These procedures shall reflect applicable State and local law and conform to applicable Federal standards as described in 24 CFR 85.36, as modified pursuant to the MTW agreement. The Manual shall also establish

requirements for contract administration that ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. The Manual and any attachments thereto constitute the method of implementation for this Policy.

D. Annual Procurement Plan

With the expressed intent of maximizing economic value to the CHA as a whole, the CHA's annual procurement goals and objectives shall be developed, implemented and monitored through the adoption of an Authority wide Annual Procurement Plan. Annual procurement planning and monitoring activities shall be conducted on two levels: 1) the level of the individual CHA administrative/operational departments; and 2) the level of the full Authority. The Director of Business Services shall be responsible for coordinating and reporting the CHA's annual procurement planning and monitoring activities and preparing the Annual Procurement Plan for adoption by the CEO for recommendation to the Board.

II. COMPETITION

A. Full and Open

All procurement transactions will be conducted in a manner providing full and open competition consistent with the standards of Section 85.36, including the following examples of restricted competition:

1. Placing unreasonable requirements on firms in order for them to qualify to do business;
2. Requiring unnecessary experience and excessive bonding;
3. Noncompetitive pricing practices between firms or between affiliated companies;
4. Noncompetitive awards to consultants that are on retainer contracts;
5. Organizational conflicts of interest;
6. Specifying only a *brand name* product instead of allowing an *equal* product to be offered and describing the performance of other relevant requirements of the procurement; and
7. Any arbitrary action in the procurement process.

All formal procurements shall be advertised a minimum of 14 calendar days, not including Sundays or CHA holidays. The advertising period for any solicitation shall be extended when determined to be in the best interest of the CHA.

B. Prohibition of Statutory or Administrative Geographical Preferences

The CHA will not apply any non-Federally mandated geographical preference structures within its procurement methodologies. Nothing in this provision preempts State licensing laws.

C. Written Selection Procedures

The Manual shall specify selection procedures for procurement transactions to ensure that all solicitations:

1. Incorporate a clear and accurate description of the technical requirements for the material, product or service to be procured without restricting competition.
2. Identify all offeror requirements and all other factors to be used in evaluating bids, proposals or qualifications.
3. Provide that all lists of persons, firms or products used in soliciting goods and services are current and maximize opportunities for competition.

III. DOCUMENTATION

A. Documentation of all solicitations and responses shall become public record upon action by the Board in accordance with applicable laws. All procurement files shall be maintained in conformance with the Illinois Records Retention Act.

B. Contract Cost and Price

The CHA must perform a cost or price analysis in connection with every procurement action, including modifications.

1. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the CHA must make independent estimates before receiving bids or proposals.
2. A cost analysis must be performed when the offeror is required to submit the elements of its estimated cost, e.g., under professional consulting and architectural engineering service contracts. A cost analysis will be necessary when adequate price competition is lacking, and for sole source procurements, including contract modifications or change orders, unless reasonableness can be established on the basis of a catalog or market price of a commercial product sold in substantial quantities to the general public or based on prices set by law or regulation.

3. A price analysis will be used in all other instances to determine the reasonableness of the proposed contract price.
4. In cases where there is not price competition and in all cases where costs analysis is performed, the CHA will negotiate profit as a separate element of the price for each contract. In the determination of what constitutes a fair and reasonable profit, consideration will be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of the contractor's record of past performance, and industry profit rates in the surrounding geographical area for similar work.
5. Costs of prices based on estimated costs for contracts under grants will be allowable only to the extent that costs incurred or cost estimates included in negotiated prices are consistent with Federal costs principles. The CHA may reference its own cost principles that comply with the applicable Federal cost principles.
6. The cost plus a percentage of cost and percentage of construction cost methods of contracting shall not be used.

IV. PROCUREMENT METHODS

A. Small Purchase Procedures

Small purchase procedures shall be used for the acquisition of services, supplies or other property which have a projected cost not to exceed the simplified acquisition threshold fixed at 41 U.S.C. 403(11) (currently set at \$100,000). Contract requirements shall not be artificially divided so as to constitute a small purchase under this section.

The CHA Director of Business Services shall generate quarterly reports of all small purchases. These reports shall monitor such purchases in order to identify opportunities for aggregating quantities of like-items and perform strategic sourcing of those items for the CHA as a whole.

1. Small purchases less than \$250 that are not recurring items may be processed through the use of a petty cash account. Such accounts shall be managed as set forth in the Manual.
2. For small purchases of \$2,500 or less, only one quotation need be solicited if the price received is considered reasonable via cost/price estimate and the purchase is rotated among qualified sources.

3. Purchases greater than \$2,500 but less than or equal to simplified acquisition threshold shall be made via informal written solicitations to at least three qualified sources. If non-price factors are used to determine award, such factors shall be disclosed to all those solicited. Written responses shall be received but may not be sealed, as specified in the Manual Awards shall be based on: the lowest responsive and responsible bid offered in the case of small informal bid solicitation; or the highest ranked proposal offering the greatest value to the CHA.

B. Formal Procurement

Formal procurement methods shall apply to all CHA purchases where the cost for any given product or service is projected to exceed the simplified acquisition threshold. Such formal methods shall include Sealed Bids, Competitive Sealed Proposals, Competitive Sealed Qualifications and Non-competitive solicitations.

1. Sealed Bids. Bids are publicly solicited and a firm-fixed price contract (lump sum or unit price) is awarded to the responsive and responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bid, is the lowest in price. The sealed bid method is the preferred method for procuring construction services. For procurements under the Comprehensive Grant Program (CGP), sealed bidding shall be used for all construction and equipment contracts exceeding the small acquisition threshold. For professional service contracts, sealed bidding should not be used.
 - a. In order for sealed bidding to be feasible, the following conditions should be present:
 - (1) A complete, adequate and realistic specification or purchase description is available;
 - (2) Two or more responsible bidders are willing and able to compete effectively for the business; and
 - (3) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

- b. If sealed bids are used, the following requirements apply:
 - (1) The invitation for bids will be publicly advertised and bids shall be solicited from an adequate number of known suppliers, providing them sufficient time prior to the date set for opening the bids;
 - (2) The invitation for bids, which will include any specifications and pertinent attachments, shall define the items or services in order for the bidder to properly respond;
 - (3) All bids will be publicly opened at the time and place prescribed in the invitation for bids;
 - (4) A firm fixed-price contract award may, at the discretion of the CHA Board, be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation costs and live-cycle costs shall be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and
 - (5) Any or all bids may be rejected when, if by doing so, the best interest of the CHA is served.

2. Competitive Sealed Proposals. The technique of competitive sealed proposals is normally conducted with more than one source submitting an offer and either a fixed-price or cost-reimbursement type contract is recommended for award by the Board. This method is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

- a. Requests for proposals (RFPs) will be advertised publicly and proposals shall be solicited from an adequate number of qualified sources, providing them sufficient time prior to the date and time set for submission of proposals;
- b. All RFPs shall identify all evaluation factors and their relative importance;
- c. All responses to RFPs must be received by the date and time for proposal submittal previously published;

- d. The CHA's method for conducting technical evaluations of the proposals received, negotiating fair and reasonable compensation; and recommending award(s), shall be specified in the Manual; and
 - e. Single or multiple awards, as specified in the solicitation documents, shall be recommended to the Board, for the highest ranked firm(s) whose proposal(s) is/are in the best interest of the CHA with price and all other factors considered.
3. Competitive Sealed Qualifications. Qualification-based (QB) procurement is most appropriate for selection of professional services such as, but not limited to, architectural services, engineering services, accounting, auditing and financial consulting services, developers, property managers, legal services, etc.
- a. Subsequent to the issuance of a Request for Qualifications (RFQ) solicitation, contract award may be recommended for either a single firm or multiple firms to satisfy the best interest of the CHA. Where multiple firms are recommended for award, the RFQ shall specify the basis by which work orders shall be issued to each selected firm under contract.
 - b. RFQs may also be used for selection of a pre-qualified pool of construction contractors for a specific trade area of the construction industry when such selection shall be in the best interest of the CHA. Such pre-qualification may be valid, as stated in the RFQ, for a period of up to two years with further extension option periods, if needed.
 - (1) In such cases, following the evaluation of all RFQ submissions and identification of those found to be at least three qualified or highly qualified RFQ respondents, contract award may be recommended to the Board for all such qualified companies.
 - (2) Such awards would specify the process of competitive solicitation by sealed bids exclusively to that pre-qualified pool of construction trade contractors, with award of each such work order to be made to the responsive, pre-qualified firm offering the lowest price.

- (3) At least annually, a new RFQ for such pre-qualification shall be issued to allow additional firms the opportunity to become pre-qualified and subsequently compete with other previously pre-qualified firms.

4. Non-Competitive Procurement

Procurement by noncompetitive proposal may be used only when award of a contract is infeasible under small purchase procedures, sealed bids, competitive proposals or competitive qualifications, and one of the following circumstances applies:

- a. The item is available only from a single source, in circumstances when a number of sources are solicited and competition is determined to be inadequate or the awarding agency authorizes noncompetitive proposals. In every such case regarding non-competitive procurement in excess of \$2,500, a written justification memorandum must accompany the request prior to delivery of goods or services. Such memorandum shall be reviewed and recommended by the Director of Business Services to the Contracting Officer who may approve such transactions within the limits of the small acquisition threshold. The Contracting Officer shall present those non-competitive procurement requests exceeding the small acquisition threshold to the Board for approval.
- b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation. For purposes of this policy an emergency is defined as an immediate threat to the life, health, or safety of the residents, CHA employees, or any agent of the CHA. Public exigency is defined as, but not limited to, a non-emergency circumstance that: (1) requires immediate action or attention by the CHA to forestall interruptions in critical residential, business or operation services; or (2) Court-ordered building closures where CHA compliance does not allow for procurement by competitive methods.
- c. When there is an emergency or public exigency, the CEO is authorized to approve the use of noncompetitive procurement procedures only when the anticipated costs associated with such procurement does not exceed \$1,000,000. As promptly as possible following such action, the CEO must certify to the Board that the applicable conditions for a noncompetitive procurement apply. Provided that the certification is sufficient with respect to this policy, the Board may ratify the non-competitive procurement action taken.
- d. When there is an emergency or public exigency where the anticipated costs to remediate such emergency or public exigency exceeds

\$1,000,000, the CEO must seek immediate Board approval prior to proceeding.

V. CONTRACTING WITH SMALL AND MINORITY FIRMS, WOMEN'S BUSINESS ENTERPRISE AND LABOR SURPLUS AREA FIRMS

- A. It is the policy of the CHA that Minority and Women Business Enterprises (MBE/WBE) as defined in regulations developed by the Secretary of the Department of Housing and Urban Development (HUD) and promulgated in 24 CFR Part 85, HUD Handbook 7460.8 and 7458.1 rev-3 Section 6(a) shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with federal funds. Bidders, proposers or contractors and their subcontractors or suppliers shall take all necessary and reasonable steps to ensure that MBE/WBEs shall have the maximum opportunity to compete for and perform contracts financed in whole or in part by federal funds.
- B. Affirmative steps to assure that MBE/WBE firms are used when possible shall include:
 - 1. Placing qualified MBE/WBE firms on solicitation lists;
 - 2. Assuring that MBE/WBEs are solicited whenever they are potential sources.
 - 3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by MBE/WBEs;
 - 4. Establishing delivery schedules, where the requirement permits, which encourage participation by MBE/WBEs;
 - 5. Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce; and
 - 6. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in this section.
- C. This policy shall be implemented through the CHA's MBE/WBE Utilization Plan and called the MBE/WBE participation Proposal which is incorporated by reference in its entirety and made a part of each and every solicitation for bid, RFP, RFQ and contract or similar procurement document issued or entered into by the CHA.

VI. SECTION 3

The purpose of Section 3 of the HUD Act of 1968 as amended by Section 915 of the Housing and Community Development Act of 1992 is to "ensure that employment

and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, and consistent with existing Federal, State and local laws and regulations, be directed toward low- and very low-income persons, particularly those who are recipients of government assistance for housing and to business concerns which provide economic opportunities to low and very low-income persons.”

The policy of the CHA with respect to Section 3 is expressed in its policy with respect thereto which by this reference is incorporated herein. The goals statement and the preference tiers are as described in the CHA “Section 3 Guideline Booklet” (Guidebook). The procedures to implement this policy are also included in the Guidebook. The procedures may be amended periodically by the CEO or his or her designee to insure that the policy requirements are being met or to bring about efficiencies in the implementation of the program based on the practice and experience of running the program.

VII. ALTERNATIVE PROCUREMENT

- A. In addition to the foregoing, the CHA may use the alternative procurement process as provided in 24 CRF 963 to fulfill CHA procurement requirements, if feasible, to utilize a Resident Owned Business (ROB).
- B. For a ROB to qualify as Section 3 Business, the full-time permanent workforce of the ROB must include people thirty (30) percent of whom are Section 3 residents or who were Section 3 residents within three (3) years of the date of first employment with the ROB.
- C. The total amount of any contracts including any amendments awarded under the Alternative Procurement Section, to a ROB cannot exceed \$1,000,000. No ROB may receive contracts for CHA business in excess of \$1,000,000 under the Alternative Procurement Process.

VIII. COOPERATIVE PROCUREMENT / INTERGOVERNMENTAL ARRANGEMENTS

Whenever economically justifiable in the best interest of the CHA, the CHA may enter into cooperative agreements with governmental agencies for cooperative procurement or use of common goods and services. The Department of Business Services and the primary user department of the CHA will negotiate such agreements and make recommendations to the Contracting Officer. The Board must approve all such cooperative procurement intergovernmental agreements.

IX. CONTRACT AWARDS AND CONTRACT MODIFICATION APPROVAL

- A. Contract award shall be made only to responsible bidders/proposers (i.e., those who have the technical and financial competence to perform and who have a satisfactory record of integrity). Before awarding a contract, the CHA shall review the proposed contractor's ability to perform the contract successfully, considering factors such as the contractor's integrity, compliance with public policy, record of past performance and financial/technical capabilities.
- B. Standard contract provisions shall be developed in cooperation with the Legal Department for all procurement contracts. Such provisions shall be described in the Manual.
- C. Bonding requirements for work services shall conform to 85.36(h) and state law. These requirements shall be specified in the Manual.
- D. The Board must approve contracts, amendments and modifications to contracts that individually or collectively exceed the \$100,000 simplified acquisition threshold. The CEO or his designee may approve contracts, amendments and modifications to contracts below the \$100,000 threshold.
- E. Capital construction contracts may be approved by the Board with a percentage of cost threshold established as contingency for modifications/change orders arising from unknown conditions. The CEO or his designee may approve capital contract modifications/change orders resulting from unknown conditions that are within the percentage of cost threshold identified in the capital contract. This threshold may vary from contract to contract. Standards for determining the appropriate threshold shall be described in the Manual.
- F. Capital contract modifications/change orders arising from or necessitated by other reasons, such as design changes, must be presented to the Board when the cost for such modifications/change orders either individually or in the aggregate exceeds the small acquisition threshold. The CEO or his designee may approve such modifications/change orders valued below the small acquisition threshold.

X. CONTRACT ADMINISTRATION

- A. General. Contract administration shall entail the activities conducted to ensure that the contract is performed in accordance with its terms and conditions by both the contractor and the CHA. Contract monitoring shall entail those activities carried out to evaluate contractor performance and monitor compliance to selected contract terms and conditions.

- B. Suspension and Debarment. No small purchases, purchase orders or contracts shall be awarded to debarred, suspended, or ineligible contractors as declared by HUD or the CHA.
- C. Appeals and Remedies. It is the CHA's policy to resolve contractual issues informally at the CHA level without litigation. Disputes shall not be referred to HUD until all administrative remedies have been exhausted at the CHA level.
- D. Any actual or prospective contractor may protest the solicitation or award of a contract for a substantial violation of this Policy. Any protest against a solicitation must be received before the due date for the receipt of bids or proposals, and any protests against the award of the contract must be received within 10 calendar days after a contract award, or the protest will not be considered.
- E. All bid protests shall be in writing and submitted to the CHA's Contracting Officer or authorized designee who shall issue a written decision as to final disposition of the protest in accordance with the procedures set forth in the Manual. The CHA's Contracting Officer or authorized designee may, with discretion, suspend the protested procurement pending the resolution of the protest.

XI. PROPERTY MANAGEMENT BUDGETS, DELEGATION OF CONTRACT AUTHORITY

Board approval of a CHA property's operating budget by detailed lineitem to be administered by a property manager shall constitute approval of those procurement actions necessary to implement the operating budget in amounts not to exceed individual line-item amounts. The Board delegates authority to execute contracts and modifications for these procurements to the CEO or his designee provided such contract and modification totals together do not exceed the individual lineitem totals in the approved budget.

The Board makes this delegation provided that all such actions taken by the CEO are reported to the Board in the month that they occur.

When, during the operating budget year an additional appropriation may be needed to the approved operating budgets, the Board's approval for such appropriation shall be required.

Further, all contracts authorized under this Section are required to be reviewed by the CHA for conformance to this Policy, the Manual and applicable law, and that this review be incorporated into the annual audit report for CHA.

XII. CODE OF CONDUCT

- A. Ethics Policy. By resolution, the CHA adopted an Ethics Policy which defines financial or other interests by CHA employees or relatives that may result in conflict of interest in the procurement process. The Ethics Policy also prohibits the solicitation or acceptance of gratuities, favors, or anything of monetary value from contractors, potential contractors, or other parties, and sets rules where the financial interest is not substantial or the gift is an unsolicited item of minimum value (\$50.00 or less).

Further, the Ethics Policy provides for financial disclosure, appointment of an Ethics Officer, and penalties for violation.

The Code of Standards established in the Ethics Policy shall apply to all CHA procurement activity governed by this Policy and the associated implementing procedures in the Manual.

The following shall be inserted in all contracts: "No member, officer, or employee of the CHA during his/her tenure or for one year thereafter, shall have any interest, direct or indirect, in this contract or the proceeds thereof."

- B. The following additional prohibitions shall apply to CHA contracts/procurement:
1. Restrictions on Employment of Present and Former Employers.
 - a. A present or former CHA official or employee shall not knowingly act as a principal or agent for anyone other than the CHA in connection with any procurement in which the official or employee participated personally and substantially through decision, approval, recommendation, rendering of advice, investigation, or otherwise while being a CHA official or employee where the CHA is a party or has had a direct and substantial interest.
 - b. A business in which a CHA official or employee has a financial interest shall not act as a principal or agent for anyone other than the CHA in connection with any contract/procurement.
 - c. Contemporaneous employment of a CHA official or employee by persons contracting or actively seeking a contract with the CHA is prohibited.

2. **Prohibition to Providing Services to the CHA.** As provided in Section 515 of the ACCs, a present or former CHA official or employee shall not provide services or attempt to sell supplies, services, or construction to the CHA for one year following the date such employment ceased except as provided in this Policy. The term “provide services or sell” means signing a bid or proposal, negotiating, discussing or changing specifications, price, costs allowances, or other items of a contract; settling contract disputes, or any other liaison activity with a view toward the ultimate consummation of a sale, although the actual contract is negotiated by another person.
3. **Gratuities.** It is a breach of ethical standards:
 - (1) for any person to offer, give, or agree to give any CHA official or employee a gratuity or an offer of employment; or
 - (2) for any CHA official or employee or former CHA official or employee to solicit, demand, accept or agree to accept a gratuity or an offer of employment.
4. **Kickbacks and Anti-Collusive Practices.** It is a violation of this Policy for any payment, gratuity, or offer of employment to be made by or on behalf of a contractor to a CHA official or employee of a subcontractor, under a contract to the prime contractor or a higher tiered subcontractor or any persons associated therewith, as an inducement for the award of a contract, subcontract or order.
5. **Use of Confidential Information.** No CHA official or employee shall disclose information related to a bid, proposal or qualification submission before the due date for such documents or before contract award to any person if such information has not been disclosed to the general public. It is a breach of ethical conduct for any official or employee or former official or employee knowingly to use confidential information for actual or anticipated personal gain, or for the actual or anticipated personal gain of any other person.
6. **Prohibitions to Contingent Fees.** No CHA official or employee shall be retained or retain a person to solicit or secure a CHA contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except for retention of bona fide employees or bona fide established selling agencies for the purpose of securing business. This includes the prohibition against influence peddling that might occur when a former CHA official or employee is hired on a contingent basis by a business entity or individual seeking a CHA contract/procurement.

C. Federal Criminal Law

Pursuant to 18 U.S.C. 666 (a) (2) and other Federal Criminal Laws applicable to public contracts, no CHA official or employee shall corruptly solicit or demand for the benefit of himself/herself or any other person, or accept or agree to accept, anything of value from any person or CHA contractor intending to be influenced or rewarded in connection with any CHA contract business transaction or series of transactions involving the CHA.

D. Illinois Criminal Code

All CHA officials and employees shall comply with the Illinois Criminal Code, 720 ILCS 5/33 E-1 et seq. as follows:

1. Section 33-E-5(a). No CHA official or employee shall open any sealed bids any time or place other than is indicated in the public advertisement, solicitation document or outside the presence of witnesses.
2. Section 33E-5(b). No CHA official or employee shall knowingly disclose any information relative to a solicitation proposal to any interested party (bidder or proposer).
3. Section 33E-6(a). No CHA official or employee shall disclose any information directly or indirectly outside of the publicly available official solicitation document.
4. Section 33E-6(e). No CHA official or employee shall knowingly award a contract based on criteria that were not publicly disseminated through a solicitation or any other procurement method.
5. Section 33E-7(a)(2). No CHA official or employee shall either solicit, accept or attempt to accept any bribe or kickback and/or directly or indirectly receive a bribe or kickback that is included in the contract price to be paid by the CHA.
6. Section 33E-7(b). All CHA officials or employees shall report to the CEO, the Inspector General and law enforcement officials any offer of a kickback or bribe made to such CHA official or employee.
7. Section 33E-9. No CHA official or employee shall amend/modify or change or attempt to amend/modify or change a CHA contract unless authorized by law. An amendment/modification or change to a CHA contract is not authorized by law if a CHA official or employee advocates or amends/modifies or changes a CHA contract because such official or employee receives or is offered a kickback, bribe or a promise of current or future employment.

E. Conflict of Interests Involving Contracts

It is a violation of this Policy for:

1. Any CHA official or employee to participate directly or indirectly in a contract/procurement when the official or employee knows or should have known that the official or employee or any of his or her relatives have a financial interest pertaining to the contract/procurement; or
2. A business or organization in which the official or employee, or any relative, has an economic or financial interest pertaining to the contract/procurement; or
3. Any other person, business, organization with whom the official or employee or any of his or her relatives are negotiating or has an arrangement concerning prospective employment is involved in the contract/procurement; or
4. Any CHA official or employee who exercises or has exercised any functions or responsibilities with respect to any CHA contract/procurement activities, or who is in a position to participate in the decision-making process or gain inside information with regards to any CHA contract/procurement activities, obtain a financial or economic interest or benefit from the contract/procurement, or have an interest in any contract or subcontract, or agreement with respect thereto or the proceeds thereunder, either for himself or herself or for those with whom he or she has family or business ties, during his or her tenure with the CHA or for one year after such individual leave the CHA.

F. Sanctions and Remedies

1. **Sanctions.** Any person found by a court to be guilty of knowingly violating any of the provisions of this Policy, or of furnishing false, misleading or incomplete information to the Ethics Officer with the intent to mislead, upon conviction thereof shall be subject to disciplinary action up to and including termination.
2. **Invalid Actions.** All CHA contracts shall include a provision requiring compliance with this Policy. Any contracts negotiated, entered into, or performed in violation of any provisions of this Policy shall be void and/or voidable as to the CHA. Any official action of an agent of the CHA obtained or undertaken in violation of any provisions of this Policy shall be invalid and without force or effect whatsoever.

3. Other Remedies. Nothing in this Policy shall preclude the CHA from maintaining an action for an accounting for any pecuniary benefit received by any person, or to recover damages for any acts or practices in violation of this Policy or other laws.

XIII. USE OF NON-FEDERAL FUNDS

Funds obtained from public sources other than HUD shall use the procurement standards applicable to those funds, provided such standards are consistent with the minimum requirements of this policy.

Funds from private sources, such as Foundations, shall meet the procurement standards applicable to the grant and specified in the grant agreement with the CHA.

DIRECT DISBURSEMENT PAYMENT SCHEDULE DATA
 OPERATING SUBSIDIES
 PUBLIC HOUSING PROGRAM

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

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Line 01	Project No. L 0 0 2 0 0 1 0 0 D	Public Housing Agency(PHA) Indian Housing Authority(IHA) CHICAGO HOUSING AUTHORITY				
02	Fiscal Year End (FYE) (MM/DD/YY) 1 2 3 1 0 1	PHA/IHA Address 626 WEST JACKSON STREET CHICAGO, ILLINOIS 60661	X Original			
Revision No.						
Part I - Eligibility Values						
		(a) PHA/IHA Request	(b) HUD Modifications			
03	Subject Year Eligibility	1 7 0 1 3 6 2 7 7				
04	Other Eligibility					
05	Prior Year Adjustment					
06	Total Eligibility	1 7 0 1 3 6 2 7 7				
		(a) PGM Code	(b) Obligated Amount	(c) Retained Amount	(d) Scheduled Amount	(e) Funds Available But Not Scheduled
07a	PHA/IHA Req.	P F S	1 7 0 1 3 6 2 7 7		1 7 0 1 3 6 2 7 7	
07b	HUD Modif.					
08a	PHA/IHA Req.					
08b	HUD Modif.					
09a	PHA/IHA Req.					
09b	HUD Modif.					
010a	PHA/IHA Req.	Totals	1 7 0 1 3 6 2 7 7		1 7 0 1 3 6 2 7 7	
010b	HUD Modif.	Totals				

Line	Part II - Payment Entry Selection	Part II - Payment Entry Selection
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11	Program (PGM) Code:	PHA/IHA Request P F S	HUD Modif. 	
12	Type of Payment Entry (Check one):	<input type="checkbox"/>	<input type="checkbox"/>	Manual Entry (Go to Part IV)
		<input type="checkbox"/>	<input type="checkbox"/>	System Calculation with Equal Monthly Payments
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	System Calculation with Unequal Monthly Payments

PART III - System Calculation of Payment Schedule				
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	Payments Within Month	N/A	Y	N	
13	Payments Equal Within Month? (Check Y or N)	PHA/IHA Req.	<input type="checkbox"/>	<input type="checkbox"/>	
		HUD Modif.	<input type="checkbox"/>	<input type="checkbox"/>	
			1	2	3
14	Pay Dates Within Month:	PHA/IHA Req.	0 1	0 8	1 5
		HUD Modif.			
15	Payment Percentages Within Month:	PHA/IHA Req.	%	%	%
		HUD Modif.	%	%	%
16	Monthly Payment Allocation				
16a	Month	1	2	3	4
		J A N	F E B	M A R	A P R
		M A Y	J U N	J U L	A U G
		S E P	O C T	N O V	D E C
16b	Percentage Payment for Each Month:	1	2	3	4
	PHA/IHA Req.	%	%	%	%
	HUD Modif.	%	%	%	%

Line	Part IV - Selection of Payment Schedule Revision Method	N/A
17	Check One: <input type="checkbox"/> Manual Revision (Use Part VI) <input type="checkbox"/> System Assisted Revision (Use Part V) <input type="checkbox"/> Percent Distribution of Remaining Balance (Use Parts II and III)	

Line	Part V - System Assisted Payment Schedule Revision	N/A
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18	Type of Payment Revision (Check one):		<input type="checkbox"/> Add/Change (Use lines 19-20c) <input type="checkbox"/> Delete (Use lines 21-22)	
Add/Change Revisions:				
19	<input type="checkbox"/> Source of Funds: Existing Payments	PGM Code		
19a	Transfer	from (choose one):	Payment #	to Payment #
19b			Pay Date	to Pay Date
20	<input type="checkbox"/> Source of Funds: Unscheduled Funds	PGM Code		
20a	Transfer	to (choose one):	Payment #	
20b			Pay Date	
20c			Payment #'s	thru (Equal Spread)
Delete Revisions:				
21	Delete (choose one): Payment #		PGM CODES	
22	Pay Date		PGM CODES	

Part VI - Manual Payment Entry

	(a) PMT. NO.	N/A	(b) Scheduled Pay Date	(c) Total Scheduled Payment	(d) Scheduled Payment PGM Code	(e) Scheduled Payment PGM Code	(f) Scheduled Payment PGM Code
PHA/IHA Req.	0 1		0 1 0 1 0 1	4 0 5 0 8 6 4			
HUD Modif.	0 2		0 1 0 8 0 1	4 0 5 0 8 6 4			
PHA/IHA Req.	0 3		0 1 1 5 0 1	4 0 5 0 8 6 4			
HUD Modif.	0 4		0 1 2 2 0 1	4 0 5 0 8 6 4			
PHA/IHA Req.	0 5		0 1 2 9 0 1	4 0 5 0 8 6 4			
HUD Modif.	0 6		0 2 0 5 0 1	4 0 5 0 8 6 4			
PHA/IHA Req.	0 7		0 2 1 2 0 1	4 0 5 0 8 6 4			
HUD Modif.	0 8		0 2 1 9 0 1	4 0 5 0 8 6 4			
PHA/IHA Req.	0 9		0 2 2 6 0 1	4 0 5 0 8 6 4			
HUD Modif.	1 0		0 3 0 5 0 1	4 0 5 0 8 6 4			
PHA/IHA Req.	1 1		0 3 1 2 0 1	4 0 5 0 8 6 4			
HUD Modif.	1 2		0 3 1 9 0 1	4 0 5 0 8 6 4			
PHA/IHA Req.	1 3		0 3 2 6 0 1	4 0 5 0 8 6 4			
HUD Modif.	1 4		0 4 0 2 0 1	4 0 5 0 8 6 4			
PHA/IHA Req.	1 5		0 4 0 9 0 1	4 0 5 0 8 6 4			
HUD Modif.	1 6		0 4 1 6 0 1	4 0 5 0 8 6 4			
PHA/IHA Req.	1 7		0 4 2 3 0 1	4 0 5 0 8 6 4			
HUD Modif.	1 8		0 4 3 0 0 1	4 0 5 0 8 6 4			
PHA/IHA Req.	1 9		0 5 0 7 0 1	4 0 5 0 8 6 4			
HUD Modif.	2 0		0 5 1 4 0 1	4 0 5 0 8 6 4			
PHA/IHA Req.	2 1		0 5 2 1 0 1	4 0 5 0 8 6 4			
HUD Modif.	2 2		0 5 2 8 0 1	4 0 5 0 8 6 4			
HUD Modif.	2 3		0 6 0 4 0 1	4 0 5 0 8 6 4			
PHA/IHA Req.	2 4		0 6 1 1 0 1	4 0 5 0 8 6 4			
HUD Modif.	2 5		0 6 1 8 0 1	4 0 5 0 8 6 4			
PHA/IHA Req.	2 6		0 6 2 5 0 1	4 0 5 0 8 6 4			
HUD Modif.	2 7		0 7 0 2 0 1	4 0 5 0 8 6 4			
PHA/IHA Req.	2 8		0 7 0 9 0 1	4 0 5 0 8 6 4			
HUD Modif.	2 9		0 7 1 6 0 1	4 0 5 0 8 6 4			
PHA/IHA Req.	3 0		0 7 2 3 0 1	4 0 5 0 8 6 4			

	(a) PMT. NO.	(b) Scheduled Pay Date	(c) Total Scheduled Payment	(d) Scheduled Payment PGM Code	(e) Scheduled Payment PGM Code	(f) Scheduled Payment PGM Code
HUD Modif.	3 1	0 7 3 0 0 1	4 0 5 0 8 6 4			
PHA/IHA Req.	3 2	0 8 0 6 0 1	4 0 5 0 8 6 4			
HUD Modif.	3 3	0 8 1 3 0 1	4 0 5 0 8 6 4			
PHA/IHA Req.	3 4	0 8 2 0 0 1	4 0 5 0 8 6 4			
HUD Modif.	3 5	0 8 2 7 0 1	4 0 5 0 8 6 4			
PHA/IHA Req.	3 6	0 9 0 3 0 1	4 0 5 0 8 6 4			
HUD Modif.	3 7	0 9 1 0 0 1	4 0 5 0 8 6 4			
PHA/IHA Req.	3 8	0 9 1 7 0 1	4 0 5 0 8 6 4			
HUD Modif.	3 9	0 9 2 4 0 1	4 0 5 0 8 6 4			
PHA/IHA Req.	4 0	1 0 0 1 0 1	4 0 5 0 8 6 4			
HUD Modif.	4 1	1 0 0 8 0 1	4 0 5 0 8 6 4			
PHA/IHA Req.	4 2	1 0 1 5 0 1	4 0 5 0 8 6 4			
HUD Modif.	4 3	1 0 2 2 0 1	4 0 5 0 8 6 4			
PHA/IHA Req.	4 4	1 0 2 9 0 1	4 0 3 9 8 6 4			
PHA/IHA Req.						
HUD Modif.						
PHA/IHA Req.		Total/Subtotal	1 7 0 1 3 6 2 7 7			
HUD Modif.		Total/Subtotal	1 7 0 1 3 6 2 7 7			

Project No. L 0 0 2 0 0 1 0 0 D	Fiscal Year End (FYE) 1 2 3 1 0 1	Page 5 of 5
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Part VIII - Certification of Public Housing Agency/Indian Housing Authority

I certify that all applicable provisions of the Annual Contributions Contract covering the above numbered project(s) have been complied with by this PHA/IHA and that this Form HUD-52721 and all supporting forms and documentation have been examined by me and to the best of my knowledge and belief are true, correct and complete and in accordance with all applicable HUD regulations and requirements including those relating to cash management.

Name of PHA/IHA
CHICAGO HOUSING AUTHORITY

Signature and Title of Official Authorized to Certify PATRICIA VERDUZCO Chief Financial Officer	Date August 18, 2000
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PHA/IHA Comments

HUD Use Only

Field Office Approval

Field Office Name	Signature and Title of Field Office Official	Date
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Field Office Comments

Regional Accounting Division Comments

Entered into LOCCS	By	Date	Time
			form HUD 52721 (4-88)