

# PHAPlans

5-YearPlanforFiscalYears2003 –2007  
AnnualPlanforFiscalYear2003

**Submitted 5/19/03**

## **TOBEAPPROVEDBY:**

**HACCBoardofCommissioner s  
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**NOTE:THISPHAPLANSTEMPLATE(HUD50075)ISTOBECOMPLETEDIN  
ACCORDANCEWITHINSTRUCTIONSLOCATEDINAPPLICABLEPIHNOTICES**

**PHA Plan  
Agency Identification**

**PHAName: Housing Authority of Champaign County**

**PHANumber : IL006V01**

**PHAFiscalYearBeginning:(04/03)**

**Public Access to Information**

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

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

**Display Locations For PHA Plans and Supporting Documents**

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

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government **Cities of Champaign & Urbana**
- Main administrative office of the County government
- Main administrative office of the State government
- Public libraries **Champaign & Urbana**
- PHA website
- Other (list below)

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

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

**Annual PHA Plan  
PHA Fiscal Year 2000**

[24CFR Part 903.7]

**Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

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

**Troubled Agency Plan**

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

[24CFR Part 903.79I]

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

**The Housing Authority of Champaign County continues to make adjustments in response to the ever -changing housing industry. The HACC is embarking on some exciting times that require substantial changes in the way the HACC does business. Some of the more significant changes are as follow:**

- a.) The HACC has completed the development of its Section 8 Homeownership program and have several banks and lending institutions that have entered into agreements with the HACC setting forth the banks commitment and underwriting criteria. The HACC is currently targeting those families on the FSS program.**
  
- b.) The HACC is making major adjustments in the way it provides ongoing day -to-day maintenance. Prior to FY2003 the HACC assigned work type to each employee and they would provide services to all sites. While there will remain some of the more specialized work being provided by specific maintenance personnel others will be assigned to specific sites. This change is being implemented for a couple of basic reasons.**

1. To cut down on travel time. By placing personnel on a specific site the need for travel will be greatly reduced.
2. To create a sense of ownership and pride in how the sites are maintained. Assignment of maintenance personnel to specific sites will help in assigning responsibility for the overall appearance and function ability of each site.
3. The assignment of specific personnel to each site will allow the staff to become more acquainted with the residents allowing the residents the opportunity to get to know the HACC staff that is directly responsible for their home.

c.) The HACC is working closely with Homestead Corporation to resolve operating cost increases. Homestead Corporation administers a Section 8 Moderate Rehabilitation SRO for homeless persons. The original operation was tax exempt by the Illinois Department of Revenue allowing the operation to be free from the payment of real estate taxes. In FY 2002 the Illinois Department of Revenue reversed its decision indicating the SRO would be required to pay real estate taxes. This created an increase in operating costs of approximately \$16,000 per year. The HACC has processed a request for rent increase to the Department of Housing and Urban Development to offset the cost associated with the real estate taxes.

d.) The HACC is in the final phases of planning and predevelopment for the redevelopment of Burch Village and Lakeside Terrace. The two family sites will undergo redevelopment that will include the total demolition of the existing buildings and the development of new housing units that will be financed under HUD's Mixed-Finance approach. The Mixed-Finance approach will include the use of several funding sources, of which many require that families with a variety of incomes occupy units. Some units will remain as public

housing units while others will be required to be rented to persons at 50% to 80% of the area medium income. With regard to replacement units in conjunction with Lakeside Terrace in Urbana and to maintain consistency with the City of Urbana's Consolidated Plan the HACC recognizes the need to maximize the number of units that will be made available for families below 30% MFI. The HACC will provide for the maximum number of units for families at or below 30% MFI within the expanded redevelopment area and that those units not provided on site could be provided at scattered sites, so that no fewer than 80% of demolished units are replaced with permanent, subsidized housing units that will be affordable to extremely low-income families with children. (Requested by the City of Urbana)

- e.) In conjunction with the redevelopment of Burch Village and Lakeside Terrace the HACC is negotiating agreements with firms to provide Program Management Services for the redevelopment of the two sites. In addition to the Program Manager the HACC is in the process of negotiating with the Developer Partner who will take the lead in the actual redevelopment, financing and construction of the units.
- f.) The HACC is currently in the process of reviewing its Admissions and Continued Occupancy Policy (ACOP), the Resident Handbook and the Resident Lease to make sure all three documents are consistent with the other. In addition a complete review and evaluation is being conducted to determine if the governing documents meet the current needs of the residents and the HACC. Once complete HACC will hold public hearings for the purpose of receiving comments on the proposed changes to the above referenced documents.
- g.) The allocation of Drug Elimination Program (DEP) funds will be made available with the HACC setting aside a predetermined

**amount of funds for additional police patrol on a number of HACC sites and the balance will be made available through a competitive Request for Proposal (RFP) process.**

Section 8 **Annual Plan Table of Contents**

[24CFR Part 903.791]

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

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**Attachments**

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

Required Attachments:

- "A"** Admissions Policy for Deconcentration
- "B"** FY2003 Capital Fund Program Annual Statement
- Most recent board -approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart
- "B"** FY2003 Capital Fund Program 5 -Year Action Plan
- "I"** Public Housing Drug Elimination Program (PHDEP) Plan

**“C”** Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text).

Other (List below, providing each attachment name)

**“D” Homeownership Plans & Program**

**“E” Consistency with the Consolidated Plan**

**“F” Community Service Plan**

**“G” Resident Board Member**

**“H” Listing of RAB Members**

**Supporting Documents Available for Review**

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document <u>ASOF 11/14/02</u></b>	<b>Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which include the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board -approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which include the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certification of compliance with	Annual Plan: Eligibility, Selection, and Admissions Policies

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document <u>ASOF11/14/02</u></b>	<b>Applicable Plan Component</b>
X	deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> Check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents soffered at each public housing development <input checked="" type="checkbox"/> Check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> Check here if included in the public housing A&O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD -approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPEVI applications or, if more recent, approved or submitted HOPEVI revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
X	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the	Annual Plan: Conversion of Public Housing

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document <u>ASOF11/14/02</u></b>	<b>Applicable Plan Component</b>
	1996 HUD Appropriations Act	
X	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> Check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the result of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (List individually; use as many lines as necessary)	(Specify as needed)

## **1. Statement of Housing Needs**

[24CFR Part 903. 79(a)]

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

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

Housing Needs of Families in the Jurisdiction							
By Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	6,642	5	5	5	2	4	4
Income > 30% but <= 50% of AMI	4,840	5	4	4	N/A	3	4
Income > 50% but < 80% of AMI	2,749	2	2	2	N/A	2	2
Elderly	3	3	2	2	3	2	2
Families with Disabilities	80 Provided by PACE	5	4	2	5	2	2
White/Non-Hispanic	2/2	5	5	N/A	N/A	4	4
Black/Non-Hispanic	2/2	5	4	N/A	N/A	3	4
Black	2/2	2	2	N/A	N/A	2	2
Race/Ethnicity							

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

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

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

State the housing needs of the families on the PHA's waiting list/s. PHA may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

### Housing Needs of Families on the Waiting List

Waiting list type: (select one)

**ASOF11/14/02**

Section 8 tenant-based assistance

Public Housing

Combined Section 8 and Public Housing

Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	125		
Extremely low income <= 30% AMI	125	100%	
Very low income (>30% but <=50% AMI)	0	0%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	103	82%	
Elderly families	7	6%	
Families with Disabilities	10	8%	
Black/Non-Hispanic	117	93%	
White/Non-Hispanic	7	6%	
Asian/ethnicity	1	<1%	
Race/ethnicity			

Is the waiting list closed (select one)?  No  Yes

If yes:

How long has it been closed (# of months)? 17

Does the PHA expect to re-open the list in the PHA plan year?  No  Yes

Does the PHA permit specific categories of families on to the waiting list, even if generally closed?  No  Yes

**Housing Needs of Families on the Waiting List**

Waiting list type: (select one) **ASOF12/31/02**

- Section 8 tenant -based assistance  
 Public Housing  
 Combined Section 8 and Public Housing  
 Public Housing Site-Based or sub-jurisdictional waiting list (optional)  
 If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	190		
Extremely low income <= 30% AMI	184	97%	
Very low income (>30% but <=50% AMI)	2	1%	
Low income (>50% but <80% AMI)	4	2%	
Families with children	101	53%	
Elderly families	9	5%	
Families with Disabilities	32	17%	
White/Non-Hispanic	36	19%	
Black/Non-Hispanic	149	78%	
Other	5	3%	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
0BR	0	0%	
1BR	72	38%	
2BR	74	39%	
3BR	36	19%	
4BR	6	3%	
5BR	2	1%	
5+BR			

## Housing Needs of Families on the Waiting List

Is the waiting list closed (select one)?  No  Yes

If yes:

How long has it been closed (# of months)? N/A

Does the PHA expect to reopen the list in the PHA Plan year?  No  Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed?  No  Yes

Listed below are the totals for Public Housing applicants, at the request of the City of Urbanawave have broken out the various stages the applicants are in.

Interviews scheduled during January 34  
All applicants have either been interviewed or scheduled.

Applicants in various stages of processing 117  
(all have been interviewed; awaiting receipt of verifications)

Applicants on Waiting List	
1 Bedroom	15
2 Bedrooms	18
3 Bedrooms	4
4 Bedrooms	1
5 Bedrooms	1

### C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

#### (1) Strategies

**Need: Shortage of affordable housing for all eligible populations**

**Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:**

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line. **The HACC is implementing a new policy whereas maintenance will be assigned to each property and responsible to the site manager.**

- This process should result in higher quality services causing each site to improve in curb appeal therefore, being more attractive to persons seeking housing.**
- Reduce turnover time for vacated public housing units **The HAC C believes by placing specific maintenance personnel on site that the frequency and decrease in travel to and from the site will allow the HAC C to reduce turnover time.**
  - Reduce time to renovate public housing units
  - Seek replacement of public housing units lost to the inventory through mixed finance development
  - Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources **The HAC C is currently in the process of seeking HUD approval to conduct Mixed -Income/Mixed-Finance redevelopment, which will assist in the replacement of public housing units, lost to demolition.**
  - Maintain or increase section 8 lease -uprates by establishing payment standards that will enable families to rent throughout the jurisdiction **The HAC C will be making application to HUD for an increase in the maximum Fair Market Rents (FMR) so the HAC C can effectively compete with rents being paid by students attending the University of Illinois.**
  - Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required **The request to increase the FMR will expand the opportunity of rental units to higher rent districts.**
  - Maintain or increase section 8 lease -uprates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration **The HAC C currently (November 13, 2002) is operating the Section 8 program at a utilization rate of approximately 89%. The request for increase in FMRs will help to increase the lease uprates by allowing residents to compete with the units being occupied by students.**
  - Maintain or increase section 8 lease -uprates by effectively screening Section 8 applicants to increase owner acceptance of program **The HAC C has initiated an aggressive program to increase the number of landlords who will participate in the Section 8 program as well as working with the current clients seeking housing. These efforts are being implemented in an effort to increase the utilization of Section 8 vouchers. (Requested by the City of Urbana)**
  - Participate in the Consolidated Plan development process to ensure coordination with broader community strategies. **The HAC C will participate in the Consolidated Planning process by making sure the planned activities are included in the Consolidated Plans of both the city of Urbana and Champaign.**
  - Other (list below)

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

Select all that apply

- Apply for additional section 8 units should they become available once the HACCraises its Section 8 -utilization rate it will become eligible to make application to HUD for additional Section 8 vouchers.
- Leverage affordable housing resources in the community through the creation of mixed - finance housing The HACCr is currently in the process of negotiating contracts with a Program Management Firm as well as a Developer Partner for the redevelopment of two of its largest family developments.
- Pursue housing resources other than public housing or Section 8 tenant -based assistance. The redevelopment of the two family sites will require the HACCr to seek non -public housing funds such as; CDBG, HOME, Low -Income Housing Tax Credits, Tax Exempt Bonds, State of Illinois Trust Funds, State Donations Tax Credit etc.
- Other: (list below)  
The HACCr has implemented processes that will help to educate landlords about the Section 8 program and Fair Housing provisions applicable to rental housing. (Requested by the City of Urbana)

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

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

Select all that apply

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

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

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

Select all that apply

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

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose voucher targeted to the elderly, should they become available
- Other: (list below)

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose voucher targeted to families with disabilities, should they become available **The HACC is committed to making available units for persons with disabilities and will make application for additional housing options as they become available and the HACC is eligible.**
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)

The Lakeside Terrace replacement units will be designed in a manner consistent with the City of Urbana Ordinance 2000-09-105, which provides for the design of visitability features in new construction of one- and two-family dwellings, which are funded with financial assistance originating from or flowing through the City of Urbana. The HACC will develop units that are accessible to persons with disabilities commensurate with anticipated demand. **(Requested by the City of Urbana)** “The HACC, through its efforts in the redevelopment of Burch Village and Lakeside Terrace will meet the Federal Requirement of 5% of all units to the needs of persons with disabilities including 2% for hearing impaired and 2% for visually impaired. In addition, so long as the topography permits all ground floor units shall meet the State of Illinois laws and local ordinances relating to visitability”. **(Requested by the City of Champaign.)**

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

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

Select if applicable

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

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

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

**The HAC C has implemented processes that will help to educate landlords about the Section 8 program and Fair Housing provisions applicable to rental housing. (Requested by the City of Urbana)**

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

**(2) Reasons for Selecting Strategies**

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

- Funding constraints: **Do to the ever changing federal budgets and the HAC C's current lease -up rates in both public housing and Section 8 funding is becoming much tighter. Therefore, the development of strategies are effected by the funds currently received by the HAC C.**
- Staffing constraints: **Through attrition the HAC C has seen a substantial reduction of its overall staff. The HAC C, due to budget constraints, will not be filling these positions creating a heavier workload on the remaining staff.**
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community **There have been a number of housing units recently built for senior effective lease up rates at the HAC C Senior housing high - rises.**
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs **The HAC C properties are impacted based on the construction of new housing units throughout the area.**
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

**2. Statement of Financial Resources**

[24 CFR Part 903.79(b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant-based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one

of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing support services, Section 8 tenant-based assistance, Section 8 support services or other.

<b>Financial Resources: <u>ASOF11/14/02</u></b>		
<b>Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2000 grants)</b>		
a) Public Housing Operating Fund	\$1,391,842.00	
b) Public Housing Capital Fund	\$0.00	
c) HOPEVI Revitalization	N/A	
d) HOPEVI Demolition	N/A	
e) Annual Contributions for Section 8 Tenant -Based Assistance	\$6,938,996.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	\$41,790.55	
g) Resident Opportunity and Self - Sufficiency Grants	N/A	
h) Community Development Block Grant	N/A	
i) HOME	N/A	
Other Federal Grants (list below)	N/A	
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>	N/A	
DE2001	\$107,098.45	
IL06CFGS01-02	\$1,260,000.00	
<b>3. Public Housing Dwelling Rental Income</b>	\$647,287.00	
<b>4. Other income (list below)</b>		
<b>INVESTMENT INCOME</b>	\$11,489.00	
LAUNDRY/VENDING COMMISSIONS & AMERITECH COMMISSIONS	\$5,100.00	
<b>4. Non -federal sources (list below)</b>	N/A	

Financial Resources: <u>ASOF11/14/02</u>		
Planned Sources and Uses		
Sources	Planned \$	Planned Uses
<b>Total resources</b>	\$10,403,603.00	

### 3. PHA Policies Governing Eligibility, Selection, and Admissions

[24CFR Part 903.79(c)]

#### **A. Public Housing**

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

#### (1) Eligibility

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe) Because of the high vacancy rate in public housing applications are processed and verified upon submission.

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

- Criminal or drug-related activity
- Rental history
- Housekeeping
- Other (describe)

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

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

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

#### (2) Waiting List Organization

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

- Community-wide list
- Sub-jurisdictional lists

- Site-based waiting lists
- Other (describe)

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

- PHA main administrative office
- PHA development site management office. **This is a change from previous years. Applications are now being taken on-site by the managers in addition to the applications that are taken at the main administrative office. This will allow persons who are interested in the various sites to stop in the office while on site and not have to set an appointment with the main office.**
- Other (list below)

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

1. How many site-based waiting lists will the PHA operate in the coming year? **N/A**
2.  Yes  No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously HUD-approved site-based waiting list plan)?  
If yes, how many lists? **N/A**
3.  Yes  No: May families be on more than one list simultaneously?  
If yes, how many lists?  
**1. Public Housing**  
**2. Section 8**
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
  - PHA main administrative office
  - All PHA development management offices
  - Management offices at developments with site-based waiting lists
  - At the development to which they would like to apply
  - Other (list below)

**(3) Assignment**

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

- One

- Two
- Three or More

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

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

**(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

- Working families and those unable to work because of age or disability

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

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

#### Date and Time

Former Federal preferences:

- 1 Victims of domestic violence

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

### **(5) Occupancy**

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

- ThePHA -residentlease
  - ThePHA'sAdmissionsand(Continued)Occupancypolicy
  - PHAbriefingseminarsorwrittenmaterials
  - Othersource(list)
- TenantHandbook**

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

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

**(6) Deconcentration and Income Mixing**

a.  Yes  No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing? **The HACC will address the need for Deconcentration when implementing the redevelopment of Burch Village and Lakeside Terrace family developments. These two properties will be, in part and if awards are made (Requested by the City of Champaign, financed with Low -Income Housing Tax Credits, which will require income mixing.**

\*\*\*See Attachment J for new questions PIH Notice 2001 -4 regarding Deconcentration

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

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

- Adoption of site based waiting lists  
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments  
If selected, list targeted developments below:

Other (list policies and development targeted below)

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

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

- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income -mixing
- Other (list below) **The HACC will offer a family of mixed -income extra bedroom sizes to achieve income mixing throughout the community.**

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher -income families? (select all that apply)

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

<b>Burch Village</b>	<b>IL6 -2</b>
<b>Dunbar Court</b>	<b>IL6 -5</b>
<b>Dorsey Homes</b>	<b>IL6 -1</b>
<b>Scattered Sites</b>	<b>IL6 -9</b>
<b>Lakeside Terrace</b>	<b>IL6 -4</b>

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

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

## **B. Section 8**

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

### **(1) Eligibility**

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

- Criminal or drug -related activity only to the extent required by law or regulation

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

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

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

- Criminal or drug -related activity
- Other (describe below)
  1. Lease violation
  2. Forwarding addresses
  3. Payment history

**(2) Waiting List Organization**

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

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

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

- PHA main administrative office
- Other (list below)

**(3) Search Time**

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

If yes, state circumstances below: Upon request a lien can receive increases of 30 days up to but not exceeding 120 days.

**(4) Admissions Preferences**

a. Incometargeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and

soon. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a points system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

Date and Time

Former Federal preferences

1 Victims of domestic violence

Other preferences (select all that apply)

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

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

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

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

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

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

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

### **(5) Special Purpose Section 8 Assistance Programs**

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

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

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

- Through published notices
- Other (list below)

**Through flyers and written notification to social and supportive services agencies that also serve public housing eligible persons.**

#### **4. PHA Rent Determination Policies**

[24CFR Part 903.79(d)]

##### **A. Public Housing**

Exemptions: PHA that do not administer public housing are not required to complete sub -component 4A.

##### **(1) Income Based Rent Policies**

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- The PHA will not employ any discretionary rent -setting policies for income -based rent in public housing. Income -based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub -component (2))

---or---

- The PHA employs discretionary policies for determining income -based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- \$0
- \$1-\$25
- \$26-\$50

2.  Yes  No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

1. Exemption to minimum rent must be in writing with, at a minimum, the resident must include a statement setting forth the reason for the family hardship.
2. Family must document to prove financial hardship.
3. HACC will use standard verification procedures to verify circumstances, which result in hardship.

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

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

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

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

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

- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent -setting policy)  
If yes, state amount/s and circumstances below:
- Fixed percentage (other than general rent -setting policy)  
If yes, state percentage/s and circumstances below:
- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

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

- Yes for all developments
- Yes but only for some developments
- No

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

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

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

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

f. Rent redetermination:

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

- Never
- At family option
- Any time the family experiences an income increase

- Anytime a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) \_\_\_\_\_
- Other (list below)

1. **Families must report change in composition within 10 days**
2. **Families must report change in income at annual recertification**

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

## **(2) Flat Rents**

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

- This section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)

## **B. Section 8 Tenant -Based Assistance**

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

### **(1) Payment Standards**

Describe the voucher payment standards and policies.

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

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

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

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area

- ThePHAhaschosentoserveadditionalfamiliesbyloweringthepaymentstandard
- Reflectsmarketorsubmarket
- Other(listbelow)

c.IfthepaymentstandardishigherthanFMR,whyhasthePHAchosenthislevel?(selectall thatapply)

- FMRsarenotadequatetoensuresuccessamonggassistedfamiliesinthePHA'ssegment oftheFMRarea
- Reflectsmarketorsubmarket
- Toincreasehousingoptionsforfamilies
- Other(listbelow)

**ToincreasepotentialforDeconcentration.**

d.Howoftenarepaymentstandardsreevaluatedforadequacy?(selectone)

- Annually
- Other(listbelow)

e.WhatfactorswillthePHAconsiderinitsassessmentoftheadquacyofitspaymentstandard? (selectallthatapply)

- Successratesofassistedfamilies
- Rentburdensofassistedfamilies
- Other(listbelow)

**Location(CensusTracts)thatfamiliesaremovinginto.**

## **(2)MinimumRent**

a.WhatamountbestreflectsthePHA'sminimumrent?(selectone)

- \$0
- \$1-\$25
- \$26-\$50

b.  Yes  No: HasthePHAadoptedanydiscretionaryminimumrenthardshipexemption policies?(ifyes,listbelow)

1. **Exemptionstominimumrentmustbeinwritingwith,ata minimum,mustincludeastatementofthereasonforthe family hardship.**
2. **Familymustdocumentastoprooffinancialhardship**

**3. HACC will use standard verification procedures to verify circumstances, which result in hardship.**

**5. Operations and Management**

[24CFR Part 903.79(e)]

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

**A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached.
- A brief description of the management structure and organization of the PHA follows:  
**The HACC operation is managed on the basis of an Executive Director who appoints persons as Department Managers who report directly to the Director. All subordinated positions report directly to the Department Manager. Various Departments, such as maintenance, have supervisors who have staff that report to them and they to the Department manager. This style of management has served the HACC well in the past and is our management style for the upcoming year.**

**B. HUD Programs Under PHA Management**

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

<b>Program Name</b> <u>ASOF 11/14/02</u>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	607 units/518 units	
Section 8 Vouchers	889	50
Section 8 Certificates	0	0
Section 8 Mod Rehab	25	4
Special Purpose Section 8 Certificates/Vouchers (list individually)	250	40
Public Housing Drug Elimination Program (PHDEP)	N/A	N/A

Other Federal Programs (list individually)		

**C. Management and Maintenance Policies**

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

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

- a.) Admissions and Continued Occupancy Plan (ACOP)
- b.) Resident Handbook
- c.) Emergency Action Plan
- d.) Lead Base Paint Notification
- e.) Operating Orders
- f.) Administrative Plan
- g.) Lease

**NOTE: The HACC is currently in the process of reviewing its Admission and Continued Occupancy Policy (ACOP), Resident Handbook and Resident Lease to make sure they are consistent and accurate to the current practices. In addition the documents will be reviewed and assessed for effectiveness and or the need for change.**

(2) Section 8 Management: (list below)

- a.) Section 8 Administrative Plan
- b.) Voucher Briefing Packet
- c.) Landlord Packet

**6. PHA Grievance Procedures**

[24CFR Part 903.79(f)]

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

**A. Public Housing**

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

If yes, list additions to federal requirements below:

2. Which PHA offices should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

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

**B. Section 8 Tenant -Based Assistance**

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

If yes, list additions to federal requirements below:

2. Which PHA offices should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- PHA main administrative office
- Other (list below)

**7. Capital Improvement Needs**

[24 CFR Part 903.79(g)]

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

**A. Capital Fund Activities**

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

**(1) Capital Fund Program Annual Statement**

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long -term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table

library at the end of the PHA Plant template updated HUD -52837. **OR**, at the PHA's option, by completing and attaching a properly

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment **"B"**

-or-

The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert there)

### **(2) Optional 5 -Year Action Plan**

Agencies are encouraged to include a 5 -Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plant template **OR** by completing and attaching a properly updated HUD -52834.

a.  Yes  No: Is the PHA providing an optional 5 -Year Action Plan for the Capital Fund? (if no, skip to sub -component 7B)

b. If yes to question a, select one:

The Capital Fund Program 5 -Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

The Capital Fund Program 5 -Year Action Plan is provided below: (if selected, copy the CFP Optional 5 Year Action Plan from the Table Library and insert there)

## **B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)**

Applicability of sub -component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

Yes  No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)  
b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

- Revitalization Plan under development
- Revitalization Plans submitted, pending approval
- Revitalization Plan approved
- Activities pursuant to an approved Revitalization Plan underway

Yes  No: c) Does the PHA plan to apply for a HOPEVI Revitalization grant in the Plan year?

If yes, list development name/s below:

**Burch Village**  
**Lakeside Terrace**

Yes  No: d) Will the PHA be engaging in any mixed -financed development activities for public housing in the Plan year?

If yes, list developments or activities below:

**Burch Village Champaign Illinois:**  
**Lakeside Terrace in Urbana, Illinois:**  
**The HAC is currently in the planning and predevelopment phases of the redevelopment of Burch Village and Lakeside Terrace Apartments, which will include total demolition of the existing 71 units and 99 units respectively and redevelopment of new mixed - income units using the mixed - finance approach. The redevelopment of Burch Village and Lakeside Terrace will include the acquisition of additional real estate so the density per acre will be greatly reduced. With regard to the predevelopment planning efforts of Lakeside Terrace the City of Urbana, Community Development Staff, have been actively involved in the process and have provided guidance and direction throughout the planning process. The HAC has adapted the goal consistent with the Urbana Consolidated Plan where as the maximum number of affordable housing units are developed within the Lakeside Terrace redevelopment area and providing additional housing off - site in scattered site developments for persons below 30% MFI, so that no fewer than 80% of demolished units are replaced with permanent, subsidized housing units that will be affordable to extremely low - income families with children, irrespective of their income. (Requested by the City of Urbana)**

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

## **8. Demolition and Disposition**

[24CFR Part 903.79(h)]

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

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

### 2. Activity Description

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

<b>Demolition/Disposition Activity Description</b>
1a. Development name: <b>Burch Village</b>
1b. Development (project) number: <b>IL6-02</b>
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(01/03/03)</u>
5. Number of units affected: <b>67</b>
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity : <b>1/04</b> b. Projected end date of activity: <b>4/04</b>

<b>Demolition/Disposition Activity Description</b>	
1a. Development name:	<b>Lakeside Terrace</b>
1b. Development (project) number:	<b>IL6-04</b>
2. Activity type:	Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one)	Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission:	<u>(01/08/03)</u>
5. Number of units affected:	<b>99</b>
6. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity:	
a. Actual or projected start date of activity:	<b>8/04</b>
b. Projected end date of activity:	<b>12/04</b>

**NOTE: THE DEMOLITION OF THESE UNITS WILL NOT BE INITIATED WITHOUT A VIABLE REDEVELOPMENT PLAN, WHICH IS CONSISTENT WITH THE PROVISIONS OF THE CONSOLIDATED PLAN FOR THE REPLACEMENT OF THESE UNITS . (Requested by the City of Urbana)**

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

[24CFR Part 903.79(i)]

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

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

2. Activity Description

Yes  No:

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

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

**10. Conversion of Public Housing to Tenant -Based Assistance**

[24CFR Part 903.79(j)]

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

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

1.  Yes  No:

Have any of the PHA’s developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If “No”, skip to component 11; if “yes”, complete one activity description for each identified development,

unless eligible to complete streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

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

<b>Conversion of Public Housing Activity Description</b>
1a. Development name:
1b. Development (project) number:
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD - approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPEVI demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPEVI Revitalization Plan (date submitted or approved: _____) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

**B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937**

The HAC has not yet completed the study to determine the eligibility under Notice 2001 -26. The HAC requests from HUD an extension for the completion of this study.

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

# 11. Homeownership Programs Administered by the PHA

[24CFR Part 903.79(k)]

## A. Public Housing

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

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

### 2. Activity Description

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

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

<input type="checkbox"/> Part of the development
<input type="checkbox"/> Total development

**B. Section 8 Tenant Based Assistance**

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA established eligibility criteria

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

- h.) The family must qualify for an enrollment in the FSS program.**
- i.) The family must be in good standing with the HACC and/or Landlord**

**12. PHA Community Service and Self -sufficiency Programs**

[24CFR Part 903.79(1)]

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

**A.PHA Coordination with the Welfare (TANF) Agency**

1. Cooperative agreements:

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

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

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

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

**B. Services and programs offered to residents and participants**

**(1) General**

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

Yes  No: Does the PHA coordinate, promote or provide any program to enhance the economic and social self-sufficiency of residents? (If

“yes”, complete the following table; if “no” skip to sub -component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

<b>Services and Programs</b> <u>ASOF 11/14/02</u>				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office/ PHA main office/ other provide name)	Eligibility (public housing or section 8 participants or both)
FAMILY SELF -SUFFICIENCY	157	WAITING LIST	ADMAN OFFICE	BOTH
PAID	10	SPECIFIC CRITERIA	LINCOLN LAND	LINCOLN LAND
CREDIT COUNSELING	40	FSS	ADMAN OFFICE - URBAN LEAGUE	BOTH
JOB TRAINING	75	FSS	ADMAN OFFICE - URBAN LEAGUE	BOTH

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

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b> <u>ASOF 11/14/02</u>		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	10	10
Section 8	25	157

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

**C. Welfare Benefit Reductions**

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

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

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

### **13. PHA Safety and Crime Prevention Measures**

[24CFR Part 903.79(m)]

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

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

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

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

**The HACCC continues with efforts in educating the residents of senior housing to be aware of predators. In addition the HACCC has implemented a floor -monitoring program where residents take on the role of emergency coordinator. The floor monitor can be contacted if a resident will be gone, is sick or is experiencing problems relating to security.**

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

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

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

**The family sites are the most affected developments:**

1. **Burch Village**
2. **Lakeside Terrace**
3. **Dorsey Homes**

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

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

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

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

**Police patrols are provided for all properties**  
**Youth programs are more targeted for family developments**

1. **Dorsey Homes**
2. **Burch Village**

3. Dunbar Court
4. Lakeside Terrace

**C. Coordination between PHA and the police**

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- Police involvement in development, implementation, and/or ongoing evaluation of drug - elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above - baselinelawenforcementservices
- Other activities (list below)

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

1. Burch Village
2. Lakeside Terrace
3. Dorsey Homes

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

PHA eligible for FY2003 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY2002 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: "I")

**NOTE: The FY2002 Drug Elimination Program funding will be made available through a Request for Proposal process that will be reviewed, ranked and rated by a committee comprised of the DEP committee and HACC Staff. This is a change from previous awards.**

## **14.R ESERVEDFORPETPOLICY**

[24CFRPart903.79(n)]

TheHACCdoes haveapetpolicyinplace.Thepolicywascreatedwiththe assistanceoftheRABboard.Pleasesee AttachmentK –foran overview.

## **15.CivilRightsCertifications**

[24CFRPart903.79(o) ]

CivilrightscertificationsareincludedinthePHAPlanCertificationsofCompliancewiththe PHAPlansandRelatedRegulations.

## **16.FiscalAudit**

[24CFRPart903.79(p)]

1.  Yes  No: IsthePHArequiredtohave anauditconductedundersection 5(h)(2)oftheU.S.HousingActof1937(42US.C.1437c(h))?  
(Ifno,skiptocomponent17.)
2.  Yes  No: WasthemostrecentfiscalauditsubmittedtoHUD?
3.  Yes  No: Werethereanyfindingsastheresultofthataudit? **NOTE:TheHACC hasreceiveditsFY2001auditindraftform.Thedraftaudit has findingsidentified.TheHACC has respondedtothefindingsandare awaitingthefinalaudit tobereleasedbytheaccountingfirm.**
4.  Yes  No: Iftherewereanyfindings,doanyremainunresolved?  
Ifyes,howmanyunresolvedfindingsremain?\_\_\_\_\_
5.  Yes  No: Haverespons estoanyunresolvedfindingsbeensubmittedtoHUD?  
Ifnot,whenaretheydue(statebelow)?

## **17.PHAAssetManagement**

[24CFRPart903.79(q)]

Exemptionsfromcomponent17:Section8OnlyPHAsarenotrequiredto completethiscomponent.High performingandsmallPHAsarenotrequiredto completethiscomponent.

1.  Yes  No: IsthePHAengaginginanyactivities thatwillcontribute tothelong -term assetmanagementofitspublichousingstock,includinghowth eAgency willplanforlong -termoperating,capitalinvestment,rehabilitation, modernization,disposition,andotherneedsthathave **not**beenaddressed elsewhereinthisPHAPlan?
2. WhattypesofassetmanagementactivitieswillthePHAundertake?(select allthatapply)  
 Notapplicable  
 Privatemanagement

- Development-based accounting
- Comprehensive stock assessment
- Other: (list below)

3.  Yes  No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## **18. Other Information**

[24CFR Part 903.79(r)]

### **A. Resident Advisory Board Recommendations**

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

- Attached as Attachment (Filename) **“C”**
- Provided below:

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

- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portion of the PHA Plan in response to comments  
List changes below:
- Other: (list below)

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

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

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

3. Description of Resident Election Process

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

- Candidates were nominated by resident and assisted family organizations

- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe)

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

### C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (provide name here)

1. City of Champaign, Illinois
2. City of Urbana, Illinois

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

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year that are consistent with the initiatives contained in the Consolidated Plan. (List below)

1. Improve the quality of the housing stock: The HACCC will undertake several projects using its Capital Funds, which will improve the quality of public housing.
2. Provide Homeownership opportunities: The HACCC has implemented its Section 8 Homeownership program that will provide opportunities for Section 8 residents to become first-time homeowners

Other: (list below)

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

1. The City of Urbana supports the efforts of the HACCC in its mission to provide safe, decent and sanitary housing for all. The Urbana FY2000 -2004 Consolidated Plan (Summary of Recommendations) provides the following comments:
  - a.) AFFORDABLE HOUSING; In Part "Additional subsidies for extremely low income and very low income tenants are needed, such as tenant-based rent assistance, assistance with security deposits and first month's rents, and use of low-income housing tax credits".
  - b.) "Subsidized housing is greatly needed throughout Champaign County. However, family units owned and managed by the Housing Authority of Champaign County are generally considered last resort housing due to poor living conditions. In the short-term family complexes should be renovated to ensure safe living conditions. If redevelopment of Lakeside Terrace and Dunbar Court is possible without a significant reduction in the total number of permanent, subsidized housing units affordable to the lowest income families with children in the community, the City of Urbana will work with the Housing Authority of Champaign County to develop a HOPEVI application for the redevelopment of Lakeside Terrace and Dunbar Court to create a mixture of public housing, rental or homeownership units and residents representing a mix of income. The city will assist in developing a plan which partners with the private sector to use private dollars to leverage HOPEVI or other Federal funds, to replace the demolished units with a combination of new on-site units, scattered-site units and Section 8 rent subsidies. Although Section 8 vouchers or certificates may be used to relocate households living at these complexes at the time of redevelopment, at least 80% of demolished units will be replaced with permanent, subsidized

housing units that will be affordable to extremely low -income families with children, irrespective of their income.

2. The City of Champaign supports the efforts of the HACC in its efforts to provide safe, decent, affordable housing for the residents of Champaign, Illinois. The City of Champaign has adopted the following Local priorities when considering support for a housing and/or economic development project.

- a.) Improve the quality of the housing stock and preserve affordable housing for low -and moderate -income owner -occupied households, with assistance targeted to restoration/preservation neighborhoods.
- b.) Expand the supply of affordable rental units
- c.) Expand affordable housing opportunities through new construction
- d.) Support the Housing Authority's efforts to expand and improve affordable housing
- e.) Provide Homeownership opportunities, and assist lower -income homeowners maintain their homes

#### **D. Other Information Required by HUD**

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

## Attachments

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

- A. Admissions Policy for Deconcentration
- B. FY2002 Capital Fund Program Annual Statement
- C. RAB/Resident/Community Comments
- D. Homeownership
- E. Certification of consistency to the Consolidated Plan
  - 1. Champaign, Illinois
  - 2. Urbana, Illinois
- F. Community Services Plan
- G. Resident Board member
- H. Listing of Resident Advisory Board
- I. Drug Elimination Budget and Plan
- J. Deconcentration – PIH Notice 2001 -4
- H. Pet Policy

# **ATTACHMENT(A)**

## **ADMISSIONSPOLICYFOR DECONCENTRATION**

## **J. DECONCENTRATION OF POVERTY AND INCOME - MIXING**

The PHA's admission policy is designed to provide for deconcentration of poverty and income -mixing by bringing higher income tenants into lower income projects and lower income tenants into higher income projects.

Gross annual income is used for income limits at admission and for income -mixing purposes.

Skipping of a family on the waiting lists specifically to reach another family with a lower or higher income is not to be considered an adverse action to the family. Such skipping will be uniformly applied until the target threshold is met.

**The PHA will gather data and analyze, at least [ annually/biannually], the tenant characteristics of its public housing stock, including information regarding tenant incomes, to assist in the PHA's deconcentration efforts.**

The PHA will use the gathered tenant income information in its assessment of its public housing developments to determine the appropriate designation to be assigned to the project for the purpose of assisting the PHA in its deconcentration goals.

**If the PHA's annual review of tenant incomes indicates that there has been a change in the tenant income characteristics of a particular project, the PHA will evaluate the change to determine whether, based on the PHA methodology of choice, the project needs to be redesignated as a higher or lower income project.**

### **Deconcentration and Income -Mixing Goals**

The PHA's deconcentration and income -mixing goal, in conjunction with the requirement to target at least 40 percent of new admissions to public housing in each fiscal year to "extremely low -income families", will be to admit higher income families to lower income developments, and lower income families to higher income developments.

**Deconcentration applies to transfer families as well as applicant families.**

If a unit becomes available at a lower income development, and there is no higher income family on the waiting list or no higher income family accepts the offer, then the unit will be offered to the next family regardless of income.

If a unit becomes available at a higher income development, and there is no lower income family on the waiting list or no lower income family accepts the offer, then the unit will be offered to the next family regardless of income.

### **Project Designation Methodology**

The PHA will determine and compare tenant incomes at all general developments.

Upon analyzing its findings the PHA will apply the policies, measures and incentives listed in this Chapter to bring higher income families into lower income developments and lower income families into higher income developments.

The PHA's goal is to have eligible families having higher incomes occupy dwelling units in projects predominantly occupied by eligible families having lower incomes, and eligible families having lower incomes occupy dwelling units in projects predominantly occupied by eligible families having higher incomes.

Skipping off families for deconcentration purposes will be applied uniformly to all families.

When a unit becomes available at a lower income development, the unit will be offered to a higher income family. When a unit becomes available at a higher income development, the unit will be offered to a lower income family.

**The PHA provides a waiting list preference to victims of domestic violence. These preferences, and only these preferences, override deconcentration and income mixing policies.**

### **Deconcentration Methodology**

The PHA shall admit lower income families to higher income buildings (or developments) and admit higher income families to lower income buildings (or developments) using the following steps:

**Step 1:** The PHA will annually determine the average income of all families residing in all of its general occupancy (family) developments (including families residing in developments approved for demolition or conversion to tenant-based assistance and families residing in public housing units in mixed-financed developments).

**Step2:** ThePHAwillannuallydeterminetheaverageincomeofallfamiliesresidingineachbuildingofeachgeneraloccupancydevelopment.

**Step3:** ThePHAwillannuallycharacterizeeachbuildingofeachgeneraloccupancydevelopmentashigherincomeorlowerincomebasedonwhethertheaverageincome inthebuildingisaboveorbelowtheoverallaverage.

**Step4:** ThePHAwilldeterminewhichfamiliesonthewaitinglisthaveincomeshigherthanthePHA-wideaverageanddesignatethesefamilies“higherincomefamilies,”andwhichhaveincomeslowerthan thePHA-wideaverageanddesignatethesefamilies“lowerincomefamilies.”

**Step5:** Whenaunitbecomesavailableinahigherincomebuilding,thePHAshallskipfamiliesonthewaitinglistifnecessaryto reachalowerincomefamilytowhomitwilloffer theunit **exceptinthecaseoffamilies whoarevictimsofdomesticviolence** .

Whenaunitbecomesavailableinalowerincomebuilding,thePHAshallskipfamiliesonthewaitinglistifnecessaryto reachahigherincomefamilytowhomitwillofferth eunit **exceptinthecaseoffamilieswhoare victimsofdomesticviolence** .

Ifthewaitinglistdoesnotcontainafamilyintheincomecategorytowhomtheunitistobeoffered,thePHAshalloffertheunittoafamilyintheotherincome category.

### **DefinitionofBuildingforPurposesofDeconcentration**

Forpurposesofdeconcentration,a“building”isoneormorecontiguousstructures containingatleast8publichousingunits.

Forscatteredandsmalldevelopments,ifadevelopmentcontainsnostructures thatqualifyasabuilding,the deconcentrationrequirementisappliedtotheentire developmentasifthedevelopmentwereabuilding.

Formixed -financeddevelopmentsandunitsnewlyaddedtothePHA’spublic housingstock,the deconcentrationrequire mentsis:

Fortheinitiallease -upofvacantpublichousingunits,theaverageincome forthepublichousingunitsineachbuildingmustnotexceedthePHA’s averageoverallincome.

After the initial lease -up, the leasing of public housing units is covered by the deconcentration steps listed above.

If the PHA has provided the family that resided in public housing on the site of a mixed-finance or other development the right to return to that development after revitalization, the deconcentration policy does not preclude fulfilling that commitment.

A family has the sole discretion whether to accept an offer of a unit made under the deconcentration policy.

The PHA shall not take any adverse action toward any eligible family for choosing not to accept an offer of a unit.

The PHA shall uniformly limit the number of offers received by applicants, described in this chapter.

Nothing in the deconcentration policy relieves the PHA of the obligation to meet the income targeting requirements

### **PHA Incentives for Higher Income Families**

The PHA will offer certain incentives to higher income families willing to move into lower income projects. The PHA will not take any adverse action against any higher income family declining an offer by the PHA to move into a lower income project.

In addition to maintaining its public housing stock in a manner that is safe, clean, well landscaped and attractive, the PHA will offer the following incentives for higher income families moving into lower income projects:

**PHA will allow occupancy standards of one child per bedroom.**

**PHA will approve a transfer request to another site of the family's preference after two years of occupancy (such transfers will be based on date or order of similar requests received).**

**The PHA will offer the following incentives to:**

**families whomove from welfare to work and remain employed for at least one year and have no lease violations;**

**working families who have resided in the development for at least two years and have no lease violations**

**PHA will allow occupancy standards of one child per bedroom.**

*PHA will target home ownership opportunities to higher income families moving into lower income projects*

*PHA will give first priority in available Section 3 training slots and hiring for employment with the PHA to higher income families moving into lower income projects.*

*PHA will provide an escrow savings account to higher income families moving into lower income projects in the case of increased earned income.*

# **ATTACHMENT(B)**

## **FY2003CAPITALFUNDPROGRAM ANNUALSTATEMENTS**

# Annual Statement/Performance and Evaluation Report

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

PHAName: Housing Authority of Champaign County		Grant Type and Number CGP Grant No : IL06-P006-501-00		Federal FY of Grant: 2000	
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non -CFP Funds				
2	1406 Operations	\$0.00	\$257,688.20	\$257,288.20	\$0.00
3	1408 Management Improvements	\$94,697.00	\$100,000.00	\$100,000.00	\$57,859.37
4	1410 Administration	\$125,110.00	\$125,110.00	\$125,110.00	\$98,546.38
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$68,800.00	\$170,000.00	\$170,000.00	\$169,817.84
8	1440 Site Acquisition				
9	1450 Site Improvement	\$273,750.16	\$11,500.00	\$0.00	\$0.00
10	1460 Dwelling Structures	\$338,691.84	\$300,926.80	\$298,267.00	\$0.00
11	1465.1 Dwelling Equipment—Nonexpendable	\$373,103.00	\$257,110.00	\$250,110.00	\$18,454.00
12	1470 Nondwelling Structures	\$0.00	\$65,076.00	\$63,501.00	\$0.00
13	1475 Nondwelling Equipment	\$0.00	\$1,000.00	\$1,000.00	\$0.00
14	1485 Demolition	\$14,259.00	\$0.00	\$0.00	\$0.00
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
<b>21</b>	<b>Amount of Annual Grant: (sum of lines 2 –20)</b>	<b>\$1,288,411.00</b>	<b>\$1,288,411.00</b>	<b>\$1,265,676.20</b>	<b>\$344,777.59</b>
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security –Soft Costs				
25	Amount of Line 21 Related to Security –Hard Costs	\$0.00	\$0.00	\$0.00	\$0.00
26	Amount of line 21 Related to Energy Conservation Measures	\$0.00	\$451,463.00	\$451,463.00	\$0.00

# Annual Statement/Performance and Evaluation Report

## Capital Fund Program and Capital Fund Program Replacement Housing

gFactor (CFP/CFPRHF)

### Part II: Supporting Pages

PHAName: Housing Authority of Champaign County		Grant Type and Number CGP Grant No : IL06-P006-501-00				Federal FY of Grant: 2000		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>IL6-01</b>	Site Lighting	1450	100%	\$43,040.00	\$0.00	\$0.00	\$0.00	On Hold
<b>Dorsey Homes</b>	Insulate Exterior Walls	1460	100%	\$134,000.00	\$0.00	\$0.00	\$0.00	501-01
	Security Screen on Doors	1460	100%	\$40,389.84	\$0.00	\$0.00	\$0.00	On Hold
	Security Screen at Community Building	1460	100%	\$3,163.00	\$0.00	\$0.00	\$0.00	On Hold
	Range Hoods	1460	100%	\$26,564.00	\$0.00	\$0.00	\$0.00	On Hold
	New Parking Lot	1450	1	\$14,585.00	\$0.00	\$0.00	\$0.00	On Hold
	<b>SUBTOTAL</b>			<b>\$261,741.84</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>IL6-02</b>	Overlay Drives and Parking Lot	1450	100%	\$11,655.00	\$0.00	\$0.00	\$0.00	Site Redev.
<b>Burch Village</b>	New Parking Area and Street	1450	1	\$18,131.00	\$0.00	\$0.00	\$0.00	Site Redev.
	Remove Existing Building	1485	1	\$14,259.00	\$0.00	\$0.00	\$0.00	Site Redev.
	Tuck Point Exterior and Replace Sills	1460	100%	\$14,075.00	\$0.00	\$0.00	\$0.00	Site Redev.
	Dumpster Enclosures	1450	4	\$49,397.08	\$0.00	\$0.00	\$0.00	501-01
	Fencing and Lighting	1450	100%	\$45,072.00	\$0.00	\$0.00	\$0.00	Site Redev.
	Sidewalks and Stoops	1450	100%	\$53,397.08	\$0.00	\$0.00	\$0.00	Site Redev.
	<b>SUBTOTAL</b>			<b>\$205,986.16</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>IL6-04</b>	Meter Grounding	1460	100%	\$5,400.00	\$0.00	\$0.00	\$0.00	501-01
<b>Lakeside Terr.</b>	Dumpster Enclosures	1450	5	\$28,473.00	\$0.00	\$0.00	\$0.00	501-01
	<b>SUBTOTAL</b>			<b>\$33,873.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>IL6-05</b>	Dumpster Enclosures	1450	100%	\$10,000.00	\$0.00	\$0.00	\$0.00	501-01
<b>Dunbar Court</b>	Storm Sewer Improvements	1450	100%	\$0.00	\$11,500.00	\$0.00	\$0.00	Design
	Insulate Exterior Walls	1460	100%	\$32,100.00	\$0.00	\$0.00	\$0.00	Canceled
	Replace Windows	1460	100%	\$83,000.00	\$0.00	\$0.00	\$0.00	On Hold
	<b>SUBTOTAL</b>			<b>\$125,100.00</b>	<b>\$11,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>IL6-06</b>	None			\$0.00	\$0.00	\$0.00	\$0.00	
<b>Columbia Place</b>								
	<b>SUBTOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

# Annual Statement/Performance and Evaluation Report

## Capital Fund Program and Capital Fund Program Replacement Housing

gFactor (CFP/CFPRHF)

### Part II: Supporting Pages

PHAName: Housing Authority of Champaign County		Grant Type and Number CGP Grant No : IL06-P006-501-00				Federal FY of Grant: 2000		Status of Work
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>IL6-07</b>	Replace Boiler Pumps and Controls	1465	100%	\$140,085.00	\$112,620.00	\$112,620.00	\$18,454.00	In Process
<b>Skelton Place</b>	<b>SUBTOTAL</b>			<b>\$140,085.00</b>	<b>\$112,620.00</b>	<b>\$112,620.00</b>	<b>\$18,454.00</b>	
<b>IL6-08</b>	None			\$0.00	\$0.00	\$0.00	\$0.00	
<b>Youman Place</b>	<b>SUBTOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>IL6-09</b>	None			\$0.00	\$0.00	\$0.00	\$0.00	
<b>Scattered Sites</b>	<b>SUBTOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>IL6-12</b>	1 <sup>st</sup> Floor Asbestos Floor Tile Removal	1465	50%	\$0.00	\$3,850.00	\$3,850.00	\$0.00	In Process
<b>Oscar Steer</b>	Elevator Upgrades	1465	2	\$15,000.00	\$0.00	\$0.00	\$0.00	708-99
	Upgrade and Insulation	1465	100%	\$17,887.00	\$0.00	\$0.00	\$0.00	Canceled
	Sewer Line Replacement	1465	100%	\$90,000.00	\$140,640.00	\$133,640.00	\$0.00	In Process
	<b>SUBTOTAL</b>			<b>\$122,887.00</b>	<b>\$144,490.00</b>	<b>\$137,490.00</b>	<b>\$0.00</b>	
<b>IL6-13</b>	Elevator Upgrades, Phase I	1465	1	\$26,320.00	\$0.00	\$0.00	\$0.00	708-99
<b>Washington Sq.</b>	Elevator Upgrades, Phase II	1465	1	\$15,000.00	\$0.00	\$0.00	\$0.00	708-99
	PBX System	1465	100%	\$68,771.00	\$0.00	\$0.00	\$0.00	On Hold
	New Windows	1460	100%	\$0.00	\$273,767.00	\$273,767.00	\$0.00	In Process
	Masonry Pointing	1460	10%	\$0.00	\$27,159.80	\$24,500.00	\$0.00	In Process
	<b>SUBTOTAL</b>			<b>\$110,131.00</b>	<b>\$300,926.80</b>	<b>298,267.00</b>	<b>\$0.00</b>	
<b>Admin. Building</b>	Replace Roof (2/3)	1470	66%	\$0.00	\$65,076.00	\$63,501.00	\$0.00	Complete
	Abate Asbestos in Boiler Room	1475	2%	\$0.00	\$1,000.00	\$1,000.00	\$0.00	Complete
	<b>SUBTOTAL</b>			<b>\$0.00</b>	<b>\$66,076.00</b>	<b>\$64,501.00</b>	<b>\$0.00</b>	
<b>Operations</b>	Operations	1406		\$0.00	\$257,688.20	\$257,688.20	\$0.00	In Process
	<b>SUBTOTAL</b>			<b>\$0.00</b>	<b>\$257,688.20</b>	<b>\$257,688.20</b>	<b>\$0.00</b>	

# Annual Statement/Performance and Evaluation Report

## Capital Fund Program and Capital Fund Program Replacement Housing

gFactor (CFP/CFPRHF)

### Part II: Supporting Pages

PHAName: Housing Authority of Champaign County		Grant Type and Number CGP Grant No : IL06-P006-501-00				Federal FY of Grant: 2000		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>Mgt. Improv.</b>	Security & Computer Equipment	1408		\$8,000.00	\$75,000.00	\$75,000.00	\$57,859.37	In Process
	Section 3 Training	1408		\$3,000.00	\$0.00	\$0.00	\$0.00	
	Marketing Consultants	1408		\$5,000.00	\$0.00	\$0.00	\$0.00	
	Resident Council Training	1408		\$3,500.00	\$0.00	\$0.00	\$0.00	
	Computer Training	1408		\$75,197.00	\$25,000.00	\$25,000.00	\$0.00	In Process
	<b>SUBTOTAL</b>			<b>\$94,697.00</b>	<b>\$100,000.00</b>	<b>\$100,000.00</b>	<b>\$57,859.37</b>	
<b>Administration</b>	Salaries of Coordinator and Admin.	1410		\$77,437.00	\$88,828.10	\$88,828.10	\$74,146.38	In Process
	Salaries of Secretary and Inspector	1410		\$21,000.00	\$0.00	\$0.00	\$0.00	
	Fringe Benefits	1410		\$26,683.00	\$36,281.90	\$36,281.90	\$24,400.00	In Process
	<b>SUBTOTAL</b>			<b>\$125,110.00</b>	<b>\$125,110.00</b>	<b>\$125,110.00</b>	<b>\$98,546.38</b>	
<b>Fees &amp; Costs</b>	A&E Consulting Fees	1430		\$68,800.00	\$170,000.00	\$170,000.00	\$169,817.84	In Process
	<b>SUBTOTAL</b>			<b>\$68,800.00</b>	<b>\$170,000.00</b>	<b>\$170,000.00</b>	<b>\$169,817.84</b>	

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

PHAName: Housing Authority of Champaign County			Grant Type and Number CGP Grant No : IL06-P006-501-00				Federal FY of Grant: 2000
Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
I16-01 <b>Dorsey Homes</b>	9/30/02	9/30/02		9/30/03	9/30/03		
I16-02 <b>Burch Village</b>	---	---		---	---		
I16-04 <b>Lakeside Terr.</b>	9/30/02	9/30/02		9/30/03	9/30/03		
I16-05 <b>Dunbar Court</b>	9/30/02	9/30/02		9/30/03	9/30/03		
I16-06 <b>Columbia Place</b>	---	---		---	---		
I16-07 <b>Skelton Place</b>	9/30/02	9/30/02		9/30/03	9/30/03		
I16-08 <b>Youman Place</b>	---	---		---	---		
I16-09 <b>Scattered Sites</b>	---	---		---	---		
I16-12 <b>Oscar Steer</b>	9/30/02	9/30/02		9/30/03	9/30/03		
I16-13 <b>Washington Sq.</b>	---	---		---	---		
Admin. Building	9/30/02	9/30/02		9/30/03	9/30/03		
Operations	9/30/02	9/30/02		9/30/03	9/30/03		
Man. Improvements	9/30/02	9/30/02		9/30/03	9/30/03		
Administration	9/30/02	9/30/02		9/30/03	9/30/03		
Fees & Costs	9/30/02	9/30/02		9/30/03	9/30/03		

# Annual Statement/Performance and Evaluation Report

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

PHAName: Housing Authority of Champaign County		Grant Type and Number CGP Grant No : IL06-P006-501-01		Federal FY of Grant: 2001	
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non - CFP Funds				
2	1406 Operations	\$263,538.00	\$206,971.00	\$200,971.00	\$70,224.92
3	1408 Management Improvements	\$95,000.00	\$63,010.38	\$63,010.38	\$8,040.80
4	1410 Administration	\$99,810.38	\$125,800.00	\$125,800.00	\$28,920.09
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$135,189.62	\$135,189.62	\$135,189.62	\$73,414.74
8	1440 Site Acquisition				
9	1450 Site Improvement	\$174,028.00	\$399,153.08	\$301,283.00	\$122,337.50
10	1460 Dwelling Structures	\$276,150.00	\$358,806.92	\$279,029.00	\$0.00
11	1465.1 Dwelling Equipment — Nonexpendable	\$233,995.00	\$0.00	\$0.00	\$0.00
12	1470 Nondwelling Structures	\$10,000.00	\$18,760.00	\$18,760.00	\$23,830.54
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	\$29,980.00	\$10,000.00	\$7,000.00	\$0.00
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
<b>21</b>	<b>Amount of Annual Grant: (sum of lines 2 – 20)</b>	<b>\$1,317,691.00</b>	<b>\$1,317,691.00</b>	<b>\$1,137,043.00</b>	<b>\$326,768.59</b>
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security — Soft Costs				
25	Amount of Line 21 Related to Security — Hard Costs	\$120,000.00	\$117,870.08	\$0.00	\$0.00
26	Amount of line 21 Related to Energy Conservation Measures	\$311,568.00	\$336,389.00	\$279,789.00	\$0.00

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

PHAName: Housing Authority of Champaign County		Grant Type and Number CGP Grant No : IL06-P006-501-01				Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acc tNo.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>IL6-01</b>	Sanitary Sewer Replacement	1450	100%	\$147,028.00	\$301,283.00	\$301,283.00	\$122,337.50	In Process
<b>Dorsey Homes</b>	New Locks and Hardware	1460	100%	\$14,889.00	\$0.00	\$0.00	\$0.00	501-02
	Insulate Exterior Walls	1460	100%	\$0.00	\$25,000.00	\$0.00	\$0.00	In Process
	<b>SUBTOTAL</b>			<b>\$161,917.00</b>	<b>\$326,283.00</b>	<b>\$301,283.00</b>	<b>\$122,337.50</b>	
<b>IL6-02</b>	New Locks and Hardware	1460	100%	\$15,556.00	\$0.00	\$0.00	\$0.00	501-02
<b>Burch Village</b>	Dumpster Enclosures	1450	4	\$0.00	\$49,397.08	\$0.00	\$0.00	Design
	<b>SUBTOTAL</b>			<b>\$15,556.00</b>	<b>\$49,397.08</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>IL6-04</b>	Sanitary Sewer Improvements	1450	10%	\$18,000.00	\$0.00	\$0.00	\$0.00	On Hold
<b>Lakeside Terr.</b>	Meter Grounding	1450	20%	\$0.00	\$5,400.00	\$0.00	\$0.00	Design
	New Locks and Hardware	1465	100%	\$22,000.00	\$0.00	\$0.00	\$0.00	501-02
	Dumpster Enclosures	1450	5	\$0.00	\$38,473.00	\$0.00	\$0.00	Design
	<b>SUBTOTAL</b>			<b>\$40,000.00</b>	<b>\$43,873.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>IL6-05</b>	Sanitary Sewer Improvements	1450	30%	\$9,000.00	\$0.00	\$0.00	\$0.00	On Hold
<b>Dunbar Court</b>	New Locks and Hardware	1465	100%	\$5,779.00	\$0.00	\$0.00	\$0.00	501-02
	Dumpster Enclosures	1450	100%	\$0.00	\$10,000.00	\$0.00	\$0.00	Design
	<b>SUBTOTAL</b>			<b>\$14,779.00</b>	<b>\$10,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>IL6-06</b>	Masonry Pointing	1460	5%	\$0.00	\$12,200.92	\$0.00	\$0.00	In Process
<b>Columbia Place</b>	Insulate Exterior Walls	1460	100%	\$10,770.00	\$13,600.00	\$0.00	\$0.00	In Process
	New Range Hoods	1465	100%	\$8,472.00	\$0.00	\$0.00	\$0.00	On Hold
	New Locks and Hardware	1465	100%	\$3,555.00	\$0.00	\$0.00	\$0.00	501-02
	<b>SUBTOTAL</b>			<b>\$22,797.00</b>	<b>\$25,800.92</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>IL6-07</b>	New Locks and Hardware	1465	100%	\$9,333.00	\$0.00	\$0.00	\$0.00	501-02
<b>Skelton Place</b>	<b>SUBTOTAL</b>			<b>\$9,333.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>IL6-08</b>	New Locks and Hardware	1460	100%	\$2,223.00	\$0.00	\$0.00	\$0.00	501-02

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

PHAName: Housing Authority of Champaign County		Grant Type and Number CGP Grant No : IL06-P006-501-01				Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acc tNo.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>Youman Place</b>	<b>SUBTOTAL</b>			<b>\$2,223.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>IL6-09</b>	New Locks and Hardware	1460	100%	\$3,555.00	\$0.00	\$0.00	\$0.00	501-02
<b>Scattered Sites</b>	<b>SUBTOTAL</b>			<b>\$3,555.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>IL6-12</b>	Automatic Doors at Entrance	1460	2	\$10,000.00	\$10,000.00	\$0.00	\$0.00	Design
<b>Oscar Steer</b>	New Air Conditioner Sleeves	1465	104	\$50,000.00	\$0.00	\$0.00	\$0.00	Canceled
	New Locks and Hardware	1465	100%	\$11,555.00	\$0.00	\$0.00	\$0.00	501-02
	Replace Central AC Unit for Office	1470	1	\$10,000.00	\$18,760.00	\$18,760.00	\$23,830.54	In Process
	Relocation Due to Sewer Line Replace.	1495	10	\$29,980.00	\$10,000.00	\$7,000.00	\$0.00	In Process
	<b>SUBTOTAL</b>			<b>\$111,535.00</b>	<b>\$38,760.00</b>	<b>\$25,760.00</b>	<b>\$23,830.54</b>	
<b>IL6-13</b>	Landscaping	1460	10%	\$3,577.00	\$3,577.00	\$0.00	\$0.00	Design
<b>Washington Sq.</b>	New Windows	1460	100%	\$147,470.00	\$0.00	\$0.00	\$0.00	501-00
	New Electric Heating/ Cooling Units	1460	104	\$0.00	\$279,029.00	\$279,029.00	\$0.00	In Process
	Masonry Pointing	1460	10%	\$35,000.00	\$0.00	\$0.00	\$0.00	501-00
	Automatic Doors at Entrance	1460	2	\$10,000.00	\$10,000.00	\$0.00	\$0.00	Design
	New Locks and Hardware	1465	100%	\$11,555.00	\$0.00	\$0.00	\$0.00	501-02
	New Stoves	1465	104	\$29,856.00	\$0.00	\$0.00	\$0.00	On Hold
	Hot Water Heating Zone Valves	1465	100%	\$55,000.00	\$0.00	\$0.00	\$0.00	On Hold
	New Air Conditioner Sleeves	1465	104	\$50,000.00	\$0.00	\$0.00	\$0.00	On Hold
	<b>SUBTOTAL</b>			<b>\$342,458.00</b>	<b>\$292,606.00</b>	<b>\$279,029.00</b>	<b>\$0.00</b>	
<b>Admin. Building</b>	None			\$0.00	\$0.00	\$0.00	\$0.00	
	<b>SUBTOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Operations</b>	Operations	1406		\$263,538.00	\$206,971.00	\$206,971.00	\$70,224.92	In Process
	<b>SUBTOTAL</b>			<b>\$263,538.00</b>	<b>\$206,971.00</b>	<b>\$206,971.00</b>	<b>\$70,224.92</b>	

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

PHAName: Housing Authority of Champaign County		Grant Type and Number CGP Grant No : IL06-P006-501-01				Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acc tNo.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>Mgt.Improv.</b>	Computer Hardware	1408		\$75,000.00	\$43,010.38	\$43,010.38	\$0.00	In Process
	Training	1408		\$20,000.00	\$20,000.00	\$20,000.00	\$8,040.80	In Process
	<b>SUBTOTAL</b>			<b>\$95,000.00</b>	<b>\$63,010.38</b>	<b>\$63,010.38</b>	<b>\$8,040.80</b>	
<b>Administration</b>	Salaries of Coordinator and Admin.	1410		\$71,749.47	\$89,318.00	\$89,318.00	\$27,887.66	In Process
	Fringe Benefits	1410		\$28,060.91	\$36,482.00	\$36,482.00	\$1,032.43	In Process
	<b>SUBTOTAL</b>			<b>\$99,810.38</b>	<b>\$125,800.00</b>	<b>\$125,800.00</b>	<b>\$28,920.09</b>	
<b>Fees &amp; Costs</b>	A&E Consulting Fees	1430		\$135,189.62	\$135,189.62	\$135,189.62	\$73,414.74	In Process
	<b>SUBTOTAL</b>			<b>\$135,189.62</b>	<b>\$135,189.62</b>	<b>\$135,189.62</b>	<b>\$73,414.74</b>	

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

PHAName: Housing Authority of Champaign County			Grant Type and Number CGP Grant No : IL06-P006-501-01			Federal FY of Grant: 2001	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
I16-01 <b>Dorsey Homes</b>	9/30/03	9/30/03		9/30/04	9/30/04		
I16-02 <b>Burch Village</b>	---	---		---	---		
I16-04 <b>Lakeside Terr.</b>	---	---		---	---		
I16-05 <b>Dunbar Court</b>	---	---		---	---		
I16-06 <b>Columbia Place</b>	9/30/03	9/30/03		9/30/04	9/30/04		
I16-07 <b>Skelton Place</b>	---	---		---	---		
I16-08 <b>Youman Place</b>	---	---		---	---		
I16-09 <b>Scattered Sites</b>	---	---		---	---		
I16-12 <b>Oscar Steer</b>	9/30/03	9/30/03		9/30/04	9/30/04		
I16-13 <b>Washington Sq.</b>	9/30/03	9/30/03		9/30/04	9/30/04		
Admin. Building	9/30/03	9/30/03		9/30/04	9/30/04		
Operations	9/30/03	9/30/03		9/30/04	9/30/04		
Man. Improvements	9/30/03	9/30/03		9/30/04	9/30/04		
Administration	9/30/03	9/30/03		9/30/04	9/30/04		
Fees & Costs	9/30/03	9/30/03		9/30/04	9/30/04		

# Annual Statement/Performance and Evaluation Report

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

PHAName: Housing Authority of Champaign County	Grant Type and Number CGP Grant No : IL06-P006-501-02	Federal FY of Grant: 2002
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Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non - CFP Funds				
2	1406 Operations	\$305,008.40	\$40,5665.40	\$0.00	\$0.00
3	1408 Management Improvements	\$95,000.00	\$95,000.00	\$0.00	\$0.00
4	1410 Administration	\$134,606.00	\$134,606.00	\$0.00	\$0.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$180,000.00	\$180,000.00	\$0.00	\$0.00
8	1440 Site Acquisition				
9	1450 Site Improvement	\$166,270.00	\$166,270.00	\$0.00	\$0.00
10	1460 Dwelling Structures	\$300,257.60	\$300,257.60	\$0.00	\$0.00
11	1465.1 Dwelling Equipment — Nonexpendable	\$343,900.00	\$343,900.00	\$0.00	\$0.00
12	1470 Non dwelling Structures				
13	1475 Non dwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
<b>21</b>	<b>Amount of Annual Grant: (sum of lines 2 – 20)</b>	<b>\$1,525,042.00</b>	<b>\$1,260,600.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security — Soft Costs				
25	Amount of Line 21 Related to Security — Hard Costs	\$305,120.00	\$305,120.00	\$0.00	\$0.00
26	Amount of line 21 Related to Energy Conservation Measures	\$134,927.60	\$134,927.60	\$0.00	\$0.00

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

PHAName: Housing Authority of Champaign County		Grant Type and Number CGP Grant No : IL06-P006-501-02				Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>IL6-01</b>	Sidewalk Repair to repair 1" rise in sidewalks (\$5.00/sqft)	1450	5%	\$3,000.00	\$3,000.00			
<b>Dorsey Homes</b>	Relocate Garbage Collection Units & Screen Fences	1450	100%	\$14,000.00	\$14,000.00			
	Repairs & Overlay Drives & Parking Lots	1450	100%	\$32,210.00	\$32,210.00			
	Replace existing stairway handrails with code compliant handrails.	1460	100%	\$14,250.00	\$14,250.00			
	Replace locks and hardware on exterior doors	1460	100%	\$18,760.00	\$18,760.00			
	Provide ductless range hoods at kitchens.	1465	100%	\$19,800.00	\$19,800.00			
	<b>SUBTOTAL</b>			<b>\$102,020.00</b>	<b>\$102,020.00</b>			
<b>I16-02</b>	Ceiling and exterior aluminum soffit renovations for bathroom exhaust.	1460	100%	\$27,000.00	\$27,000.00			
<b>Burch Village</b>	Sidewalk Repair to repair 1" rise in sidewalks (\$5.00/sqft)	1450	5%	\$3,200.00	\$3,200.00			
	Sanitary Sewer Cleanout	1450	100%	\$10,000.00	\$10,000.00			
	Replace existing stairway handrails with code compliant handrails.	1460	100%	\$11,650.00	\$11,650.00			
	Provide dry vents	1460	100%	\$13,400.00	\$13,400.00			
	Replace locks and hardware on exterior doors	1460	100%	\$19,600.00	\$19,600.00			
	Provide exit signs in common areas	1465	100%	\$1,275.00	\$1,275.00			
	Rearrange water heater to provide proper operation of relief valve	1465	100%	\$1,600.00	\$1,600.00			
	Provide strobes for alarms in common areas	1465	100%	\$2,375.00	\$2,375.00			
	Replace exterior wall hydrants	1465	100%	\$9,000.00	\$9,000.00			

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

PHAName: Housing Authority of Champaign County		Grant Type and Number CGP Grant No : IL06-P006-501-02				Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	Provide combustion air duct to furnace room (code compliance)	1465	100%	\$40,200.00	\$40,200.00			
	Install floor drains at water heaters	1465	100%	\$46,900.00	\$46,900.00			
	<b>SUBTOTAL</b>			<b>\$186,200.00</b>	<b>\$186,200.00</b>			
<b>IL6-04</b>	Sidewalk Repair to repair 1" rise in sidewalks (\$5.00/sq ft)	1450	5%	\$4,100.00	\$4,100.00			
<b>Lakeside Terr.</b>	Sanitary Sewer Improvements	1450	100%	\$16,150.00	\$16,150.00			
	Replace locks and hardware on exterior doors	1460	100%	\$27,720.00	\$27,720.00			
	Provide strobes for alarms in common areas	1465	100%	\$3,325.00	\$3,325.00			
	<b>SUBTOTAL</b>			<b>\$51,295.00</b>	<b>\$51,295.00</b>			
<b>IL6-05</b>	Sidewalk Repair to repair 1" rise in sidewalks (\$5.00/sqft)	1450	5%	\$2,800.00	\$2,800.00			
<b>Dunbar Court</b>	Sanitary Sewer Improvements	1450	100%	\$8,000.00	\$8,000.00			
	Storm Sewer Improvements	1450	100%	\$19,100.00	\$19,100.00			
	Replace existing stairway handrails with code compliant handrails.	1450	100%	\$5,600.00	\$5,600.00			
	Replace locks and hardware on exterior doors	1460	100%	\$7,280.00	\$7,280.00			
	Ceiling and exterior aluminum soffit renovations for bathroom exhaust.	1460	100%	\$13,000.00	\$13,000.00			
	Replace windows and screens.	1460	100%	\$94,837.60	\$94,837.60			
	Provide emergency lighting in common areas	1465	100%	\$900.00	\$900.00			
	Provide strobes for alarms in common areas	1465	100%	\$1,900.00	\$1,900.00			

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

PHAName: Housing Authority of Champaign County		Grant Type and Number CGP Grant No : IL06-P006-501-02				Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	<b>SUBTOTAL</b>			<b>\$153,417.60</b>	<b>\$153,417.60</b>			
<b>IL6-06</b>	Replace locks and hardware on exterior doors	1460	100%	\$4,500.00	\$4,500.00			
<b>Columbia Place</b>	<b>SUBTOTAL</b>			<b>\$4,500.00</b>	<b>\$4,500.00</b>			
<b>IL6-07</b>	Parking Lot Repairs	1450	100%	\$2,225.00	\$2,225.00			
<b>Skelton Place</b>	Provide increased site lighting for parking lot	1450	100%	\$35,000.00	\$35,000.00			
	Replace locks and hardware on exterior doors	1460	100%	\$11,760.00	\$11,760.00			
	Replace master mixing valve on domestic hot water with code approved thermostatic type	1465	1	\$1,000.00	\$1,000.00			
	Replace rooftop make -up air unit	1465	1	\$20,000.00	\$20,000.00			
	Provide strobes for alarms in common areas	1465	100%	\$23,625.00	\$23,625.00			
	<b>SUBTOTAL</b>			<b>\$93,610.00</b>	<b>\$93,610.00</b>			
<b>IL6-08</b>	Replace locks and hardware on exterior doors	1460	100%	\$2,800.00	\$2,800.00			
<b>Youman Place</b>	<b>SUBTOTAL</b>			<b>\$2,800.00</b>	<b>\$2,800.00</b>			
<b>IL6-09</b>	Sidewalk Repair to repair 1" rise in sidewalks (\$5.00/sqft)	1450	5%	\$1,200.00	\$1,200.00			
<b>Scattered Sites</b>	Replace locks and hardware on exterior doors	1460	100%	\$4,500.00	\$4,500.00			
	<b>SUBTOTAL</b>			<b>\$5,700.00</b>	<b>\$5,700.00</b>			

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

PHAName: Housing Authority of Champaign County		Grant Type and Number CGP Grant No : IL06-P006-501-02				Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>IL6-12</b>	Parking Lots & Driveway Repairs & Resurfacing	1450	100%	\$4,650.00	\$4,650.00			
<b>Oscar Steer</b>	Replace locks and hardware on exterior doors	1460	100%	\$14,600.00	\$14,600.00			
	Raise accessible lavatories to ADA height	1465	100%	\$200.00	\$200.00			
	Replace water cooler with ADA type	1465	1	\$800.00	\$800.00			
	Replace master mixing valve on domestic hot water with code approved thermostatic type	1465	1	\$1,000.00	\$1,000.00			
	Install domestic hot water boiler backup	1465	1	\$20,000.00	\$20,000.00			
	<b>SUBTOTAL</b>			<b>\$41,250.00</b>	<b>\$41,250.00</b>			
<b>IL6-13</b>	Parking Lots & Driveway Repairs & Resurfacing	1450	100%	\$5,035.00	\$5,035.00			
<b>Washington Sq.</b>	Replace locks and hardware on exterior doors	1460	100%	\$14,600.00	\$14,600.00			
	Replace rooftop make -up air unit	1465	1	\$20,000.00	\$20,000.00			
	Upgrade security surveillance system to digital	1465	100%	\$50,000.00	\$50,000.00			
	Provide PBX System with connection to remote opening of front door and 911 enhanced	1465	100%	\$80,000.00	\$80,000.00			
	<b>SUBTOTAL</b>			<b>\$169,635.00</b>	<b>\$169,635.00</b>			
<b>Admin. Building</b>	None			\$0.00	\$0.00			
	<b>SUBTOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>			

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

PHAName: Housing Authority of Champaign County		Grant Type and Number CGP Grant No : IL06-P006-501-02				Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>Operations</b>	Operations	1406		\$305,008.40	\$40,566.40			
	<b>SUBTOTAL</b>			<b>\$305,008.40</b>	<b>\$40,566.40</b>			
<b>Mgt. Impr.</b>	Computer Hardware	1408		\$75,000.00	\$75,000.00			
	Training	1408		\$20,000.00	\$20,000.00			
	<b>SUBTOTAL</b>			<b>\$95,000.00</b>	<b>\$95,000.00</b>			
<b>Administration</b>	Salaries of Coordinator and Admin.	1410		\$95,570.26	\$95,570.26			
	Fringe Benefits	1410		\$39,035.74	\$39,035.74			
	<b>SUBTOTAL</b>			<b>\$134,606.00</b>	<b>\$134,606.00</b>			
<b>Fees &amp; Costs</b>	A&E Consulting Fees	1430		\$180,000.00	\$180,000.00			
	<b>SUBTOTAL</b>			<b>\$180,000.00</b>	<b>\$180,000.00</b>			

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

PHAName: Housing Authority of Champaign County			Grant Type and Number CGP Grant No : IL06-P006-501-02				Federal FY of Grant: 2002
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
I16-01 <b>Dorsey Homes</b>	9/30/04	---		9/30/06			
I16-02 <b>Burch Village</b>	9/30/04	---		9/30/06	---		
I16-04 <b>Lakeside Terr.</b>	9/30/04	---		9/30/06	---		
I16-05 <b>Dunbar Court</b>	9/30/04	---		9/30/06	---		
I16-06 <b>Columbia Place</b>	9/30/04	---		9/30/06	---		
I16-07 <b>Skelton Place</b>	9/30/04	---		9/30/06	---		
I16-08 <b>Youman Place</b>	9/30/04	---		9/30/06	---		
I16-09 <b>Scattered Sites</b>	9/30/04	---		9/30/06	---		
I16-12 <b>Oscar Steer</b>	9/30/04	---		9/30/06	---		
I16-13 <b>Washington Sq.</b>	9/30/04	---		9/30/06	---		
Admin. Building	---	---		---	---		
Operations	9/30/04	---		9/30/06	---		
Man. Improvements	9/30/04	---		9/30/06	---		
Administration	9/30/04	---		9/30/06	---		
Fees & Costs	9/30/04	---		9/30/06	---		

# Annual Statement/Performance and Evaluation Report

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

PHAName: Housing Authority of Champaign County	Grant Type and Number CGP Grant No : IL06-P006-501-03	Federal FY of Grant: 2003
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Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non - CFP Funds				
2	1406 Operations	\$135,162.64		\$0.00	\$0.00
3	1408 Management Improvements	\$50,000.00		\$0.00	\$0.00
4	1410 Administration	\$142,682.36		\$0.00	\$0.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$75,000.00		\$0.00	\$0.00
8	1440 Site Acquisition				
9	1450 Site Improvement	\$115,750.00		\$0.00	\$0.00
10	1460 Dwelling Structures	\$145,525.00		\$0.00	\$0.00
11	1465.1 Dwelling Equipment — Nonexpendable	\$391,050.00		\$0.00	\$0.00
12	1470 Non dwelling Structures				
13	1475 Non dwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
<b>21</b>	<b>Amount of Annual Grant: (sum of lines 2 – 20)</b>	<b>\$1,055,170.00</b>		<b>\$0.00</b>	<b>\$0.00</b>
22	Amount of line 21 Related to LBP Activities	\$0.00			
23	Amount of line 21 Related to Section 504 compliance	\$60,300.00			
24	Amount of line 21 Related to Security — Soft Costs				
25	Amount of Line 21 Related to Security — Hard Costs	\$0.00		\$0.00	\$0.00
26	Amount of line 21 Related to Energy Conservation Measures	\$0.00		\$0.00	\$0.00

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

PHAName: Housing Authority of Champaign County		Grant Type and Number CGP Grant No : IL06-P006-501-03				Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>IL6-01</b>	Replace Ext. Wall Hydrants	1465	100%	\$3,600.00				
<b>Dorsey Homes</b>	Install Floor Drains @ Water Heaters	1465	100%	\$46,900.00				
	Sod & Landscape; Extra Fill	1450	As Needed	\$10,950.00				
	<b>SUBTOTAL</b>			<b>\$61,450.00</b>				
<b>IL6-02</b>								
<b>Burch Village</b>								
	<b>SUBTOTAL</b>							
<b>IL6-04</b>	Replace Stair Handrails To Code	1465	100%	\$18,450.00				
<b>Lakeside Terr.</b>	Ext. Soffit Prep. For Bath Exhaust Fans	1460	100%	\$43,500.00				
	Replace Ext. Wall Hydrants	1460	100%	\$14,850.00				
	Install Flr. Drains At Water Heaters	1460	100%	\$69,300.00				
	<b>SUBTOTAL</b>			<b>\$146,100.00</b>				
<b>IL6-05</b>	None							
<b>Dunbar Court</b>								
	<b>SUBTOTAL</b>							
<b>IL6-06</b>	None							
<b>Columbia Place</b>								
	<b>SUBTOTAL</b>							
<b>IL6-07</b>	Replace Ext. Wall Hydrants	1460	100%	\$600.00				
<b>Skelton Place</b>	Dumpster Pad And Screen	1450	1	\$3,500.00				
	Add. Parking And Fill Sink Hole	1450	100%	\$55,000.00				
	<b>SUBTOTAL</b>			<b>\$59,100.00</b>				

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

PHAName: Housing Authority of Champaign County		Grant Type and Number CGP Grant No : IL06-P006-501-03				Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>IL6-08</b>	Install Flr. Drains At Water Heaters	1460	100%	\$14,000.00				
<b>Youman Place</b>	Fire Alarm At Comm./Maint. Bld.	1465	100%	\$3,500.00				
	Driveway/Parking Replacemnt	1450	100%	\$23,160.00				
	<b>SUBTOTAL</b>			<b>\$40,660.00</b>				
<b>IL6-09</b>	Replace Handrails And Wood Trim	1465	100%	\$4,000.00				
<b>Scattered Sites</b>	Replace Ext. Wall Hydrants	1460	100%	\$2,400.00				
	GFCI Receptacles In Basement	1460	100%	\$875.00				
	Fence Repair (10 sites)	1450	10	\$5,140.00				
	<b>SUBTOTAL</b>			<b>\$12,415.00</b>				
<b>IL6-12</b>	Replace Roof Make -Up Air Unit	1465	1	\$20,000.00				
<b>Oscar Steer</b>	Strobe Alarms In Common Areas	1465	100%	\$24,700.00				
	Second Power Source For Fire Pump	1465	1	\$65,000.00				
	<b>SUBTOTAL</b>			<b>\$109,700.00</b>				
<b>IL6-13</b>	Separate Boiler M -U From Dom. Water	1465	1	\$100.00				
<b>Washington Sq.</b>	Backflow Preventer At Fire Pump	1465	1	\$250.00				
	Increase Site Lighting	1450	100%	\$18,000.00				
	Second Power Source For Fire Pump	1465	1	\$65,000.00				
	Strobes For Fire Alarm System	1465	100%	\$25,600.00				
	<b>SUBTOTAL</b>			<b>\$108,950.00</b>				
<b>Admin. Building</b>	ADA Compliant Handrails	1465	2	\$10,000.00				
	Elevator Lobby Detectors	1465	100%	\$825.00				
	Strobes For Alarms	1465	100%	\$2,375.00				
	Mixing Valves At Lavatories	1465	100%	\$750.00				
	<b>SUBTOTAL</b>			<b>\$13,950.00</b>				

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

PHAName: Housing Authority of Champaign County		Grant Type and Number CGP Grant No : IL06-P006-501-03				Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>Operations</b>	Operations	1406		\$135,162.64				
	<b>SUBTOTAL</b>			<b>\$135,162.64</b>				
<b>Mgt. Improv.</b>	Computer Hardware & Training	1408		\$50,000.00				
	<b>SUBTOTAL</b>			<b>\$50,000.00</b>				
<b>Administration</b>	Salaries of Coordinator and Admin.	1410		101,304.48				
	Fringe Benefits	1410		41,377.88				
	<b>SUBTOTAL</b>			<b>\$142,682.36</b>				
<b>Fees &amp; Costs</b>	A&E Consulting Fees	1430		75,000.00				
	<b>SUBTOTAL</b>			<b>\$75,000.00</b>				

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

PHAName: Housing Authority of Champaign County			Grant Type and Number CGP Grant No : IL06-P006-501-03			Federal FY of Grant: 2003	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
I16-01	9/30/05	---		9/30/07			
<b>Dorsey Homes</b>							
I16-02	9/30/05	---		9/30/07	---		
<b>Burch Village</b>							
I16-04	9/30/05	---		9/30/07	---		
<b>Lakeside Terr.</b>							
I16-05	9/30/05	---		9/30/07	---		
<b>Dunbar Court</b>							
I16-06	9/30/05	---		9/30/07	---		
<b>Columbia Place</b>							
I16-07	9/30/05	---		9/30/07	---		
<b>Skelton Place</b>							
I16-08	9/30/05	---		9/30/07	---		
<b>Youman Place</b>							
I16-09	9/30/05	---		9/30/07	---		
<b>Scattered Sites</b>							
I16-12	9/30/05	---		9/30/07	---		
<b>Oscar Steer</b>							
I16-13	9/30/05	---		9/30/07	---		
<b>Washington Sq.</b>							
Admin. Building	---	---		---	---		
Operations	9/30/05	---		9/30/07	---		
Man. Improvements	9/30/05	---		9/30/07	---		
Administration	9/30/05	---		9/30/07	---		
Fees & Costs	9/30/05	---		9/30/07	---		

# CapitalFundProgramFive -YearActionPlan

## PartI:Summary

PHAName HousingAuthorityof ChampaignCounty						<input type="checkbox"/> Original5 -YearPlan <input checked="" type="checkbox"/> RevisionNo:2
Development Number/Name/HA- Wide	Year1  2003	WorkStatementforYear2 FFYGrant: 2004 PHAFY:	WorkStatementforYear3 FFYGrant: 2005 PHAFY:	WorkStatementfor Year4 FFYGrant: 2006 PHAFY:	WorkStatementforYear5 FFYGrant: 2007 PHAFY:	
IL6-01		\$0.00	\$85,100.00	\$241,850.00	\$92,700.00	
IL6-02		\$102,600.00	\$0.00	\$0.00	\$0.00	
IL6-04		\$0.00	\$0.00	\$0.00	\$0.00	
IL6-05		\$63,030.00	\$27,010.00	\$60,580.00	\$105,400.00	
IL6-06	Annual	\$4,000.00	\$11,840.00	\$21,160.00	\$18,400.00	
IL6-07	Statement	\$20,000.00	\$35,000.00	\$56,800.00	\$68,100.00	
IL6-08		\$0.00	\$18,500.00	\$16,300.00	\$0.00	
IL6-09		\$0.00	\$26,640.00	\$73,420.00	\$105,135.00	
IL6-12		\$0.00	\$57,720.00	\$84,360.00	\$115,420.00	
IL6-13		\$0.00	\$57,720.00	\$0.00	\$0.00	
Admin.Bldg.		\$110,000.00	\$0.00	\$61,800.00	\$0.00	
Manit.Facility		\$250,000.00	\$250,000.00	\$0.00	\$0.00	
Operations		\$114,494.20	\$87,461.69	\$33,161.19	\$135,162.64	
Manage.Improv.		\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	
Administration		\$118,875.76	\$126,008.31	\$133,568.81	\$142,682.36	
Fees&Costs		\$75,000.00	\$75,000.00	\$75,000.00	\$75,000.00	
CFPFundsListedfor 5-yearplanning		\$908,000.00	\$908,000.00	\$908,000.00	\$908,000.00	
ReplacementHousin g FactorFunds						



# Capital Fund Program Five - Year Action Plan

## Part II: Supporting Pages — Work Activities

Activities for Year: <u>4</u> FFY Grant: 2006 PHAFY:			Activities for Year: <u>5</u> FFY Grant: 2007 PHAFY:		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
IL6-01	Ceiling and exterior aluminum soffit renovation for bathroom exhaust fans.	\$33,000.00	IL6-01	Provide exhaust fans in all bathrooms	\$52,500.00
<b>Dorsey Homes</b>	Replacement of Gypsum wallboard at exterior walls.	\$82,600.00	IL6-05	Relocate main duct to soffit	\$26,000.00
	Replace existing exterior siding with new material.	\$103,000.00	IL6-07	Replace lavatories and faucets for new vanities	\$33,600.00
IL6-05	Replace gypsum board at exterior wall; paint.	\$32,600.00	IL6-09	Replace kitchen wall and base cabinets	\$80,000.00
	Replace existing exterior siding with new material.	\$27,980.00	IL6-12	Provide 30" ductless kitchen range hoods	\$31,200.00
IL6-07	Upgrade security surveillance system to digital	\$50,000.00		Remove existing exterior metal wall louvers and frames; Replace panels with cutout for A/C units	\$72,800.00
IL6-09	Sump Pump Connection to Storm Sewer (14 Sites)	\$65,000.00			
IL6-12	Upgrade security surveillance system to digital	\$50,000.00			
	Replace 3.5 gal. Per flush water closets with 1.6 gal. Per flush type	\$31,800.00			
Admin. Building	Replace boiler with new hi-efficiency unit	\$40,000.00			
<b>Total CFPE Estimated Cost</b>		<b>\$908,000.00</b>			<b>\$908,000.00</b>

# **ATTACHMENT(C)**

## **RESIDENT&COMMUNITYCOMMENTS**

# Fiscal Year 2003 Annual Plan

## **PUBLIC HEARING**

The Housing Authority of Champaign County (HACC), in accordance with Section 511 of the 1998 Quality Housing and Work Responsibility Act (QHWRA), is holding a Public Hearing for the purpose of receiving comments and/or questions regarding the HACC's FY 2003 Annual Plan to the Department of Housing & Urban Development.

---

**DATE:** December 12<sup>th</sup> 2002

**TIME:** 5:30pm Central Standard Time

**PLACE:** 205 W. Park Avenue  
Main Conference Room  
Champaign, Illinois 61820

The HACC conducted the first of two Public Hearings on December 12<sup>th</sup> at the offices of the HACC. Six (6) persons attended the public hearing.

The purpose of the Public Hearing was presented to those in attendance. A presentation by Director, Elawrence Davis, was provided with a request for comments or questions at the conclusion of the presentation. There were no comments or questions requested to be included into the record.

# Fiscal Year 2003 Annual Plan

## **PUBLIC HEARING**

The Housing Authority of Champaign County (HACC), in accordance with Section 511 of the 1998 Quality Housing and Work Responsibility Act (QHWRA), is holding a Public Hearing for the purpose of receiving comments and/or questions regarding the HACC's FY 2003 Annual Plan to the Department of Housing & Urban Development.

---

**DATE:** December 18<sup>th</sup> 2002

**TIME:** 10:00am Central Standard Time

**PLACE:** 205 W. Park Avenue  
Main Conference Room  
Champaign, Illinois 61820

The HACC conducted thesecond of two Public Hearings on December 18<sup>th</sup> at the offices of the HACC. Six (6) persons attended the public hearing.

The purpose of the Public Hearing was presented to those in attendance. A presentation by Director, Elawrence Davis, was provided with a request for comments or questions at the conclusion of the presentation.

### **COMMENT:**

Karen Rasmussen, representing the City of Urbana, stated that the City of Urbana tabled approval of the Annual Plan until the January 6, 2003 meeting pending inclusion of the comments into the plan. r



The Housing Authority of Champaign County hereby acknowledges the receipt of the question presented to the HACC by the City of Champaign Neighborhood Services Staff. The response is set -up whereas the City of Champaign quest ions are listed first. The responses are submitted immediately following each question in black bold ink.

**ATTACHMENT B**  
**Summary of Issues Identified by City Staff Review**  
**Of the 2003 Housing Authority of Champaign County Annual Agency Plan**

*5/30/03 12:47 PM*

Executive Summary

- a. Section 8 Homeownership Program – The cities of Champaign and Urbana have been offering affordable homeownership programs for a number of years. Staff believe that our experience working with local lenders to offer these programs will be of benefit to the HACC as you implement the Section 8 program. City staff would like to meet with you to discuss the program guidelines and opportunities to coordinate your program with existing affordable mortgage products offered through the City.

**Response:**

**The HACC welcome the submission of comments. Tosha LeSure, HACC Staff person in charge of Homeownership programs have spoken with Kerri Forsythe (City of Champaign) and Bob Grewe (City of Urbana) on a couple of occasions, and both indicated they would contact her when available to discuss the Homeownership program.**

- b. Changes in maintenance services – This issue was previously addressed during the City staff review of your recent HUD monitoring report. The City supports any effort to improve facility maintenance and increase unit turnaround.

**Response: NONE**

- c. Potential rent increase for the Homestead Corporation SRO – The plan indicates that the HACC has submitted a request to HUD to allow an increase in the rents charged at the SRO apartments in Urbana. City staff has been participating in interagency discussions on how to solve the financial problems caused by the change in the tax -exempt status of this property. Please notify the City when you receive a response to this request and provide us a copy of any correspondence between the HACC and HUD related to this issue.

-

**Response:**

**Kim McCloud -Burnett, Section 8 Manager, is currently communicating with HUD regarding this issue. The HUD Chicago office denied the initial request. A second request containing additional information was forwarded to HUD Chicago for further consideration. HUD Chicago indicated the request will be presented to HUD Washington DC for final determination. The HACC will provide the City of Champaign with copies of all correspondence to and from HUD regarding this outstanding issue.**

- d. Redevelopment of Burch Village and Lakeside Terrace – This section implies that these properties will be redeveloped using the HUD Mixed -Finance approach, but it does not list the range of funding alternatives being considered by the HACC. Staff suggests that this item indicate all of the possible HUD programs and funds sources that may be requested for these redevelopment projects so the HACC is not limited to merely Mixed -Finance funding.

**Response:**

**HUD's Mixed -Finance approach to the redevelopment of obsolete public housing is the vehicle that allows public housing authorities the opportunity to conduct the redevelopment of their properties using a variety of funding sources. The HACC believes that if we were to become specific under this item that we may be sending HUD a message that the funding sources listed are the only funding sources that we intend to use. By not specifically identifying each possible source it allows us the maximum flexibility in bringing mixed-finance funding to the project.**

- e. Redevelopment Program Manager – Since the draft agency plan has been prepared, the HACC has sought clarification from HUD on the need for a Program Management firm for the Burch and Lakeside redevelopments. Information in the plan is not up -to-date with the latest determinations from HUD regarding contractor eligibility, conflict of interest, and the possible need to seek other alternatives for project oversight. Staff suggests that this information be included in the plan to allow the maximum flexibility for the HACC in finding a solution to these issues.

**Response:**

**The HACC has been notified by HUD that HUD has reviewed the Board's decision to retain Professional Development Group Midwest (PDGM) as the Mixed -Finance Program Manager and their review has resulted in HUD's determination that due to PDGM providing the services of Executive Administrator during the period of the second offering for Program Manager that PDGM has been declared to have a conflict of interest and therefore not eligible to provide Program Manager Services for the project. The HACC requested a waiver from HUD and the request was denied. The HACC has received notice that PDGM is challenging the decision with HUD.**

- f. HACC review of ACOP and other resident policies – As we have previously discussed, City staff has requested copies of these policies so we may provide comments during the update process. Also, please notify us as to the timeline for policy review, resident participation, and deadlines for public comment.

**Response:**

**Presently HACC staff is reviewing this policy and all related documents, once this process is completed the City will receive all pertinent information as requested and will be included in the timeline for public comment.**

g. Allocation of Drug Elimination Program (DEP) funds – Last year, there was a concern that DEP funds would be cut by HUD. As these funds are used partially to provide cooperative police services at HACC properties, please keep the City informed as to the status of these funds and any future possibility of program cuts.

**Response:**

**The HACC will provide the City of Champaign with all notices received by the HACC relating to the termination of funding.**

List of Supporting Documents Available for Review (Table – Pages 6 to 8)

To assure coordination between the City and the HACC with regard to affordable housing policy, City staff would like an opportunity to review your policy regarding Impediments to Fair Housing and your Demolition and Disposition Plan.

**Response:**

**The HACC will provide the requested information as it becomes available.**

Also, the box related to the most recent audit of the HACC on page 8 is not checked. The draft plan indicates that the auditor has not yet completed their final report. Staff suggests noting the anticipated date when this report will be available, so readers will know that the audit has been completed and when the HACC will make this document available for public review.

**Response:**

**The HACC has recently received its final report from the auditors and will check the appropriate box.**

Statement of Housing Needs

Housing Needs of Families within the Jurisdiction. The table on page 8 is not correct. (This has also been noted as an error by the City of Urban staff.) The table should reflect total housing needs for Champaign County. This problem was raised last year and HACC staff indicated that the table would be corrected prior to submitting the final document to HUD. This information should be available from the US Census or the Consolidated Plans of the County and the cities.

**Response:**

**The HACC has incorporated the correct numbers within the table.**

**Also, the table indicates that data is not available on families with disabilities. Upon review of a recent City of Urban staff report, we understand that the HACC will be working with local agencies to complete this section of the table. At a minimum, the HACC could include information regarding families who have applied for Section 8 or public housing. As this is a critical unmet need in the community, it is essential that the HACC provide this information. In the absence of this information, HUD may determine that the community does not need any funding for housing and supportive services for disabled families.**

**Response:**

**The HACC has inserted the numbers that were provided to the City of Urban by PACE.**

Housing Needs of Families on the Waiting List (Section 8 and Public Housing)

Questions:

These tables indicate that there were 9 families with disabilities on the two waiting lists; however, we have been told that the new accessible units at Oakwood Trace have been filled with non-disabled households? Is this true? If so, why were these families not eligible for housing at Oakwood Trace?

**Response:**

**In response to the question regarding the handicapped units at Oakwood Trace, the answer is YES all four of the units have been leased to persons without disabilities. In checking with the management agent for Oakwood Trace it has been reported to the HACC that there were no persons with disabilities who applied for the units, therefore we have no information as to why they were not leased to persons with disabilities. The HACC is aware that representatives of PACE were contacted asked to tour the units and receive information on the program. The tour was conducted when all of the units were available. The management of Oakwood Trace continues to provide information to disability organizations.**

When does the HACC intend to reopen the Section 8 waiting list?

**Response:**

**The HACC intend to re-open the Section 8 program in the first or second quarter of 2003.**

Strategies for Addressing Housing Needs – Shortage of Available Housing

*Strategy 1 – Maximize the number of affordable units available to the PHA*

On page 12, the box regarding Mixed Finance development is not checked.

**Response:**

**This box has now been marked.**

**In addition, we suggest that you consider adding improved Section 8 screening procedures to your list of strategies, as this is one of the concerns that private property owners have about leasing to Section 8 tenants. Any efforts that can be made by HACC staff to effectively screen Section 8 participants, and reduce the time involved by potential landlords should increase owner acceptance of the program.**

**Response:**

**HACC staff discussed this in the Updated revision of the Section 8 Admin Plan. However, nothing was presented to the board. Some of the additional procedures or criteria discussed were that the HACC might consider denying housing to anyone who has ever been terminated from the Section 8 program. Lifetime loss of privileges for evictions, terminations. The HACC also talked about taking into consideration credit reports or rental histories. The HACC is not sure it can do this under the section 8 program. The responsibility regarding matters of this nature has always been that of the landlord. The HACC understand that some PHAs do this for landlords, but it would be too costly and administratively burdensome for the HACC to undertake this at this time.**

Questions:

If Section 8 is being sought as a possible replacement for public housing units lost through redevelopment, how will this impact families on the Section 8 waiting list? How does the HACC plan to incorporate these Section 8 vouchers into the community when there continues to be owner resistance to the program?

**Response:**

**If Section 8 Vouchers are used by the HACC and HUD to replace public housing units lost to redevelopment it would impact current families on the waiting list by making it more difficult to find quality housing and more importantly, landlords that would be agreeable to participate in the Section 8 program. From the standpoint of the position on the current waiting list the use of vouchers for this purpose will not affect the current families because any vouchers used for this purpose will be new vouchers specifically for the purpose of relocation for families moving from either Burch Village or Lakeside Terrace.**

**Incorporation of the new Vouchers into the community will be difficult. One of the issues the HACC Section 8 families have is the fact that Champaign has a number of landlords who refuse to participate in the program limiting the number of units available to families served under the Section 8 program. The City of Champaign could provide some relief by**

**adopting fair housing ordinances similar to that of Urban that disallows a landlord to refuse to rent to a qualified Section 8 family .**

When will the HACC submit its request to HUD to increase fair market rents? When do you anticipate a response from HUD?

**Response:**

**This is yet to be determined. The HACC while reviewing the strategy as a whole, this issue may be a portion of that process. One must understand the ramifications when seeking increased fair market rents or payment standards. That being fewer families assisted and fewer administrative fees available.**

Why is there only an 89% utilization rate for Section 8 given the size of the current waiting list?

**Response:**

There are a number of reasons that attribute to the low utilization rate. Some of the reasons are:

- **Lack of affordable quality housing units**
- **Lack of landlords willing to participate on the program**
- **Families not willing to accept units in certain neighborhoods where units are available**
- **Families requesting extensions allowing them additional time to locate a unit. This creates an unusual number of families looking for units at one time. Vouchers issued and not placed do not count toward our utilization rate number.**

**Strategy 2 – Increase the number of affordable housing units**

This section mentions the Program Manager negotiations and should be updated based on recent determinations by HUD.

**Response:**

**The HACC acknowledges the fact that HUD has declared the program manager selected and approved by the Board ineligible due to conflict of interest. The HACC is currently exploring its options with regard to the program manager role.**

There is no mention of HOPEV as a possible funding source.

**Response:**

**The question references NON -Public Housing resources. HOPE VI funding is technically Public Housing funds.**

Strategies for Addressing Housing Needs – Needs by Target Group

**Families at or below 30% of median income**

Question: Why has the HACC chosen not to exceed federal targeting requirements for this group? Despite the need to promote mixed income developments (HUD mandate), this is still the largest unserved group based on your waiting lists and there are no other agencies as well equipped to meet the housing needs of the very low income.

**Response:**

**The HACC has now included this as part of the FY 2003 plan.**

**Families with disabilities**

Under “other,” the HACC should include any intent to construct new housing units as part of the Burch and Lakeside redevelopment. A certain percentage of units will be required to be accessible, and the City will require that ground floor units be visitable because City funds will be used for the project.

**Response:**

**The HACC believes it is appropriate to include this language under this category. It would be more appropriate to have such language under “Need: Specific Family Types: Families with Disabilities” The HACC will add the following language under this category OTHER: “The HACC, through its efforts in the redevelopment of Burch Village and Lakeside Terrace will meet the Federal Requirement of 5% of all units meeting the needs of persons with disabilities including 2% for hearing impaired and 2% for visually impaired. In addition, so long as the topography permits, all ground floor units shall meet the State of Illinois laws and local ordinances relating to visitability”.**

Reasons for Selecting Strategies

Question: Which positions are currently vacant and will not be filled in the coming fiscal year and how does the HACC plan to continue services given these staff vacancies? Will any services be cut?

**Response:**

**This is a question the HACC presently cannot answer entirely. The HACC is planning to present to the Board a reorganization of this agency during the month of February, with April being the target for approval. The Deputy director's position is one the HACC does not anticipate filing. The HACC also wants to do the reorganization so not to have to implement service cuts.**

The bulletin on page 15 regarding the influence of the housing market needs to be checked.

**Response:**

**The box has now been checked.**

Public Housing Admissions Preferences, pages 18 -20

The City has the same concerns about these tables that were noted last year. In each section, you have prioritized preference categories that are not even included in your preference list. You should either identify these categories as preferences or leave them blank under the priority section. (This same error occurs in these sections on pages 24 -25.)

**Response:**

**The HACC has made corrections to the preference section by including those preferences that are clearly listed in the ACOP.**

Given the large number of redevelopment projects occurring in our community, including Burch Village, we suggest that you consider adding "involuntary displacement" to your preference categories.

**Response:**

**This request seems to make sense but the HACC would want to review and discuss the possible implications further with the City before including this as a preference.**

Question: Why aren't underhoused families given a preference for unit transfers? It seems that if a family is in good standing and the unit provided does not meet their needs, it would be appropriate to prioritize them over a new applicant for housing.

**Response:**

**The question becomes undersized by whose standards? A family may choose a smaller dwelling unit from the beginning. The main issue here is a family being with housing vs. a family being without housing.**

## Public Housing Deconcentration and Income Mixing

The first bullet on page 21 mentions that Burchard Lakesider developments will be financed with Tax Credits. Since a tax credit application has not yet been submitted (or approved) there is no guarantee of this funding. As such, this section should not state this as a foregone conclusion.

### **Response:**

**The HACC will amend the last sentence Under Public Housing (6) Deconcentration and Income Mixing to read as follow: “These two properties will be, in part and if awards are made, financed with Low -Income Housing Tax Credits, which will require income mixing.” The words underlined have been added to the statement in the body of the Plan.**

## Section 8 Eligibility – Screening Criteria

Questions:

Why are there different screening criteria for Section 8 applicants than for public housing applicants?

### **Response:**

**The Landlord and not the HACC select families that participate on the Section 8 program. The HACC will check for criminal background only. It is the responsibility of the Landlord to set this/her criteria for accepting residents.**

Does the HACC use any other criteria besides criminal background checks and HACC payment history in screening applicants? Again, City staff would encourage the HACC to improve applicants screening to increase owner acceptance of Section 8 tenants. Other criteria should include prior landlord references, housekeeping/unit maintenance history, and payment history.

### **Response:**

**Not under the Section 8 Program. Again, the responsibility of selecting the resident beyond criminal checks and payment due the Authority is that of the Landlord.**

## Section 8 Admissions Preferences

As mentioned above, the priority checklist is done incorrectly in this section.

### **Response:**

**The HACC has made corrections to the preference section by including those preferences that are clearly listed in the Section 8 Administrative Plan.**

City staff would encourage the addition of “involuntary displacement” as a preference category.

**Response:**

**This request seems to make sense but the HACC would want to review and discuss the possible implications further with the City before including this as a preference.**

Demolition and Disposition

A box under #2 at the bottom of page 35 needs to be checked.

**Response:**

**HACC has checked the appropriate box (NO)**

Designation of Elderly and Disabled Housing

A box under #2 in the center of page 37 needs to be checked.

**Response:**

**The box under #2 is left blank as required under box #1 where it states in part “If NO skip to component 10.”**

The table on page 38 has not been completed.

**Response:**

**The box under #2 is left blank as required under box #1 where it states in part “If NO skip to component 11.”**

Question: On page 39, the plan mentions that the HACC has requested an extension for completing a conversion study. When does the HACC anticipate that the study will be completed?

**Response:**

**The HACC plan to complete the study within the HACC’s 2003 fiscal year.**

As mentioned last year, the City recommends that you add other needs statements in response to the questions on page 44. Unless data provided by the police department has changed from last year, all of the boxes should be checked under question #1.

**Response:**

**The HACC has checked the first three boxes that were left unmarked. These conditions, although to a lesser degree, still exist.**

Attachment B --Capital Fund Program

The tables mention the HACC developments by number only, not by name. As such, we cannot comment on the plans. City staff suggests that you add the development names to the tables so citizens can more easily understand and comment on the work proposed at HACC properties. As in prior years, the City would recommend that life safety and code items be prioritized over other facility improvement projects.

**Response:**

**The HACC has inserted the names of each property under the identifying federal code.**

Attachment C --Public Comments

As we have previously discussed, please provide the City with the comments received during the public comment period.

**Response:**

**The HACC has included all public comments and HACC response to comments in Attachment (C) of the Annual Plan.**

Attachment D --Homeownership Program

City staff has a number of questions and suggestions regarding the proposed Section 8 homeownership program. Staff suggests meeting with the HACC staff working on this program so we can offer ideas, suggestions, and support. If it would be helpful, we can prepare detailed comments on the program description and submit them to you as separate correspondence.

**Response:**

**The HACC welcome the submission of comments. Tosha LeSure, HACC Staff person in charge of Homeownership programs have spoken with Kerri Forsythe (City of Champaign) and Bob Grewe (City of Urbana) on a couple of occasions, and both indicated**

**they would contact her when available to discuss the Homeownership program.**

**END**

# **RESIDENT COMMENTS ON-SITE MEETING**

**The HACC conducted individual meetings with the residents of Public Housing. The meetings were held on -sites to provide maximum opportunity for the residents to attend and participate.**

**The following pages are provided as a representation of the meetings including all questions and comments.**

**The residents were informed that comments regarding Capital Improvements would be taken into consideration during the planning process for the upcoming years capital program.**

**The residents were informed that questions, comments and requests for maintenance would be addressed by investigating, or issuing a work order for the specific repair request.**

**The following meeting minutes are provided in the order in which they were conducted:**

# Meeting Minutes

**To:** AnnualPlanDocument  
**From:** PattySmith  
**CC:** ElawrenceDavis,KarenHite,WalterHines  
**Date:** December10,2002  
**Re:** Minutes,AnnualPlanResidentMeeting,BurchVillage,Tuesday,November19,  
2002,10:00a.m.&5:30p.m.

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## Attendance

	Name	Apartment
1.	JoeSpearman	#49
2.	PearlFranklin	#65
3.	TerikkaPowell	#28
4.	DianHunter	#22
5.	DeannaPelmore	#18
6.	TanyaBrown	#17
7.	ErnieBushman	#30
8.	CassandraNunn	#38
9.	EuniceMcCullough	#34
10.	JohnieshaDeBerry	#39
11.	AnnetteWalker	#60
12.	BobbieBailey	#31
13.	MildredBean	#50
14.	StacieLemons	#40
15.	NakeshiaLuster	#46
16.	DeliaJones	#01
17.	TraceeChatmon	#58
18.	AliceWilliams	#20
19.	LendeanBailey	#56
20.	DorisNance	#62
21.	RuthJones	#51
22.	RooseveltMoore	#45
23.	EffieWilliams	#19
24.	KarenHite	HACC
25.	ElawrenceDavis	HACC

26. Walter Hines HACC  
 27. Patty Smith HACC

**Minutes**

The Housing Authority held two meetings to solicit comments from the residents on the annual update to the Agency Plan. Elawrence Davis welcomed the residents who were present and introduced the attending HACC staff: Karen Hite, Housing Manager, Walter Hines, Maintenance Supervisor and Patty Smith, Maintenance & Engineering Department Manager.

He described the Agency Plan as a document that tells HUD what the HACC plan to do in the next five years. Each year the HA is required to update the Agency Plan. This is the third year of the five year plan. He detailed the changes made to the Agency Plans in the last year's update: Section 8 home ownership, assignment of maintenance staff to specific sites and mixed -finance plans.

He spoke of the change in attitude a person has when he owns his own home. He emphasized that any resident interested in home ownership should be preparing for it now either through the Urban League or the Housing Authority. Section 3 training of residents for jobs dealing with the redevelopment would take place through the Illinois Employment Training Center (the one -stop shop). He also plans to seek a grant to train residents in maintenance for home owners.

Assignment of maintenance staff to specific sites should mean better service for the residents. Residents will be able to locate someone on site who can address their maintenance concern. This also makes HA properties like other apartment communities with on site maintenance staff who develop an "ownership" of the site.

The HA will utilize mixed -finance plans to fund the redevelopment of Burch Village and Lakeside Terrace. This means that the HA will seek funding from a variety of sources such as tax credits, private investors, municipalities, HOME, CDBG, etc. Relocation of residents will proceed under the provisions of the Uniform Relocation Act. This act protects the residents by giving them certain options according to each one's situation. Some will receive Section 8 vouchers and be satisfied. Good citizens of Burch Village will have first priority to move back after redevelopment, others will not be able to move back in.

He encouraged the residents to participate in commenting on the Annual Plan and to continue to be involved in other issues that affect their lives. This is the only way they will know what is going on in such areas as the Taylor Thomas Subdivision, the Champaign School District, Francis Nelson Health Center, etc. In the next 5 -10 years the community will be completely different. Not only is the Housing Authority planning changes, but also the faith based community has plans for the area.

He introduced Patty Smith who presented the capital improvements planned under the Capital Fund Program. She prefaced her remarks with the fact that the HA would proceed with the improvements only if redevelopment did not happen in a timely manner. The items presented are listed below under "Planned Capital Improvements". She informed the residents that the demolition of the building containing apartments 13 -16 would begin on Wednesday, November 20, 2002. This should not be construed as the beginning of the demolition of the entire site. Elawrence Davis then informed the residents that they would be receiving a letter stating that they could no longer use their washers and dryers in the kitchens. City code states that dryers must be vented to the exterior and that washers cannot drain into kitchen sinks. These are health and safety concerns. Modification to the existing buildings is expensive. Building a Laundromat is not a good option because it draws crime. He then opened the floor for questions and comments which are sorted into categories below.

**Planned Capital Improvements**

- Dumpster Enclosures
- Ceiling & exterior aluminum soffits renovations for bathroom exhaust
- Sidewalk repair to remediate 1" rise in sidewalks
- Sanitary sewer clean out installation
- Replace existing stairway handrails with code compliant handrails
- Provide dry vents
- Replace locks and hardware on exterior doors
- Provide exit signs in common areas
- Rearrange water heater to provide proper operation of relief valve
- Provide strobes for alarms in common areas
- Replace exterior wall hydrants
- Provide combustion air ducts to furnace room (code compliance)

*Installfloordrainsatwaterheaters*

**EngineeringServicesRequests**

*Exteriorlighting*

*Playgroundforkidsofallages*

**MaintenanceRequests**

*Pickupglassonsite*

**HousingManagementRequests**

*Morepolicepatrols*

# Meeting Minutes

**To:** AnnualPlanDocument  
**From:** PattySmith  
**CC:** ElawrenceDavis,GailMiner,JimRotramel  
**Date:** December10,200 2  
**Re:** Minutes,AnnualPlanResidentMeeting,YoumanPlace,Monday,November25,  
2002,10:30a.m.

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## Attendance

	Name	Apartment
1.	InaColclasure	#1
2.	ShirleyPufahl	#8
3.	KathieSommer	14
4.	WilliamDelva	#19
5.	MargeMcCorkle	07
6.	LucileSommer	05
7.	RubyCampbell	10
8.	NataSwearingen	#13
9.	PatJones	#02
10.	KayFiedler	#04
11.	CherylAlexander	Non-resident
12.	JimRotramel,Jr.	
13.	PattySmith	
14.	C.G.Miner	
15.	ElawrenceDavis	

## Minutes

*The Housing Authority held a meeting to solicit comments from the residents on the annual update to the Agency Plan. Elawrence Davis welcomed the residents who were present and introduced the attending HACC staff: Gail Miner, Housing Manager, Jim Rotramel, Maintenance Supervisor and Patty Smith, Maintenance & Engineering Department Manager.*

*He described the Agency Plan as a document that tells HUD what the HACC plan should do in the next five years. Each year the HACC is required to update the Agency Plan. This is the third year of the five year plan. He detailed the changes made to the Agency Plan since last year's update: Section 8 homeownership, assignment of maintenance staff to specific sites and mixed -finance plans.*

Section 8 homeownership is using a voucher to pay mortgage instead of rent. Maintenance staff is already assigned to specific sites with our elderly population. Assignment of maintenance staff to specific sites should mean better service for the residents. Residents will be able to locate someone on site who can address their maintenance concern. This also makes HA properties like other apartment communities with on-site maintenance staff who develop an "ownership" of the site. The HA will utilize mixed-finance plan to fund the redevelopment of Burch Village and Lakeside Terrace. This means that the HA will seek funding from a variety of sources such as tax credits, private investors, municipalities, HOME, CDBG, etc.

He encouraged the residents to participate in commenting on the Annual Plan and to continue to be involved in other issues that affect their lives. He asked that the residents review the current year's update to the Agency Plan and send their comments to Kay Fiedler, Pat Jones or Gail Miner.

He introduced Patty Smith who presented the capital improvements planned under the Capital Fund Program. She prefaced her remarks with the fact that the residents of Youman Place keep their apartments so nice that there is little need for improvements. The items presented are listed below under "Planned Capital Improvements". Gail Miner announced a change in her office hours to 8:30 a.m. - 4:30 p.m. on Wednesdays.

Elawrence Davis then opened the floor for questions and comments which are sorted into categories below.

#### **Planned Capital Improvements**

Replace locks and hardware on exterior doors

#### **Engineering Services Requests**

Replace kitchen faucets

Install double sink in kitchen, Apt. #6

Window too high for egress, Apt. #7

Install landscaping rock inside fence

Windows are difficult to lock

#### **Maintenance Requests**

Caulking is coming loose, Apt. #2

Repair window with broken seal, Apt. #13

Dripping faucet, Apt. #7

#### **Housing Management Requests**

None

# Meeting Minutes

**To:** Annual Plan Document  
**From:** Patty Smith  
**CC:** Elawrence Davis, Karen Hite, Walter Hines  
**Date:** December 10, 2002  
**Re:** Minutes, Annual Plan Resident Meeting, Dunbar Court, Monday, November 25, 2002, 1:30p.m.

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## Attendance

	Name	Apartment
1.	Vanessa Howard	#24
2.	Delores Roundtree	#13
3.	Natoka Cowart	#15
4.	Karen Hite	
5.	Elawrence Davis	
6.	Patty Smith	

## Minutes

The Housing Authority held a meeting to solicit comments from the residents on the annual update to the Agency Plan. Elawrence Davis welcomed the residents who were present and introduced the attending HACC staff: Karen Hite, Housing Manager, and Patty Smith, Maintenance & Engineering Department Manager. He described the Agency Plan as a document that tells HUD what the HACC plan to do in the next five years. Each year the HA is required to update the Agency Plan. This is the third year of the five year plan. He detailed the changes made to the Agency Plan since last year's update: Section 8 homeownership, assignment of maintenance staff to specific sites and mixed -finance plans. He spoke of the change in attitude a person has when he owns his own home. He emphasized that any resident interested in homeownership should be preparing for it now either through the Urban League or the Housing Authority. Section 3 training of residents for jobs dealing with the redevelopment would take place through the Illinois Employment Training Center (the one -stop shop). He also plans to seek a grant to train residents in maintenance for homeowners. Assignment of maintenance staff to specific sites should mean better service for the residents. Residents will be able to locate someone on site who can address their maintenance concern. This also makes HA properties like other apartment communities with on site maintenance staff who develop an "ownership" of the site. The HA will utilize mixed -finance plans to fund the redevelopment of Burch Village and Lakeside Terrace. This means that the HA will seek funding from a variety of sources such as tax credits, private investors, municipalities, HOME, CDBG, etc. Relocation of residents will proceed under the provisions of the Uniform Relocation Act. This act protects the residents by giving them certain options according to each one's situation. Some will receive

Section 8 vouchers and be satisfied. Good citizens of Burch Village and Lakeside Terrace will have first priority to move back after redevelopment, others will not be able to move back in.

He encouraged the residents to participate in commenting on the Annual Plan and to continue to be involved in other issues that affect their lives. This is the only way they will know what is going on in such areas as the Taylor Thomas Subdivision, the Urbana School District, Francis Nelson Health Center, etc. In the next 5 - 10 years the community will be completely different. Not only is the Housing Authority planning changes, but also the faith-based community has plans for the area.

He introduced Patty Smith who presented the capital improvements planned under the Capital Fund Program. The items presented are listed below under "Planned Capital Improvements".

He then opened the floor for questions and comments which are sorted into categories below.

### **Planned Capital Improvements**

*Dumpster Enclosures*

*Ceiling & exterior aluminum soffits renovations for bathroom exhaust*

*Storm sewer improvements*

*Sidewalk repair to remediate 1" rise in sidewalks*

*Sanitary sewer improvements*

*Replace existing stairway handrails with code compliant handrails*

*Replace locks and hardware on exterior doors*

*Provide strobes for alarms in common areas*

*Replace windows and screens*

*Provide emergency lighting in common areas*

### **Engineering Services Requests**

*Need more closet space*

### **Maintenance Requests**

*Leak under sink, Apts. 15 & 24*

*Clean area under first 2 steps, Apt. 15*

*Trim tree opposite apt. #1 to see street light*

*Secure 2 window that are separating from their frame, Apt. 24*

### **Housing Management Requests**

*None*

# Meeting Minutes

**To:** AnnualPlanDocument  
**From:** PattySmith  
**CC:** ElawrenceDavis,CynthiaGrady,Walte rHines  
**Date:** December10,2002  
**Re:** Minutes,AnnualPlanResidentMeeting,Dorsey&ScatteredSites,Tuesday,  
November26,2002,10:30a.m.

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## Attendance

	Name	Apartment
1.	MargaretNeil	#1101-D
2.	JeneaBanks	611E.Columbia
3.	BurnieceSmith	#1115-C
4.	LadineShelby	811N.Willis
5.	AlmarineHarris	#1111-A
6.	CrystalElmore	#1112-E
7.	JamesFord	411E.Vine
8.	ElawrenceDavis	
9.	CynthiaGrady	
10.	PattySmith	

## Minutes

The Housing Authority held a meeting to solicit comments from the residents on the annual update to the Agency Plan. Elawrence Davis welcomed the residents who were present and introduced the attending HACC staff: Cynthia Grady, Housing Manager, and Patty Smith, Maintenance & Engineering Department Manager. He announced the Public Meeting and Town Meetings scheduled for December 12, 2002.

He described the Agency Plan as a document that tells HUD what the HACC plan should do in the next five years. Each year the HA is required to update the Agency Plan. This is the third year of the five year plan. He detailed the changes made to the Agency Plan since last year's update: Section 8 homeownership, assignment of maintenance staff to specific sites and mixed -finance plans.

He spoke of the change in attitude a person has when he owns his own home. He emphasized that any resident interested in homeownership should be preparing for it now either through the Urban League or the Housing Authority. Section 3 training of residents for jobs dealing with the redevelopment would take place through the Illinois Employment Training Center (the one -stop shop). He also plans to seek a grant to train residents in maintenance for homeowners.

Assignment of maintenance staff to specific sites should mean better service for the residents. Residents will be able to locate someone on site who can address their maintenance concern. This also makes HA properties like other apartment communities with on site maintenance staff who develop an "ownership" of the site.

The HA will utilize mixed-finance plans to fund the redevelopment of Burch Village and Lakeside Terrace. This means that the HA will seek funding from a variety of sources such as tax credits, private investors, municipalities, HOME, CDBG, etc. Relocation of residents will proceed under the provisions of the Uniform Relocation Act. This act protects the residents by giving them certain options according to each one's situation. Some will receive Section 8 vouchers and be satisfied. This voucher is available to Burch and Lakeside residents only. Good citizens of Burch Village will have first priority to move back after redevelopment, others will not be able to move back in. He encouraged the residents to participate in commenting on the Annual Plan and to continue to be involved in other issues that affect their lives. This is the only way they will know what is going on in such areas as the Taylor Thomas Subdivision, the Champaign School District, Francis Nelson Health Center, etc. In the next 5-10 years the community will be completely different. Not only is the Housing Authority planning changes, but also the faith-based community has plans for the area. He introduced Patty Smith who presented the capital improvements planned under the Capital Fund Program. The items presented are listed below under "Planned Capital Improvements".

He then opened the floor for questions and comments which are sorted into categories below.

### **Planned Capital Improvements**

Sidewalk repair to remediate 1" rise in sidewalks -Dorsey & Scattered Sites  
 Sanitary sewer replacement -Dorsey  
 Insulate exterior walls -Dorsey  
 Relocate garbage collection units & screen fences -Dorsey  
 Repair & overlay drives and parking lots -Dorsey  
 Replace existing stairway handrails with code compliant handrails -Dorsey  
 Replace locks and hardware on exterior doors -Dorsey & Scattered Sites  
 Provide ductless range hoods -Dorsey

### **Engineering Services Requests**

Replace range hoods -Scattered Sites  
 Windows are leaking -Scattered Sites  
 Install Central Air Conditioning -Scattered Sites  
 Rooms are cold around the windows -Dorsey  
 Finish basements -Scattered Sites

### **Maintenance Requests**

Weatherstrip backdoor, 411 E. Vine

### **Housing Management Requests**

Open Section 8 voucher waiting list -60 to 90 days  
 Lower the fee for pets in the Scattered Sites -Margaret Neils said the RAB made the fees as ridiculous as possible in order to discourage pets in family housing.  
 Include the Boys and Girls Club in any redevelopment plan

# Meeting Minutes

**To:** AnnualPlanDocum ent  
**From:** PattySmith  
**CC:** ElawrenceDavis,PatriciaAdkinson,WalterHines  
**Date:** December11,2002  
**Re:** Minutes,AnnualPlanResidentMeeting,LakesideTerrace,Tuesday,November  
26,2002,3:00p.m.

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## Attendance

	Name	Apartment	
1.	Ebonee Johnson		#14
2.	AmberCharles		#87
3.	LillieWalker	#40	
4.	FrancieHarris	#80	
5.	ToniEllis	#27	
6.	AtarriGaines	#75	
7.	EasterMartin	#39	
8.	PatriciaAdkinson		
9.	PattySmith		
10.	ElawrenceDavis		

## Minutes

The Housing Authority held a meeting to solicit comments from the residents on the annual update to the Agency Plan. Elawrence Davis welcomed the residents who were present and introduced the attending HACC staff: Cynthia Grady, Housing Manager, and Patty Smith, Maintenance & Engineering Department Manager. He announced the Public Meeting and Town Meetings scheduled for December 12, 2002. He described the Agency Plan as a document that tells HUD what the HACC plan should do in the next five years. Each year the HA is required to update the Agency Plan. This is the third year of the five year plan. He detailed the changes made to the Agency Plan since last year's update: Section 8 home ownership, assignment of maintenance staff to specific sites and mixed -finance plans. Tosha Lesure in the HA employs a woman who is working with banks on Section 8 home ownership. She can assist eighteen families right now to become homeowners. Home ownership is also a component of the redevelopment plan for Lakeside Terrace. Elawrence Davis spoke of the change in attitude a person has when he owns his own home. He emphasized that any resident interested in home ownership should be preparing for it now either through the Urban League or the Housing Authority. Section 3 training of residents for jobs dealing with the redevelopment would take place through the Illinois Employment Training Center (the one -stop shop). He also plans to seek a grant to train residents in maintenance for homeowners.

Assignment of maintenance staff to specific sites should mean better service for the residents. Residents will be able to locate someone on site who can address their maintenance concern. This also makes HA properties like other apartment communities with on-site maintenance staff who develop an "ownership" of the site.

The HA will utilize mixed-finance plans to fund the redevelopment of Burch Village and Lakeside Terrace. This means that the HA will seek funding from a variety of sources such as tax credits, private investors, municipalities, HOME, CDBG, etc. Relocation of residents will proceed under the provisions of the Uniform Relocation Act. This act protects the residents by giving them certain options according to each one's situation. Some will receive Section 8 vouchers and be satisfied. This voucher is available to Burch and Lakeside residents only. Good citizens of Burch Village and Lakeside Terrace will have first priority to move back after redevelopment, others will not be able to move back in.

HUD initially required any resident who was not employed or in a training program to perform community service to remain eligible for public housing. There was a great deal of protest during the comment period so HUD stopped mandating community service. However, for mixed-finance and HOPEVI redevelopment projects, HUD still requires community service.

Lakeside redevelopment has hit a snag with the City of Urbanawho is committed to one-for-one replacement of low income housing. For this reason demolition will happen in the fall of 2003 at the earliest. Therefore, it is time yet for the residents to be looking for a new home. There is plenty of time. Elawrence Davissuggested that now would be a good time for the residents to clean up bad credit, create rental history, go back to school or find a job. The resident should follow the lease and not get evicted so they will get the benefits of the redevelopment.

He encouraged the residents to participate in commenting on the Annual Plan and to continue to be involved in other issues that affect their lives. Patricia Adkinson has a copy of the Annual Plan in her office for the residents to review. Being involved is the only way the residents will know what is going on in such areas as the Taylor Thomas Subdivision, the Urbana School District, Francis Nelson Health Center, etc. In the next 5-10 years the community will be completely different. Not only is the Housing Authority planning changes, but also the faith-based community has plans for the area.

He introduced Patty Smith who presented the capital improvements planned under the Capital Fund Program. The items presented are listed below under "Planned Capital Improvements".

He then opened the floor for questions and comments which are sorted into categories below.

### **Planned Capital Improvements**

Meter grounding

Dumpster enclosures

Sidewalk repair to remediate 1" rise in sidewalks

Sanitary sewer improvements

Replace locks and hardware on exterior doors

Provide strobes for alarms in common areas

### **Engineering Services Requests**

None

### **Maintenance Requests**

None

### **Housing Management Requests**

Transportation to the December 12, 2002, Public Meeting

Install playground

# Meeting Minutes

**To:** AnnualPlanDocument  
**From:** PattySmith  
**CC:** ElawrenceDavis,CynthiaGrady,WalterHines  
**Date:** December11,2002  
**Re:** Minutes,AnnualPlanResidentMeeting,ColumbiaPlace,Tuesday,November26,  
2002,4:30p.m.

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## Attendance

	Name	Apartment	
1.	MargieWinston		#12
2.	BessieKent	#09	
3.	PaulinePelmore		#07
4.	ElawrenceDavis		HACC
5.	CharleneClark		#05
6.	PattySmith	HACC	
7.	CynthiaGrady	HACC	

## Minutes

The Housing Authority held a meeting to solicit comments from the residents on the annual update to the Agency Plan. Elawrence Davis welcomed the residents who were present and introduced the attending HACC staff: Cynthia Grady, Housing Manager, and Patty Smith, Maintenance & Engineering Department Manager. He described the Agency Plan as a document that tells HUD what the HACC plan should do in the next five years. Each year the HA is required to update the Agency Plan. This is the third year of the five year plan. He detailed the changes made to the Agency Plan since last year's update: Section 8 home ownership, assignment of maintenance staff to specific sites and mixed -finance plans. Section 8 home ownership is using a voucher to pay mortgage instead of rent. Maintenance staff is already assigned to specific sites with a higher population. Assignment of maintenance staff to specific sites should mean better service for the residents. Residents will be able to locate someone on site who can address their maintenance concern. This also makes HA properties like other apartment communities with on site maintenance staff who develop an "ownership" of the site. The HA will utilize mixed -finance plans to fund the redevelopment of Burch Village and Lakeside Terrace. This means that the HA will seek funding from a variety of sources such as tax credits, private investors, municipalities, HOME, CDBG, etc.

He encouraged the residents to participate in commenting on the Annual Plan and to continue to be involved in other issues that affect their lives. He asked that the residents review the current year's update to the Agency Plan and send their comments to Cynthia Grady or Pauline Pelmore. He introduced Patty Smith who presented the capital improvements planned under the Capital Fund Program. The items presented are listed below under "Planned Capital Improvements".

ElawrenceDavisthenopenedthefloorforquestionsandcommentswhi charesortedinto categoriesbelow.

HeannouncethePublicHearingonDecember12,2002,at205W.ParkAvenue(samedayas theChristmasdinner).AnyoneneedingaridetothemeetingshouldtalktoMs.Pelmore.

**PlannedCapitalImprovements**

*Masonrypointing*

*Insulateexteriorwalls*

*Replacelocksandhardwareonexteriordoors*

**EngineeringServicesRequests**

*Keyfrontdoorsdifferentlyfromtheexteriorhalldoor*

**MaintenanceRequests**

*Weatherstripfrontdoor,Apt.#5*

*Weatherstripfrontstormdoor,Apts.# 5,#9,#10and#12*

**HousingManagementRequests**

*Curtaildrugactivityintheneighborhood*

# Meeting Minutes

**To:** AnnualPlanDocument  
**From:** PattySmith  
**CC:** ElawrenceDavis,AngelaJones,JimRotramel  
**Date:** December1 1,2002  
**Re:** Minutes,AnnualPlanResidentMeeting,WashingtonSquare,Wednesday,  
November27,2002,10:00a.m.

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## Attendance

	Name	Apartment
1.	SteveMiller	#200
2.	DarleneMiller	#200
3.	DorothyWarren	#117
4.	DorothyDalton	#300
5.	BeatriceCobble	#201
6.	OraWard	#411
7.	RussellBurk	#113
8.	CharlesLipse	#603
9.	HoraceThomas	#116
10.	LorenePrimmer	#314
11.	LeoraPerkins	#502
12.	SandraMiller	#109
13.	RichardWilco	#208
14.	BerthaNelson	#307
15.	MarieAdam s	#402
16.	AdolphusBracey	#209
17.	RiverManning	#613
18.	VelmaFlemmings	#505
19.	CalvinHoward	#110
20.	A.J.Johnson	#409
21.	VincentTownsend	#112
22.	JimRotramel	
23.	PattySmith	
24.	ElawrenceDavis	
25.	AngelaJones	

## **Minutes**

The Housing Authority held a meeting to solicit comments from the residents on the annual update to the Agency Plan. Elawrence Davis welcomed the residents who were present and introduced the attending HACC staff:

Angela Jones, Housing Manager, Jim Rotramel, Maintenance Supervisor, and Patty Smith, Maintenance & Engineering Department Manager.

He described the Agency Plan as a document that tells HUD what the HACC plan should do in the next five years.

Each year the HA is required to update the Agency Plan. This is the third year of the five year plan. He detailed the changes made to the Agency Plan since last year's update: Section 8 home ownership, assignment of maintenance staff to specific sites and mixed -finance plans.

Section 8 home ownership is using a voucher to pay mortgage instead of rent. Maintenance staff is already assigned to specific sites without elderly population. Assignment of maintenance staff to specific sites should mean better service for the residents. Residents will be able to locate someone on site who can address their maintenance concern. This also makes HA properties like other apartment communities with on site maintenance staff who develop an "ownership" of the site. The HA will utilize mixed -finance plans to fund the redevelopment of Burch Village and Lakeside Terrace. This means that the HA will seek funding from a variety of sources such as tax credits, private investors, municipalities, HOME, CDBG, etc.

He encouraged the residents to participate in commenting on the Annual Plan and to continue to be involved in other issues that affect their lives. He asked that the residents review the current year's update to the Agency Plan and send their comments to Angela Jones or Patty Smith. Copies of the Annual Plan can be obtained from the Library, the Resident Council President, the HACC Administration Building and from Angela Jones at Washington Square.

He introduced Patty Smith who presented the capital improvements planned under the Capital Fund Program. The items presented are listed below under "Planned Capital Improvements".

Elawrence Davis then opened the floor for questions and comments which are sorted into categories below.

He announced the Public Hearing on December 12, 2002, at 205 W. Park Avenue. The RAB will be holding a town meeting immediately following the Public Hearing.

## **Planned Capital Improvements**

*New Windows*

*Masonry pointing*

*Landscaping*

*New electric heating/cooling units*

*Automatic doors at entrance*

*Parking lots & driveway repairs and resurfacing*

*Replace locks and hardware on exterior doors*

*Replace rooftop make -up air unit*

*Upgrade the security system to digital*

*Provide PBX System with connection to remote opening of front door and enhanced 911*

## **Engineering Services Requests**

*Investigate and repair interference in television reception for residents who do not have cable*

*Security system*

## **Maintenance Requests**

*Install peephole lower in the door, Apt. 200*

*Remove brush covering part of the back sidewalk*

**Housing Management Requests**

*Increased security -Angela Jones is meeting with the Police Chiefs from Champaign & Urbana each month to discuss security issues. Each resident has a responsibility to secure the building as well as the HA.*

*Gated parking lot -not an affordable option*

*People are getting into our apartments -We will make sure that maintenance personnel leave your apartment clean and let you know ahead of time that they need to come into your apartment. This is not always possible in an emergency. When we get new locks and hardware, we will keep track of who has keys and how many are out for a given apartment.*

# Meeting Minutes

**To:** AnnualPlanDocument  
**From:** PattySmith  
**CC:** ElawrenceDavis,AngelaJones,JimRotramel  
**Date:** December11,2002  
**Re:** Minutes,AnnualPlanResidentM eeting,SteerPlace,Wednesday,November27,  
2002,11:30a.m.

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## Attendance

	Name	Apartment	
1.	LeeW.Yarling		#611
2.	BettyDonoho	#306	
3.	FondaSkinner	#313	
4.	EmmaJohnson		#612
5.	LenoraSwaney		#202
6.	LaVernaDaugherty	#315	
7.	FayeHutts	#603	
8.	ChristineMiner		#306
9.	KathyAnstine	#213	
10.	LillieMyers	#311	
11.	BarbaraDeNardis	#203	
12.	DanielLindstrom		#414
13.	ArthurBurks	#312	
14.	MaryJ.Otis	#517	
15.	AnnR.Lance	#209	
16.	MabelSiems	#418	
17.	AliceFink	#619	
18.	UlyssesGillon	#501	
19.	KathyWhite	#604	
20.	SteveClark		
21.	PattySmith		
22.	ElawrenceDavis		
23.	AngelaJones		
24.	JimRotramel,Jr.		

## **Minutes**

The Housing Authority held a meeting to solicit comments from the residents on the annual update to the Agency Plan. Elawrence Davis welcomed the residents who were present and introduced the attending HACC staff: Angela Jones, Housing Manager, Jim Rotramel, Maintenance Supervisor, and Patty Smith, Maintenance & Engineering Department Manager.

Hede scribed the Agency Plan as a document that tells HUD what the HACC plan should do in the next five years. Each year the HA is required to update the Agency Plan. This is the third year of the five year plan. He detailed the changes made to the Agency Plan since last year's update: Section 8 homeownership, assignment of maintenance staff to specific sites and mixed -finance plans.

Section 8 homeownership is using a voucher to pay mortgage instead of rent. Maintenance staff is already assigned to specific sites without elderly population. Assignment of maintenance staff to specific sites should mean better service for the residents. Residents will be able to locate someone on site who can address their maintenance concern. This also makes HA properties like other apartment communities with on site maintenance staff who develop an "ownership" of the site. The HA will utilize mixed -finance plan to fund the redevelopment of Burch Village and Lakeside Terrace. This means that the HA will seek funding from a variety of sources such as tax credits, private investors, municipalities, HOME, CDBG, etc.

He encouraged the residents to participate in commenting on the Annual Plan and to continue to be involved in other issues that affect their lives. He said he appreciated them attending the meeting and being part of the process. He asked that the residents review the current year's update to the Agency Plan and send their comments to Angela Jones. He emphasized that the HACC, HUD and the City of Urbana all want to hear from them. Copies of the Annual Plan can be obtained from the Library, the Resident Council President, the HACC Administration Building, the RAB and from Angela Jones at Washington Square.

He introduced Patty Smith who presented the capital improvements planned under the Capital Fund Program. The items presented are listed below under "Planned Capital Improvements".

Elawrence Davis then opened the floor for questions and comments which are sorted into categories below.

He announced the Public Hearing on December 12, 2002, at 205 W. Park Avenue. The RAB will be holding a town meeting immediately following the Public Hearing.

There was an extended discussion on the merits of magnetic versus punch type keys. Many liked the idea of changing system because of the fear that there are extra keys out there. There was concern over the cost of the change to the resident. There will be no initial cost, but the HACC will charge for lost keys. The HACC will keep track of how many keys are out and who has them. Caregivers and family members will be able to have keys if this is what the resident wants. We will not limit the number of keys that each person can have, but will want an accounting of who has them. With any new system, the HACC will be the only entity who can provide a duplicate key. With a card system, a positive aspect is that, when the new key is programmed, the old key will not work. There was concern that the magnetic strip would wear out and strand a resident outside his/her apartment. The HACC will take into account the life cycle of any system we are considering.

## **Planned Capital Improvements**

*Asbestos floor tile removal*

*Sewer line replacement*

*Automatic doors at entrance*

*Replace central A/C unit for office*

*Relocation of residents due to sewer line replacement*

*Parking lots & driveway repairs and resurfacing*

*Replacelocksandhardwareonexteriordoors*

*RaiseaccessiblelavatoriestoADAheight*

*ReplacewatercoolerwithADATYPE*

*Replacemastermixingvalveondomestichotwaterwithcodeapprovedthermostatictype*

*Installdomestichotwaterheaterbackup*

**EngineeringServicesRequests**

*Provideandinstallrollershades*

*Newkeyandlocksystem -magneticorpunchtypekey*

*Providekeytothestairwelldoors*

*Keymailboxesthesameasapartmentdoors*

**MaintenanceRequests**

*Stopairinfiltrationthroughtheairconditioners -Theresidentscancovertheunitsthemselvesaslongastheydonot doanydamage.PerhapstheHACCcouldreinstalltheArmaflexorreplacethebrowncovers.EDstatedwewill solvethisbeforeChristmas*

**HousingManagementRequests**

*None*

# Meeting Minutes

**To:** AnnualPlanDocument  
**From:** PattySmith  
**CC:** ElawrenceDavis,GailMiner,JimRotramel  
**Date:** December11,2002  
**Re:** Minutes,AnnualPlan ResidentMeeting,SkeltonPlace,Wednesday,November  
27,2002,1:30p.m.

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## Attendance

	Name	Apartment
1.	MichaelJaffe	#608
2.	J.C.Coney	#702
3.	RobertWoolsey	#201
4.	NicoleMiller	#703
5.	MichaelLongest	#409
6.	RicardoParraw ay	#506
7.	ShannonManning	#403
8.	LonzoBass	#610
9.	SandraCockrell	#601
10.	EarleneAllen	#302
11.	GloriYoder	#505
12.	LatashaForeman	#509
13.	BarbWeaver	#808
14.	JimRotramel,Jr	HACC
15.	LeeSummers	HACC
16.	AngelaJones	HACC
17.	PattySmith	HACC
18.	ElawrenceDavis	HACC

## Minutes

*TheHousingAuthorityheldameetingtosolicitcommentsfromtheresidentsontheannualupdatetotheAgency Plan.ElawrenceDaviswelcomedtheresidentswhowerepresentandintroducedtheattendingHACCstaff: AngelaJones,HousingManager,JimRotramel,MaintenanceSupervisor,andPattySmith,Maintenance & EngineeringDepartmentManager. HedescribedtheAgencyPlanasadocumentthattellsHUDwhattheHACCplanstodointhenextfiveyears EachyeartheHAisrequiredtoupdatetheAgencyPlan.Thisisthethirdyearofthefiveyearplan.Hedetailed*

*the changes made to the Agency Plans since last year's update: Section 8 home ownership, assignment of maintenance staff to specific sites and mixed -finance plans. Section 8 home ownership is using a voucher to pay mortgage instead of rent. Maintenance staff is already assigned to specific sites with a high elderly population. Assignment of maintenance staff to specific sites should mean better service for the residents. Residents will be able to locate someone on site who can address their maintenance concern. This also makes HA properties like other apartment communities with on-site maintenance staff who develop an "ownership" of the site. The HA will utilize mixed -finance plans to fund the redevelopment of Burch Village and Lakeside Terrace. This means that the HA will seek funding from a variety of sources such as tax credits, private investors, municipalities, HOME, CDBG, etc.*

He encouraged the residents to participate in commenting on the Annual Plan and to continue to be involved in other issues that affect their lives. He said he appreciated them attending the meeting and being part of the process. He asked that the residents review the current year's update to the Agency Plan and send their comments to Angela Jones. He emphasized that the HACC, HUD and the City of Urbana all want to hear from them. Copies of the Annual Plan can be obtained from the Library, the Resident Council President, the HACC Administration Building, the RAB and from Gail Miner at Skelton Place.

*He introduced Patty Smith who presented the capital improvements planned under the Capital Fund Program. The items presented are listed below under "Planned Capital Improvements".*

Elawrence Davis then opened the floor for questions and comments which are sorted into categories below.

He announced the Public Hearing on December 12, 2002, at 205 W. Park Avenue. The RAB will be holding a town meeting immediately following the Public Hearing.

There was an extended discussion regarding how to format a tenant council at Skelton Place. The HACC currently does not have a staff member designated to oversee the tenant councils. Elawrence Davis stated that the HACC is looking at all tenant council bylaws, when and how to hold elections, etc. The HACC is supposed to give the residents the guidelines and then it is up to them. The HACC has been doing more than it needed to do and because of financial considerations cannot continue to do so. Depending on the bylaws the HACC will meet with the residents and explain the bylaws. After that, the residents are on their own. Two people are sharing tenant council oversight duties right now. Elawrence Davis stated that the residents' concerns will be addressed in the next 60 -90 days. The residents emphasized that it is important to have a tenant council to fight for their rights.

There was another extended discussion regarding if the building is for sale. The City of Champaign decided to redevelop the Burnham Hospital property and to improve the drainage corridor for the Boneyard Creek. The City does have an interest in including Skelton Place in any redevelopment plan, but any redevelopment of the Skelton Place site is far into the future. If it is advantageous at some future time for the HACC to sell Skelton Place, the Uniform Relocation Act requires the HACC to give assistance to the residents in finding a comparable place to live.

There was another extended discussion regarding the scarcity of parking at Skelton Place. There is currently no parking for homemakers, meal on wheels or other visitors to Skelton Place. Elawrence Davis encouraged the residents to take their concerns to the Champaign City Council.

TheHACCiscurrentlynegotiatingwiththeCityforparkingprivilegesintheformerBurnham Hospitalparkinglot.Ifresidentsvoicetheirconcern,thenegotiationscouldmovefaster.

**PlannedCapitalImprovements**

*Replaceboilerpumpsandcontrols*

*Parkinglotrepairs*

*Provideincreasedsitelightingforparkinglot*

*Replacelocksandhardwareonexteriordoors*

*Replacemastermixingvalveondomestichotwaterwithcodeapprovedthermostatictype*

*Replacerooftopmakeupairunit*

*Providestrobesforalarmsincommonareas*

**EngineeringServicesRequests**

*Installshowers -mostoftheresidentsprefershowerstotubs*

*Installindividualheatingcontrols*

*Installsecurebicycleenclosure*

*Deviseasolutiontoonlythosewhohavecablecanseewhoisatthefrontdooronchannel2*

*Installcableinremainingapartmentswithoutcable*

*UpgradephonesystemtoprovidecallerID*

**MaintenanceRequests**

*Tilewhenthecarpetingintheapartmentswearsout -50%prefertileovercarpeting*

*Heatingcontrols -tryputtingheavydutyaluminumfoilontheregisters*

*Reopengarbagechutes -EDstatedthatwewouldhaveananswertotheresidentsby12/6/02*

**HousingManagementRequests**

*None*

# **ATTACHMENT(D)**

## **HOMEOWNERSHIP PLANS & PROGRAM**

## Qualifications for Homeownership Assistance

To qualify for assistance under the homeownership option – Section 8(y), a family must:

- Currently be on the Section 8 Rental Program and have been on the program for at least one year. The HACC realizes that finding and purchasing a home can be a lengthy process. If applicants on the Section 8 waiting list were permitted to participate in the homeownership option this would cause the HACC several significant challenges (such as defining a realistic search term without causing a adverse impact on utilization rates and administrative fees) that would not exist if the HACC limits the homeownership option to current Section 8 participants.
- Family must be in good standing. In other words no debt is owed to the PHA or landlord, and family has not violated any of the Obligations of the Family as stated on the Section 8 Rental Voucher.
- If the family is presently in a lease, the family must be released from the lease by the landlord in order to participate in the homeownership program. The family may leave no outstanding debt to the owner.

The one -move per year requirement for the Regular Section 8 Rental Voucher Program is waived, if the family has permission from his or her landlord to break the lease, in order to participate in the homeownership program. However, once family purchases home, this requirement will be set back into place. In other words the family participating in the homeownership program will be allowed one -move per year provided that family meets all requirements for Section 8(y).

- The family must qualify and enroll in the Family Self-Sufficiency Program (FSS) and must successfully complete the FSS program.
- Family must meet the special requirements for homeownership assistance as defined below:

1. **Family must be First -Time Homeowner -**

The assisted family may not include any person who owned a “present ownership interest” in a residence of any family member during three (3) years before the commencement of homeownership assistance for the family. “First -time homeowner” includes a single parent or displaced homemaker who, while married, owned a home with his or her spouse, or resided in a home owned by his or her spouse.

However, Assistance may be provided for:

2. **A family that owns or is acquiring shares in a cooperative.** Section 8(y) authorizes homeownership assistance for a family that “owns or is acquiring shares in a cooperative.” The law allows assistance for a family that already owns cooperative

shares before the start of Section 8 homeownership assistance, not just for a family that acquires cooperative shares for the first time with the support of such assistance. In this respect, the law treats ownership of cooperative membership different from ownership of title to the home. However, because a family must already be on the Section 8 rental program before they are allowed to participate in Section 8(y) and because the Section 8 Administrative Plan only allows cooperatives (special housing types) as a reasonable accommodation for persons with disabilities for the Section 8 Rental program, in order for an Section 8 participant already to have shares in a cooperative, the participant must be a person with disabilities or have in their household a person with disabilities. However, a current Section 8 rental participant who wishes to purchase a cooperative may do so with the homeownership assistance.

A family containing a family member with disabilities who requires homeownership assistance as a reasonable accommodation is eligible for the homeownership option regardless of whether the family is a cooperative member or a first-time homeowner.

3. **The family has not defaulted on a mortgage securing debt to purchase a home under the homeownership option.**
4. **The family satisfies the minimum income requirements** - The rule established a National Minimum Income requirement, which equals **2,000 hours of annual full-time work at Federal Minimum Wage.** Adult family members who will own the home at the start of the homeownership assistance must have gross annual income that is not less than the minimum income requirement.

Presently minimum wage is \$5.25 per hour  
Family must have a minimum annual income of \$10,500.

- Income to be counted towards meeting minimum income requirements must come from sources other than welfare assistance. The HACC may count welfare assistance towards minimum income requirement for an Elderly or Disabled Family. (In order for welfare assistance to be counted towards meeting minimum income requirement the Head of Household or Spouse must meet the statutory definition of an Elderly or Disabled Family as defined by HUD and can be found in the Section 8 Administrative Plan.)

The rule clarifies that the requirement to disregard welfare assistance income only applies in determining whether a family has the minimum income to qualify for homeownership assistance. Welfare assistance income is counted for other program purposes such as calculating the amount of the family's total tenant payment (gross family contribution) and in calculating the amount of the monthly homeownership payment for a family.

The minimum income requirement only applies upon initial qualification to purchase a home and not as a continuing requirement. In other words, once the family is receiving homeownership assistance, the family is not required to meet the minimum income.

However, should the family desire to purchase another home while receiving homeownership assistance, the family would need to meet the minimum income requirement.

5. **Family must satisfy employment requirements** - Family must demonstrate that one or more adult members of the family who will own the home at commencement of assistance is currently employed on a full-time basis and has been continuously employed during the year before commencement of homeownership assistance. Full-time employment is defined as not less than an average of 30 hours per week and continuously employed during the year prior to the commencement of the assistance.

PHAs have been given the discretion to determine whether (and to what extent) an employment interruption (small breaks in service) is considered permissible in satisfying the employment requirement.

The HACC in considering the local practice of employment has defined "small breaks in service" to be not more than (3) consecutive months or not more than (4½) months within a twelve month period provided that family returns to same employer. However, the HACC realizes that a family may leave one job and become employed with another company. This is permissible provided that the break in service is not more than (1) month. In addition, the HACC will consider self-employment as meeting the employment requirements provide that there are no breaks in service for more than (1) month.

- **The employment requirement does not apply to an elderly family or a disabled family.** Furthermore, if a family, other than an elderly family or a disabled family, includes a person with disabilities, the HACC must grant an exemption from the employment requirement if it is determined that an exemption is needed as a reasonable accommodation so that the program is readily accessible to and usable by persons with disabilities. This determination will be done on a case-by-case basis taking all factors into consideration. However, the law still requires the family meet the minimum income requirement. The requirement to count welfare assistance does not apply in the case of a family that includes a disabled person or elderly person who is not the Head of Household or spouse.

### **Rental Voucher Assistance to Homeownership Assistance**

**The procedures set forth in this section will explain how many Vouchers will be set aside for Section 8(y); These selection criteria for Section 8(y); Applicability of the Section 8 tenant-based voucher requirements to the homeownership option and Requirements for continuation of homeownership assistance; Maximum time to locate and purchase home; Recapture Policy; Policy of HAP to Lender;**

**Requirements for continuation of homeownership assistance; Maximum term of homeownership assistance; Automatic termination of Homeownership Assistance; Policy on issuing rental voucher if family fails to purchase home; Procedure for families no longer wishing to participate in the Section 8(y) program; Portability**

- Number of Vouchers to be used toward Section 8(y).  
The Homeownership Program Section 8(y) is a new program established by the Final Rule dated September 12, 2000 and became effective on October 12, 2000. Due to the newness of this program, the HACC will initially limit 20 of its vouchers toward this program. This number may be increased if the program proves to be successful.
  
- **Selection criteria for Section 8(y)**. The HACC will disseminate information regarding the Homeownership Program to all of its current participants. A Section 8 participant receiving voucher assistance may request the HACC to determine whether the family is eligible for Section 8(y). The HACC will determine whether family is eligible for Section 8(y) according to the program requirements set forth in this plan. The Homeownership Program will be on a first come first serve basis. In other words, the first family deemed eligible for the program will be afforded the opportunity to purchase a home with homeownership assistance. Once the 20 slots have been assigned, the HACC will suspend offering Section 8(y) until an opening may occur. Ex. Family in pre-assistance phase of program fails to purchase a home. After which time, the HACC will simultaneously notify all current Section 8 participants, who have been on the program for one year, of the availability of the homeownership program and will offer the slot(s) to the first eligible family who has notified the HACC, in writing, of their interest in the program.
  
- **Applicability of Section 8 Tenant -Based requirements to Homeownership Option.** Except for the sections listed below, the requirements of Rental and Housing Assistance payments do not apply to assistance under the Homeownership Option:
  1. Maximum subsidy
  2. Examination of family income and composition
  3. Utility allowance

In addition families participating in the Homeownership Program, in order to continue participation, must adhere to all Obligations of the Family (with the exception of any references to leases and landlords). All applicable rules defined in the Home Inspections section of this policy will be enforced. At the time of family's annual re-examination, the family must demonstrate to the HACC that all real property taxes, assessments, water taxes, etc. are current.

The HACC will perform a briefing session for the Homeownership Program and will explain:

- Where the family may purchase a unit

- How Portability works
- The advantages of moving to an area outside of a high concentration of poor families
- If the family includes a person with disabilities, the HACC will take appropriate steps to ensure effective communication during the briefing.

- **The maximum time allotted to purchase a home and close on the deal will be 180 days.** Families that fail to close on a home within 180 days will lose their option for homeownership. However, they may continue receiving their Section 8 Rental assistance.
- **The Recapture of Homeownership Assistance** – The final rule provides for a recapture of a percentage of homeownership assistance provided to the family upon the sale or refinancing of the home. Sales proceeds that are used by the family to purchase a new home with Section 8 Assistance are not subject to recapture. A family may refinance, **only with the HACC’s approval**, to take advantage of lower interest rates, or better mortgage terms, without any recapture penalty. Only those proceeds realized upon refinancing that are retained by the family (for example during a “cash -out” of the refinanced debt) are subject to the recapture provision. Upon purchase of the home, a family receiving homeownership assistance must execute documentation as required by HUD, and consistent with State and local law, that secures the HACC’s right to recapture the homeownership assistance. The lien securing the recapture of homeownership subsidy may be subordinated to refinanced mortgage. The amount of homeownership assistance is subject to recapture shall automatically be reduced over a 10 year period, beginning one year from purchase date, in annual increments of 10 percent. At the end of the 10 -year period, the amount of the homeownership assistance subject to recapture will be zero. 1
- **The HACC will send the Housing Assistance Payment directly to the lender.** If the assistance payment exceeds the amount due to the lender, the HACC will pay the excess amount directly to the family.
- **Automatic Termination of Homeownership Assistance.** The homeownership assistance will automatically terminate if no housing assistance payment has been made on the behalf of the family for 180 calendar days. However, the HACC may grant relief from this requirement in those cases where automatic termination would result in extreme hardship for the family. The criteria for the hardship exception are defined in Chapter 6 of the Section 8 Administrative Plan.
- **The Maximum term for homeownership assistance.** The maximum term limit on homeownership assistance is **15 years if the initial mortgage incurred to finance purchase a home has a term that is 20 years or longer**. **In all other cases, the maximum term of homeownership assistance is 10 years.** This term limitation is cumulative. In other words, if a current Section 8 (y) participant decides to purchase another home with homeownership assistance, the family will be given no additional years of homeownership assistance. The expiration date of the homeownership assistance will be 15 years or 10 years, whichever ever applies, from the date of initial

participation of the Homeownership Program. This **maximum term for homeownership assistance does not apply to an elderly family or a disabled family**. In the case of an elderly family, this exception only applies if the family qualifies as an elderly family at the commencement of homeownership assistance. In the case of a disabled family, this exception applies if at any time during receipt of homeownership assistance the family qualifies as a disabled family.

- **Family may purchase one or more subsequent homes with continued Section 8 assistance.** This allowance is in effect provided that family has not defaulted on a mortgage securing debt incurred to purchase the home. HUD and the HACC believe that it is appropriate to permit family mobility in the homeownership program. Families may need to move for a number of reasons such as safer neighborhoods, better schools, changing space needs, or job proximity. However, the HACC may not begin homeownership assistance for occupancy of the new unit as long as any family member owns any title or other interest in the prior home.
- If family purchases a home under the Section 8 homeownership option and later decides that they prefer to live in a rental unit, the family will be issued a rental voucher provided that no mortgage loan default has occurred and the family has met all obligations under the Section 8 program. The family must sell the home before the HACC may provide rental assistance.
- A family that defaults on a mortgage loan will be terminated from the Homeownership Program and will not be issued a Section 8 Rental Housing Choice Voucher.
- **Portability.** The family may purchase a unit outside of the HACC's jurisdiction, if the receiving PHA is administering a voucher homeownership program and is accepting new homeownership families. Generally, the portability procedures for the Housing Choice Voucher program apply to the homeownership option. All of the receiving PHA's administrative policies are applicable to the homeownership family. The family will be required to attend the briefing and counseling sessions required by the receiving PHA. The receiving PHA, not the HACC, will determine whether the financing for and the physical condition of the unit are acceptable.

### Homeownership Counseling

*Section 8(y) provides that a family that receives assistance under the homeownership option must participate and satisfactorily complete the pre-assistance homeownership and home counseling program approved by the PHA. Topics for the HACC required pre-assistance counseling program include:*

- How to obtain financing and loan pre-approval
- Advantage and disadvantage of homeownership
- Home maintenance

- Budgeting and money Management
- Credit counseling
- Types of mortgages and terms
- Role/importance of mortgage insurance
- How to select a home
- Advantage of purchasing outside of flow - income areas
- Information on Fair Housing, including fair housing lending and local fair housing enforcement agencies
- Information about the Real Estate Settlement Procedures Act, state and Federal truth - in-lending laws, and how to identify and avoid loans with oppressive terms and conditions

The local Urban League office will provide the counseling. This is a HUD - Approved agency for home ownership and home counseling and is a free service.

## **Financing, Downpayments & Affordability of Purchase**

### **Financing:**

The family must secure their own financing provided that all standard underwriting requirements are met. The HACC will prohibit the following types of financing:

- Balloon payment mortgages
- Variable interest rate
- Seller financing (Other than non-profit organizations and financial lending institutions)
- Sellers that have been debarred, suspended, or subject to a limited denial of participation are prohibited to sell their home to a potential Section 8(y) participant.

The final rule provides that the contract of sale must contain a seller certification that the seller is not debarred, suspended, or subject to a limited denial of participation under 24 CFR part 24.

**The HACC must approve all lenders, terms of financing, terms of any refinancing (including refinancing or financing for improvements or for repairs).**

### **Downpayments:**

*The HACC will require downpayments of 3% of purchase price with 1% coming from the families' resources. (Families may use money accrued in FSS escrow fund for the downpayment) This is to ensure that families have a personal financial stake in the home, thus helping to minimize mortgage loan defaults. Families may receive a gift of the additional 2%, however, families will not be permitted to borrow the downpayment from any source or person.*

### **Affordability of Purchase:**

Most reputable lenders are very conscientious about the income to debt ratio in determining eligibility for home loans and will ensure that the family can afford such a loan. As indicated above, the lender as well as the terms of financing must be pre-approved by the HACC. Therefore, the HACC finds it unnecessary to determine the family's net income (gross income minus expenses). In addition, the HACC finds it unnecessary to state a maximum percentage of how much of the family's income may go toward mortgage payments. Again, this is with the understanding that financial institutions do not desire a default on the mortgage and will not grant a family a loan if the income to debt ratio is not within their ranges.

## Allowable Homeownership Expenses

In the Homeownership Option, a family's allowable monthly expenses for the home, as determined by the HACC in accordance with HUD requirements, are as follows:

- Principal and interest on initial mortgage debt and any mortgage insurance premium incurred to finance purchase of home or any refinancing of such debt: ( **The family must get prior approval from HACC to refinance home** )
- Real Estate taxes and public assessments on the home
- Home insurance
- Maintenance expenses
- Costs of major repairs and replacements, ex. Furnace; hot water heater; air conditioning; new roof;
- Principal and interest on mortgage debt incurred to finance major repairs or replacements or improvements for the home.
- Allowances for utilities (HACC will use voucher program utility allowances schedule)
- Costs of purchasing a cooperative unit may be included as an expense.
- If a member of the family is a person with disabilities, eligible homeownership expenses may include debt incurred to finance costs needed to make the home accessible for the family member, if the HACC determines that the allowance is needed as a reasonable accommodation.

Escrow funds accrued from participation in the FSS Program may be used towards any renovations or major repairs and replacement.

## Home Inspections

As provided by statute, two types of physical inspections are required in the Homeownership Program (in addition to, and separate from, any lender required inspections):

1. **Housing Quality Standards Inspection** – The HQS inspection is to be performed prior to the family entering into a contract of sale. The HQS inspection is the normal initial inspection conducted by the HACCC for the tenant-based rental assistance program. This inspection will point out the current physical condition of the unit and any repairs necessary to ensure that the unit is safe and otherwise habitable. The HQS inspection serves to ensure the family does not enter into a contract of sale or otherwise expend family resources for units that are ineligible for Section 8 Assistance. The HQS inspection does not include an assessment of the adequacy and life span of the major building components, building systems, appliances, and other structural components.

The law only requires that a HQS inspection be performed before any homeownership assistance may be made. However, PHAs have been given the discretion to require any additional HQS inspections. The HACCC feels that because the family will be receiving Section 8 assistance, the unit should meet HQS at all times. Therefore, an annual HQS inspection will be required and cooperation by the family is mandatory. The family will be subject to all applicable sections under Chapter 10 (Housing Quality standards and Inspections) of the Section 8 Administrative Plan.

2. **Independent Professional Home Inspection** – The statute specifically requires that the contract of sale provide for a pre-purchase inspection by an Independent Professional Home Inspector. This inspection is conducted by a private market home inspector (not by PHA staff) that is experienced and qualified to conduct pre-purchase home inspections. The purpose of this inspection is to identify any defects and assess the adequacy and life span of major building components, building systems, appliances and other structural components.

**It is the Section 8 family's responsibility to select the home inspector and pay any of the inspector's fees. (The source of funds for family payment of the home inspection is not restricted. It may be a gift, family savings or an inheritance, or other sources.) Although the HACCC may not require the family to use a particular inspector, the HACCC will require that the independent home inspector be certified by the American Society of Home Inspectors or a similar national organization. In addition, the independent home inspector must be an impartial third-party.**

**The HACCC must then review the home inspector's report and to determine whether repairs are necessary prior to purchase and to assess whether the purchase transaction makes sense in light of the overall condition of the home and the likely costs of repairs and capital expenditures. The HACCC will discuss with the family the result of the inspection and determine whether to disapprove the unit for assistance because of any major physical problems and substantial correction costs, or whether it is feasible to have the necessary repairs accomplished prior to sale.**

## **Lease-Purchase Agreements**

It is permissible to use Section 8 Homeownership Assistance for a family to purchase a home that the family previously occupied under a "lease - purchase agreement" - generally a lease with option to buy. HUD's philosophy on this option is that the right to purchase title under a lease purchase agreement does not constitute "present ownership interest". Therefore, the family that holds an option to purchase **may exercise that option** (in other words must purchase the property) and receive assistance under the homeownership program. The family will be subject to the homeownership regulatory requirements at the time the family is ready to exercise the homeownership option under the lease - purchase agreement. At that time the HACC will determine whether the family meets homeownership program requirements as indicated in this policy. If family is deemed eligible according to this homeownership policy, the family will arrange for an independent home inspection, attend counseling sessions, and obtain financing. Homeownership assistance will begin when the family purchases the home and after all of the requirements of the homeownership option are met.

# **ATTACHMENT(E)**

## **CERTIFICATION OF CONSISTENCY WITH CONSOLIDATED PLAN**

**Hard Copy has been provided  
to the Chicago Field Office**

# **ATTACHMENT(F)**

## **COMMUNITYSERVICESPLAN**

# Chapter 16

## COMMUNITY SERVICE

[24CFR Part 960 Subpart F and 24CFR 903.7]

### **INTRODUCTION**

*The Quality Housing and Work Responsibility Act of 1998 mandates PHA's to require that adults living in public housing comply with community service requirements.*

### **A. REQUIREMENT**

Each adult resident of the HACCS shall:

Contribute 8 hours per month of community service (not including political activities) within the community in which that adult resides; or

Participate in an economic self-sufficiency program (defined below) for 8 hours per month; or

Perform 8 hours per month of combined activities (community service and economic self-sufficiency program)

### **B. EXEMPTIONS**

*The HACCS shall provide an exemption from the community service requirement for any individual who:*

Is 62 years of age or older;

**Is a blind or disabled individual as defined under Section 216[i][1] or 1614 of the Social Security Act, and who is unable to comply with this section, or is the primary caretaker of such individual;**

Is engaged in a work activity as defined in Section 407[d] of the Social Security Act;

Meets the requirements for being exempted from having to engage in a work activity under the State program funded under part A of the Social Security Act, or under any other welfare program of the State in which the public housing agency is located, including a State-administered welfare-to-work program; or

Is in a family receiving assistance under a State program funded under part A of the Title IV of the Social Security Act, or under any other welfare program of the State in which the public housing agency is located, including a State -administered welfare -to-work program, and has not been found by the State or other administering entity to be noncompliance with such program.

The HACC will re -verify exemption status annually except in the case of an individual who is 62 years of age or older.

*The HACC will permit residents to change exemption status during the year if status changes.*

### **C. DEFINITION OF ECONOMIC SELF -SUFFICIENCY PROGRAM**

For purposes of satisfying the community service requirement, participating in an economic self sufficiency program is defined, in addition to the exemption definitions described above, by HUD as: Any program designed to encourage, assist, train or facilitate economic independence of assisted families or to provide work for such families.

These economic self -sufficiency programs can include, but are not limited to:

- Job Training
- Employment counseling
- Work Placement
- Basic Skills Training
- Education
- English Proficiency
- Workfare, Financial or Household Management
- Apprenticeship
- Or any other program necessary to ready a participant to work (such as substance abuse or mental health treatment).

In addition to the HUD definition above, the HACC definition includes any of the following:

Participating in the Family Self -Sufficiency Program and being current in the steps outlined in the individual Training and Services Plan.

Participation in approved HTVNS Satellite Training.

Other activities as approved by the PHA on a case -by case basis.

The HACC will give residents the greatest choice possible in identifying community service opportunities.

The HACC will consider a broad range of self -sufficiency opportunities.

## **D. ANNUAL REDETERMINATIONS**

Requirement - For each public housing residents subject to the requirement of community service, the HACC shall, 30 days before the expiration of each lease term, review and determine the compliance of the resident with the community service requirement.

Such determinations shall be made in accordance with the principles of due process and on a nondiscriminatory basis.

The HACC will verify compliance annually. If qualifying activities are administered by an organization other than the HACC, the HACC will obtain verification of family compliance from such third parties.

Family members will not be permitted to self-certify that they have complied with community service requirements.

## **E. NONCOMPLIANCE**

*If the HACC determines that a resident subject to the community service requirement has not complied with the requirement, the HACC shall notify the resident of such noncompliance, and that:*

The determination of noncompliance is subject to the administrative grievance procedure under the HACC's Grievance Procedures; and

Unless the resident enters into an agreement to comply with the community service requirement, the resident's lease will not be renewed, and

The HACC may not renew or extend the resident's lease upon expiration of the lease term and shall take such action as is necessary to terminate the tenancy of the household, unless the HACC enters into an agreement, before the expiration of the lease term, with the resident providing for the resident to cure any noncompliance with the community service requirement, by participating in an economic self-sufficiency program for or contributing to community service as many additional hours as the resident needs to comply in the aggregate with such requirement over the 12-month term of the lease.

### **Ineligibility for Occupancy for Noncompliance**

The HACC shall not renew or extend any lease, or provide any new lease, for a dwelling unit for any household that includes an adult member who was subject to the community service requirement and failed to comply with the requirement.

## **F. HACC RESPONSIBILITY**

TheHACCwillensurethatallcommunityserviceprogramsareaccessibleforpersons with disabilities.

ThePHAwillensurethat:

Theconditionsunderwhichtheworkistobeperformedare not hazardous;

TheworkisnotlaborthatwouldbeperformedbytheHACC'semployeesresponsiblefor essentialmaintenanceandpropertyservices;or

Theworkisnototherwiseunacceptable.

## **G.HACCIMPLEMENTATIONOFCOMMUNITYSERVICE REQUIREMENT**

TheHACCwilladministeritsowncommunityserviceprogram,withcooperativerelationships withotherentities.

TheHACCwilladministerthecommunityserviceprogramthroughcontractsandcollaborative agreementswithvolunteerandcommunityagencies.

TheHACCwillprovidetoresidentsabrochureofcommunityserviceandvolunteer opportunitiesavailablethroughoutthecommunity.

TheHACCwilladministerthecommunityservicerequirementunderthissubsectionthrougha cooperativeworkingrelationshipwiththeResidentCounciland/orRABBoard.

TheHACCmaycontracttoanumberofthirdpartiestoadministerthecommunityservice program.Contractorswillbechosentoperformthefollowingfunctions:

Casemanagementandmonitoring

Placementincommunityservicepositions

Liaison to volunteer agencies

Drug and Alcohol counseling

Community service activities in public housing developments

**ATTACHMENT(G)**

**RESIDENTBOARDMEMBER**

## **RESIDENTBOARDMEMBER**

**The position of Resident Board Member is currently vacant due to the fact the appointed member moved from the Champaign County Housing Authority service area. The Resident Advisory Board, in conjunction with the Champaign County Board, is in the process of appointing a resident to fill the unexpired term.**

# **ATTACHMENT(H)**

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

# LISTING OF RESIDENT ADVISORY BOARD MEMBERS

NAMES, ADDRESSES & TELEPHONE NUMBER OF RESIDENT ADVISORY  
BOARD MEMBERS

ELECTED BOARD MEMBERS	ADDRESS	TELEPHONE NUMBER
<b>MARGARET NEIL</b>	<b>1101-DORS EYDR CHAMPAIGN, IL 61821</b>	<b>356-5791</b>
<b>PRESIDENT</b>		
<b>ALMARINE "TAMMY" HARRIS</b>	<b>1111-ADORSEYDR CHAMPAIGN, IL 61821</b>	
<b>VICEPRESIDENT</b>		
<b>FATIMA MUSTAFAA</b>	<b>813 CHURCH STREET URBANA, IL 61801</b>	<b>344-7641</b>
<b>SECRETARY</b>		
<b>DELORES ROUND TREE</b>	<b>#3 DUNBAR COURT URBANA, IL 61801</b>	<b>367-6124</b>
<b>TREASURE</b>		
<b>NAOMI WITHERSPOON</b>	<b>1202 EAST HARDING URBANA, IL 61801</b>	<b>384-6563</b>
<b>PARLIAMENTARIAN</b>		

SUBMITTED BY: MARGARET NEIL 8/12/02

# **ATTACHMENT(I)**

## **DRUG ELIMINATION BUDGET & PLAN**

**Housing Authority of Champaign County  
Fiscal Year 2002**

<b><u>Classification</u></b>	<b><u>Budget</u></b>	<b><u>Activity</u></b>
<b>9110-Police Services</b>	<b>\$30,000</b>	<b>Reimbursement to Law Enforcement services above baseline.</b>
<b>9115-Special Initiative</b>	<b>\$5,000</b>	<b>Security Equipment Housing for the Elderly.</b>
<b>9160-Drug Prevention</b>	<b>\$68,000</b>	<b>Youth programs and services. Educational programs</b>
<b>9170-Drug Intervention</b>	<b>\$35,889</b>	<b>Mentoring, structured programming for youth and parents, counseling.</b>
<b>9190-Other Program costs</b>	<b>\$10,000</b>	<b>Meetings, conferences, after school programs and advertisements.</b>
<b>TOTAL BUDGET</b>	<b><u>\$148,889</u></b>	

# ATTACHMENT(J)

Component 3,(6) Deconcentration and  
Income Mixing

**Component 3,(6) Deconcentration and Income Mixing**

a.  Yes  No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.

b.  Yes  No: Do any of the covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments

**Deconcentration Policy for Covered Developments**

Development Name	Number of Units	Explanation	Deconcentration policy
Burch Village –IL.6 -2	71		Addressed in PHA Annual Plan #3 PHA Policies Governing Eligibility, Selection & Admission (6)a –g and as Attachment (A) Admissions Policy for Deconcentration
Dunbar Court –IL. 6-5	25		
Lakeside Terrace –IL.6 -4	99		
Scattered Sites –IL.6 -9	16		

# ATTACHMENT (K)

Housing Authority of Champaign County

Statement of Pet Policy

# 14. PETPOLICY

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

The HACC pet policy has the following elements:

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

In addition, the HACC pet policy covers

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

- CleanlinessRequirements
- PetCare
- ResponsibleParties
- Inspections
- PetRuleViolationNotice
- NoticeforPetRemoval
- TerminationofTenancy
- PetRemoval
- Emergencies

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