

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

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004

Annual Plan for Fiscal Year 2004

TABLE OF CONTENTS:

[Original Submission: January 15, 2004](#)

il083v01.doc	Original PHA Plan Submission (HUD50075), January 2004
il083a01.doc	Capital Fund Original Annual Statement FY2004/Five Year Plan
il083b01.doc	Capital Fund P&E FY2001
il083c01.doc	Capital Fund P&E FY2002
il083d01.doc	Capital Fund P&E FY2003
il083e01.doc	Deconcentration Policy(inc.Cmpnt 3,(6) Deconcentration & Income Mixing)
il083f01.doc	Pet Policy – Elderly
il083g01.doc	Pet Policy – Family
il083h01.doc	Conversion of Public Housing to Tenant-Based Assistance
il083i01.doc	Resident Advisory Board Membership/Comments
il083j01.doc	Attachment: 5C Management Sec 8 Administration
il083k01.doc	Attachment: 5C Management and Maintenance: PHA
il083l01.doc	Attachment: 5A Management Structure/Organizational Chart

Winnebago County Housing Authority IL083
2901 Searles Avenue
Rockford, Illinois 611101
Sarah J. Moyado, Executive Director

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

**PHA Plan
Agency Identification**

PHA Name: Winnebago County Housing Authority

PHA Number: IL083

PHA Fiscal Year Beginning: (04/2004)

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

5-YEAR PLAN
PHA FISCAL YEARS 2000 - 2004
[24 CFR Part 903.5]

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: Satisfied Residents Who Enjoy a High Quality of Life.

B. Goals

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

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

- PHA Goal: Expand the supply of assisted housing
Objectives:
 - Apply for additional rental vouchers:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)
HOPE VI Revitalization Program
- PHA Goal: Improve the quality of assisted housing
Objectives:
 - Improve public housing management: (PHAS score) 95
 - Improve voucher management: (SEMAP score) 100
 - Increase customer satisfaction:
 - Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)
 - Renovate or modernize public housing units:

- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)
HOPE VI Revitalization

- PHA Goal: Increase assisted housing choices
Objectives:
 - Provide voucher mobility counseling:
 - Conduct outreach efforts to potential voucher landlords
 - Increase voucher payment standards
 - Implement voucher homeownership program:
 - Implement public housing or other homeownership programs:
 - Implement public housing site-based waiting lists:
 - Convert public housing to vouchers:
 - Other: (list below)
HOPE VI Revitalization
Convert a determined percentage Tenant-Based Section 8 to Project-Based Section 8

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

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

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

- PHA Goal: Promote self-sufficiency and asset development of assisted households
Objectives:

- Increase the number and percentage of employed persons in assisted families:
- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)
HOPE VI Revitalization

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

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

Other PHA Goals and Objectives: (list below)

Annual PHA Plan
PHA Fiscal Year 2000

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

In 2003 the housing authority was awarded a HOPE VI Revitalization Grant to replace the remaining 61 Champion Park units with 156 off-site units in the same Washington Park neighborhood. These 156 homes will be a mixed-finance program of homeownership, LIHTC market rate units, and ACC public housing units blended within the neighborhood. The program includes a Community Support and Services program predicated on homeownership opportunities which the housing authority plans to broaden to the general Section 8 program, and a conversion of a percentage of the general tenant-based Section 8 vouchers to Project-based Section 8 vouchers to support the LIHTC market rate units. A CSS site will be established in Washington Park to provide neighborhood accessibility and cohesion, and other land will be banked throughout the HOPE VI area to maintain area in aiding commercial and retail attraction. The impact of the HOPE VI program and it's related components allow the housing authority a valuable and unique opportunity to increase and enhance our services to the residents and community that we serve, and is therefore reflected throughout this 5-year plan.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

Table of Contents

Page #

Annual Plan

- i. Executive Summary
- ii. Table of Contents
 1. Housing Needs
 2. Financial Resources
 3. Policies on Eligibility, Selection and Admissions
 4. Rent Determination Policies
 5. Operations and Management Policies
 6. Grievance Procedures
 7. Capital Improvement Needs
 8. Demolition and Disposition
 9. Designation of Housing
 10. Conversions of Public Housing
 11. Homeownership
 12. Community Service Programs
 13. Crime and Safety
 14. Pets (Inactive for January 1 PHAs)
 15. Civil Rights Certifications (included with PHA Plan Certifications)
 16. Audit
 17. Asset Management
 18. Other Information

Attachments

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

Required Attachments:

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

Optional Attachments:

- PHA Management Organizational Chart
- FY 2000 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan (*PHDEP Grant Discontinued FY2004*)
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

Supporting Documents Available for Review

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

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	A & O Policy	
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
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
N/A	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
X	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
X	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
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
N/A	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
N/A	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	19,384	5	5	5	5	5	5
Income >30% but <=50% of AMI	29,840	3	3	3	3	3	3
Income >50% but <80% of AMI		4	4	4	4	4	4
Elderly		5	5	5	5	5	5
Families with Disabilities		4	4	4	4	4	4
Race/Ethnicity/B		5	5	5	5	5	5
Race/Ethnicity/H		5	5	5	5	5	5
Race/Ethnicity							
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: 2000-2004
- 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. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/>	Section 8 tenant-based assistance		
<input type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	501		
Extremely low income <=30% AMI	396	79	
Very low income (>30% but <=50% AMI)	101	20	
Low income (>50% but <80% AMI)	4	1	
Families with children	395	79	
Elderly families	18	4	
Families with Disabilities	52	10	
Race/ethnicity/B	365	73	
Race/ethnicity/A	6	1	
Race/ethnicity/H	18	4	

Housing Needs of Families on the Waiting List			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 15			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	401		
Extremely low income <=30% AMI	359	90	
Very low income (>30% but <=50% AMI)	35	9	
Low income (>50% but <80% AMI)	6	1	
Families with children	91	71	
Elderly families	97	24	

Housing Needs of Families on the Waiting List			
Families with Disabilities	159	40	
Race/ethnicity/B	153	38	
Race/ethnicity/A	1	0	
Race/ethnicity/H	11	3	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	235	77%	
2 BR	49	16%	
3 BR	20	7%	
4 BR	0	0	
5 BR	0	0	
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 15			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			

C. Strategy for Addressing Needs

The housing authority will address the waiting list needs of families in the upcoming year through attrition, community referral, decreased unit turn-around time, and the HOPE VI program. This strategy is necessary due to the limited resources of a small housing authority.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development

- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)
HOPE VI Revitalization Plan

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)
HOPE VI Revitalization Plan

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)
HOPE VI Revitalization Program.

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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

HOPE VI Revitalization Program

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2004)grants)	FYE 03/31/2005	
a) Public Housing Operating Fund	601,636	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
b) Public Housing Capital Fund	511,323 <i>(projected)</i>	
c) HOPE VI Revitalization	18,847,938	
d) HOPE VI Demolition	-	
e) Annual Contributions for Section 8 Tenant-Based Assistance	2,062,128 <i>(projected)</i>	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	None <i>(HUD discontinued PHDEP)</i>	
g) Resident Opportunity and Self-Sufficiency Grants	37,732 <i>(SC awarded '03)</i> 160,178 <i>(RSDM/Bal of 3 yr grant)</i>	
h) Community Development Block Grant	-	
i) HOME	-	
Other Federal Grants (list below)		
Neighborhood Networks	200,000	
2. Prior Year Federal Grants (unobligated funds only) (list below)		
Capital Fund FY2002	174,529	
Capital Fund FY2003	547,769	
3. Public Housing Dwelling Rental Income		
FYE 03/31/05	558,420	
Interest	4,000	
4. Other income (list below)		
Winnebago Homes Assoc: 501(c)(3)	37,884	
S8Administration Program	128,000	
4. Non-federal sources (list below)		
Total resources	23,871,537	

3. PHA Policies Governing Eligibility, Selection, and Admissions

A. Public Housing

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

(1) Eligibility

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

- When families are within a certain number of being offered a unit: 25
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe)
Eviction History and past housing assistance program compliance

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

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

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

(2) Waiting List Organization

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

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

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

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

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

1. How many site-based waiting lists will the PHA operate in the coming year? 4

2. Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?

3. Yes No: May families be on more than one list simultaneously
If yes, how many lists? 4

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)
Through home visits and mailings when accessibility is a factor.

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either

through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

1 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- 1 Working families and those unable to work because of age or disability
- 1 Veterans and veterans’ families
- 1 Residents who live and/or work in the jurisdiction
- 1 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)
- 1 Those previously enrolled in educational, training, or upward mobility programs
- 1 Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

- At an annual reexamination and lease renewal

- Any time family composition changes
- At family request for revision
- Other (list)

(6) Deconcentration and Income Mixing

- a. Yes No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?
- b. Yes No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?
- c. If the answer to b was yes, what changes were adopted? (select all that apply)
- Adoption of site based waiting lists
If selected, list targeted developments below:
 - Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
 - Employing new admission preferences at targeted developments
If selected, list targeted developments below:
 - Other (list policies and developments targeted below)
Admissions preference for all developments
- d. Yes No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?
- e. If the answer to d was yes, how would you describe these changes? (select all that apply)
- Additional affirmative marketing
 - Actions to improve the marketability of certain developments
 - Adoption or adjustment of ceiling rents for certain developments

- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)

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

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

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

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

B. Section 8

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

(1) Eligibility

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

- Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity (list factors below) History of compliance with housing assistance programs.
- Other (list below)
Landlords are also encourage to conduct their own screening.

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)

Landlords are encouraged to conduct their separate screening.

(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)

Robert Johnston Garden Apartments, South Beloit, Illinois

L.J. D'Agnolo Garden Apartments, Rockton, Illinois

(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:

To "stop the clock" for RTA and inspection delays unavoidable to the participant.

Medical and disability hardships. Funerals.

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

1. Yes No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of

application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

1 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- 1 Working families and those unable to work because of age or disability
- 1 Veterans and veterans' families
- 1 Residents who live and/or work in your jurisdiction
- 1 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)
- 1 Those previously enrolled in educational, training, or upward mobility programs
- 1 Victims of reprisals or hate crimes
- Other preference(s) (list below)

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
- Other (list below)
Through direct contact and meetings for the HOPE VI Revitalization Program

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

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

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

- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)
Earned income for non-emancipated minors, children for families where the sole head of household is working. Disallowance regulation

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) __0%__
- Other (list below)

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

(2) Flat Rents

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

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

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

d. How often are payment standards reevaluated for adequacy? (select one)

- Annually
- Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- Success rates of assisted families
- Rent burdens of assisted families
- Other (list below)

(2) Minimum Rent

a. What amount best reflects the PHA’s minimum rent? (select one)

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

b. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA’s management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

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

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

Other Federal Programs(list individually)		

C. Management and Maintenance Policies

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

- (1) Public Housing Maintenance and Management: (list below)
- (2) Section 8 Management: (list below)

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) il083a01

-or-

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

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name IL083a01

-or-

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

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

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

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

1. Development name:

2. Development (project) number:

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

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

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

If yes, list development name/s below:

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

If yes, list developments or activities below:

Champion Park Apartments. Such activities will include HOME funds, Trust, Low Income Housing Tax Credits, Affordable Housing Program loan.

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

If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

Demolition/Disposition Activity Description
1a. Development name: 1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission:
5. Number of units affected: 61
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: 2005-2006 b. Projected end date of activity: 2006

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

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

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

Conversion of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

- Units addressed in a pending or approved demolition application (date submitted or approved: _____)
- Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____)
- Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____)
- Requirements no longer applicable: vacancy rates are less than 10 percent
- Requirements no longer applicable: site now has less than 300 units
- Other: (describe below)

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

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

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? DD/MM/YY

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

- Yes No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>Families and Communities Together</i>	47 families	<i>Open to all eligible families</i>	<i>Development Office</i>	<i>Public Housing</i>
Meet and Eat	50 families	Open to all eligible individuals	Development Office	Both
Service Coordinator Program	254	Elderly/Disabled	Development Office	Public Housing
Health Clinic	254	Elderly/Disabled	Development Office	Both
Food Pantry	710	Eligible Individuals	Development Office	Both
Commodities	710	Eligible Individuals	Development Office	Both
Transportation Services	254	Elderly/Disabled	Development Office	Public Housing
DARE	47 families	Open to all eligible families	Development Office	Public Housing
Books and Buddies	47 families	Open to all eligible families	Development Office	Public Housing
Community Policing	311	Open to all eligible families	Development Office	Public Housing
Crimestoppers	311+	Open to all families	Development Office	Both
National Gang Identification LEADS Program	311+	Open to all families	Development Office	Both
Community and Support Services	47	HOPE VI families	Development Office and providers	Both

(2) Family Self Sufficiency program/s

a. Participation Description

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

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

If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

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

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

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

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

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

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

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)
DARE
Books and Buddies
Community Policing
Crimestoppers
LEADS Gang Identification and Tracking Program
Community and Support Services

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

C. Coordination between PHA and the police

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

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

D. Additional information as required by PHDEP/PHDEP Plan

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

NOTE: PHDEP Grant program discontinued by HUD. Recipient for 3 yrs. 1999,2000,2001

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

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

5. Yes No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
- Not applicable
 - Private management
 - Development-based accounting
 - Comprehensive stock assessment
 - Other: (list below)
3. Yes No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- Attached at Attachment (File name) il083i01
 - 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 portions of the PHA Plan in response to comments
List changes below:
- Other: (list below)

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

- 1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
- 2. Yes No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

- 1. Consolidated Plan jurisdiction: (provide name here)

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

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

Other: (list below)

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

Illinois Housing Development Authority (IHDA) reviewed Plan FY2004 and found it to be consistent with the State's Consolidated Plan. Certification executed by Kelly King Dibble, Executive Director, IHDA.

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.

PHA Plan Table Library

Component 7 Capital Fund Program Annual Statement Parts I, II, and II

[NOTE: See Attachments for Annual Statement FY2004 and Five-Year Plan Annual Statement](#)

Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number FFY of Grant Approval: (MM/YYYY)

Original Annual Statement

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

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost

Annual Statement

Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years				

CAPITAL FUND PROGRAM

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary						
PHA Name: Winnebago County Housing Authority		Grant Type and Number Capital Fund Program Grant No: to be assigned Replacement Housing Factor Grant No: to be assigned			Federal FY of Grant: FY 2004	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report						
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost		
		Original	Revised	Obligated	Expended	
1	Total non-CFP Funds					
2	1406 Operations					
3	1408 Management Improvements	75,000				
4	1410 Administration	1,323				
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs	20,000				
8	1440 Site Acquisition					
9	1450 Site Improvement					
10	1460 Dwelling Structures	275,000				
11	1465.1 Dwelling Equipment—Nonexpendable					
12	1470 Nondwelling Structures	105,000				
13	1475 Nondwelling Equipment	35,000				
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					

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: Winnebago County Housing Authority	Grant Type and Number Capital Fund Program Grant No: to be assigned Replacement Housing Factor Grant No: to be assigned	Federal FY of Grant: FY 2004
--	--	--

Original Annual Statement **Reserve for Disasters/ Emergencies** **Revised Annual Statement (revision no:)**
 Performance and Evaluation Report for Period Ending: **Final Performance and Evaluation Report**

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	511,323			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance	100,000			
24	Amount of line 21 Related to Security – Soft Costs	75,000			
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: Winnebago County Housing Authority		Grant Type and Number Capital Fund Program Grant No: to be assigned Replacement Housing Factor Grant No: to be assigned				Federal FY of Grant: FY2004		
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	
IL83-01	CP: PHA Admin/Cmty Services Bldg.	1470		105,000				
Champion Park								
IL83-02	Emergency Heating/Plmbg Repairs	1460		100,000				
Collier Garden	Corridor A/C			75,000				
PHA-Wide								
	Management Improvement/Security	1408		75,000				
	Administration/Sundry	1410		1,323				
	Fees and Costs	1430		20,000				
	504 Modifications (Common Areas, Parking, Units PHA-Wide)	1460		100,000				
	Vehicle/Passenger Van (Resident Transprt)	1475		35,000				
	Total CFP Estimated Cost			511,323				

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

PHA Name: Winnebago County Housing Authority		Grant Type and Number Capital Fund Program No: to be Assigned Replacement Housing Factor No: to be assigned				Federal FY of Grant: FY 2004	
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	
IL83-01 Champion Park Apts	06/30/2006			06/30/2008			
IL83-02 Collier Garden Apts	06/30/2006			06/30/2008			
IL83-07 R.Johnston Garden Apts	06/30/2006			06/30/2008			
IL83-08 D'Agnolo Garden Apts	06/31/2006			06/30/2008			
PHA-WIDE	06/31/2006			06/30/2008			

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name Wnnebago County Housing Authority		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:			
Development Number/Name/HA- Wide	Year 1	Work Statement for Year 2 FFY Grant: 2005 PHA FY:	Work Statement for Year 3 FFY Grant: 2006 PHA FY:	Work Statement for Year 4 FFY Grant: 2007 PHA FY:	Work Statement for Year 5 FFY Grant: 2008 PHA FY:
	Annual Statement				
IL83-01: Chmpn Park		145,000	0	0	0
IL83-02 :Collier Grdn		220,000	275,000	330,000	330,000
IL83-07:Johnstn Grdn		20,000	65,000	40,000	40,000
IL83-08:D'Agnolo		20,000	65,000	40,000	40,000
PHA-Wide		106,323	106,323	101,323	101,323
CFP Funds Listed for 5-year planning		511,323	511,323	511,323	511,323
Replacement Housing Factor Funds		40,000	40,000	40,000	40,000

**Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year : <u>2</u> FFY Grant: PHA FY: 2005			Activities for Year: <u>3</u> FFY Grant: PHA FY: 2006		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
Annual Statement	Champion Park Apts IL83-01	Admin/Cmty Srvs Bldg	145,000	Champion Park Apts IL83-01		
	Collier Garden Apts IL83-02	Kitchen Renovation Appliances	200,000 20,000	Collier Garden Apts IL83-02	Kitchen Renovation Appliances	250,000 25,000
	R.Johnston Garden Apts IL83-07	Unit upgrade	20,000	R.Johnston Garden Apts IL83-07	Sitework/Parking Unit Upgrade	50,000 15,000
	D'Agnolo Garden Apts IL83-08	Unit upgrade	20,000	D'Agnolo Garden Apts IL83-08	Sitework/Parking Unit Upgrade	50,000 15,000
	PHA-Wide	Mgtment Imp/Security Admin/Sundry Fees/Costs	75,000 1,323 30,000	PHA-Wide	Mgtment Imp/Security Admin/Sundry Fees/Costs	75,000 1,323 30,000
	Total CFP Estimated Cost			\$511,323		\$511,323

**Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities**

Activities for Year : _4_ FFY Grant: PHA FY: 2007			Activities for Year: _5_ FFY Grant: PHA FY: 2008		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
Champion Park Apts IL83-01		0			0
Collier Garden Apts IL83-02	Kitchen Renovation Appliances	300,000 30,000	Collier Garden Apts IL83-02	Kitchen Renovation Appliances	300,000 30,000
Johnston Garden Apts IL83-07	Unit upgrade	40,000	Johnston Garden Apts		40,000
D'Agnolo Garden Apts IL83-08	Unit upgrade	40,000	D'Agnolo Garden Apts		40,000
PHA-Wide	Mgtment Imp/Security Adminstration/Sundry Fees/Costs	75,000 1,323 25,000	PHA-Wide	Mgtment Imp/Security Administraiton/Sundry Fees/Costs	75,000 1,323 25,000
Total CFP Estimated Cost		\$511,323			\$511,323

Capital Fund Program Five-Year Action Plan

Part I: Summary

S A M P L E

PHA Name <i>Anytown Housing Authority</i>						<input type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2002 PHA FY: 2002	Work Statement for Year 3 FFY Grant: 2003 PHA FY: 2003	Work Statement for Year 4 FFY Grant: 2004 PHA FY: 2004	Work Statement for Year 5 FFY Grant: 2005 PHA FY: 2005	
	Annual Statement					
<i>10-01/Main Street</i>		<i>\$80,000</i>	<i>\$36,000</i>	<i>\$65,000</i>	<i>\$55,000</i>	
<i>10-02/Broadway</i>		<i>\$90,000</i>	<i>\$40,900</i>	<i>\$40,000</i>	<i>\$43,000</i>	
<i>HA-wide</i>		<i>\$100,000</i>	<i>\$50,000</i>	<i>\$35,000</i>	<i>\$27,000</i>	
CFP Funds Listed for 5-year planning		<i>\$270,000</i>	<i>\$162,900</i>	<i>\$140,000</i>	<i>125,000</i>	
Replacement Housing Factor Funds		<i>\$40,000</i>				

CAPITAL FUND PROGRAM

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Winnebago County Housing Authority		Grant Type and Number Capital Fund Program Grant No: IL06 P083 50101 Replacement Housing Factor Grant No: IL06 R083 50101			Federal FY of Grant: FY 2001
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)					
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 9/03 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	0	120,597	120,597	120,597
3	1408 Management Improvements				
4	1410 Administration	3,137	3,137	3,137	2,898.35
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	40,000	40,000	40,000	40,000
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	559,847	439,250	439,250	439,200.90
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				

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

PHA Name: Winnebago County Housing Authority	Grant Type and Number Capital Fund Program Grant No: IL06 P083 50101 Replacement Housing Factor Grant No: IL06 R083 50101	Federal FY of Grant: FY 2001
--	--	--

Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 9/03 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	602,984	602,984	602,984	602,696.25
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance	180,000	250,000	250,000	250,000
24	Amount of line 21 Related to Security – Soft Costs	60,000	60 ,000	60,000	60,000
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: Winnebago County Housing Authority		Grant Type and Number Capital Fund Program Grant No: IL06 P083 50101 Replacement Housing Factor Grant No: IL06 R083 50101				Federal FY of Grant: FY2001		
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	
IL83-01	Renovation Lwr Chestnut	1460		219,761	21,090	21,090	21,090	7 u. completed
Champion Park	Sitework	1450		26,036	0	0	0	Deferred to 83-02/Bathrm
IL83-02								
Collier Garden	Unit upgrade: Carpeting	1460		70,000	0	0	0	Completed
	Unit upgrade: Bathroom Renovatn(504)	1460		180,000	250,000	250,000	250,000	Completed
	Smoke Detector Replacement	1460		4,050	0	0	0	Defr'd to Bthrm
	Emergency Boiler Replacement	1460		0	26,540.88	26,540.88	26,491.78	Completed
	Conference Room Renovation	1460		0	12,479.12	12,479.12	12,479.12	Completed
IL83-07	Windows/Screens	1460		0	34,570	34,570	34,570	In progress
R.Johnston Grdn	Entry/Security Access	1460		30,000	30,000	30,000	30,000	Completed
IL83-08	Windows/Screens	1460		0	34,570	34,570	34,570	In progress
D'Agnolo Garden	Entry/Security Access	1460		30,000	30,000	30,000	30,000	Completed
PHA-Wide	Operations	1406		0	120,597	120,597	120,597	Completed
	Administration/sundry	1410		3,137	3,137	3,137	2,898.35	In progress

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

PHA Name: Winnebago County Housing Authority		Grant Type and Number Capital Fund Program Grant No: IL06 P083 50101 Replacement Housing Factor Grant No: IL06 R083 50101				Federal FY of Grant: FY2001		
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	
	A/E Fees and Costs	1430		40,000	40,000	40,000	40,000	Completed
	TOTAL: FY 2000			602,984	602,984	602,984	602,696.25	
	Replacement Housing Factor			40,963	40,963	0	0	Reserved
				<u>643,947</u>	<u>643,947</u>	<u>602,984</u>	<u>602,696.25</u>	

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

PHA Name: Winnebago County Housing Authority		Grant Type and Number Capital Fund Program No: IL06 P083 50101 Replacement Housing Factor No: IL06 R083 50101				Federal FY of Grant: FY 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	
IL83-01							
Champion Park Apts	03/31/2003		03/31/03	06/30/2004		09/30/03	
IL83-02							
Collier Garden Apts	03/31/2003		03/31/03	06/30/2004		-	Bal of \$49.10 to be expended by 12/31/03
IL83-07							
R.Johnston Garden Apts	03/31/2003		03/31/03	06/30/2004		09/30/03	
IL83-08							
D'Agnolo Garden Apts	03/31/2003		03/31/03	06/30/2004		09/30/03	
PHA-Wide	03/31/2003		03/31/03	06/30/2004		-	Bal of \$238.65 to be expended by 12/31/03

CAPITAL FUND PROGRAM

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Winnebago County Housing Authority		Grant Type and Number Capital Fund Program Grant No: IL06 P083 50102 Replacement Housing Factor Grant No: IL06 R083 50102			Federal FY of Grant: FY 2002
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)					
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 9/03 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	0	115,138	115,138	115,138
3	1408 Management Improvements				
4	1410 Administration	2,267	2,267	2,267	0
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	20,000	20,000	11,790.04	1,145.76
8	1440 Site Acquisition				
9	1450 Site Improvement	26,036	0	0	0
10	1460 Dwelling Structures	527,389	438,287	271,967.78	228,114.38
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: Winnebago County Housing Authority	Grant Type and Number Capital Fund Program Grant No: IL06 P083 50102 Replacement Housing Factor Grant No: IL06 R083 50102	Federal FY of Grant: FY 2002
--	--	--

Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: **9/03** Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	575,692	575,692	401,162.82	344,398.04
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance	144,000	144,000	144,000	116,138.90
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: Winnebago County Housing Authority		Grant Type and Number Capital Fund Program Grant No: IL06 P083 50102 Replacement Housing Factor Grant No: IL06 R083 50102				Federal FY of Grant: FY2002		
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	
IL83-01	Renovation Lwr Chestnut	1460		259,389	138,458.12	0	0	Hope6 sites funds to applied to 83-02
Champion Park	Sitework	1450		26,036	0	0	0	See Above
IL83-02	Unit upgrade: Bathrm Renovtn(504)	1460		144,000	144,000	116,138.90	116,138.90	Complete Phs I
Collier Garden	Conference Room Renovation	1460		0	14,770.88	14,770.88	14,770.88	Completed
IL83-07	Windows/Replacement	1460		62,000	69,804	69,804	69,804	Completed
R.Johnston Grdn								
IL83-08	Windows/Replacement	1460		62,000	71,254	71,254	27,400.50	In Progress
PHA-Wide	Operations	1406		00	115,138	115,138	115,138	Completed
	Administration/sundry	1410		2,267	2,267	2,267	0	In progress
	A/E Fees and CostsOperations	1430		20,000	20,000	11,790.04	1,145.76	In progress

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

PHA Name: Winnebago County Housing Authority		Grant Type and Number Capital Fund Program Grant No: IL06 P083 50102 Replacement Housing Factor Grant No: IL06 R083 50102				Federal FY of Grant: FY2002		
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	
TOTAL: FY 2002				575,692	575,692	401,162.82	344,398.04	Reserved
Replacement Housing Factor				39,115	39,115	0	0	
				<u>614,807</u>	<u>614,807</u>	<u>401,162.825</u>	<u>344,398.04</u>	

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

PHA Name: Winnebago County Housing Authority		Grant Type and Number Capital Fund Program No: IL06 P083 50102 Replacement Housing Factor No: IL06 R083 50102				Federal FY of Grant: FY 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	
IL83-01							
Champion Park Apts	03/31/2004			06/30/2005			
IL83-02							
Collier Garden Apts	03/31/2004			06/30/2005			
IL83-07							
R.Johnston Garden Apts	03/31/2004			06/30/2005			
IL83-08							
D'Agnolo Garden Apts	03/31/2004			06/30/2054			
PHA-Wide	03/31/2004			06/30/2054			

CAPITAL FUND PROGRAM

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary						
PHA Name: Winnebago County Housing Authority		Grant Type and Number Capital Fund Program Grant No: IL06 P083 50103 Replacement Housing Factor Grant No: IL06 R083 50103			Federal FY of Grant: FY 2003	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)						
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 9/03 <input type="checkbox"/> Final Performance and Evaluation Report						
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost		
		Original	Revised	Obligated	Expended	
1	Total non-CFP Funds					
2	1406 Operations					
3	1408 Management Improvements	75,000	-	0	0	
4	1410 Administration	2,338	-	0	0	
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs	50,000	-	0	0	
8	1440 Site Acquisition					
9	1450 Site Improvement					
10	1460 Dwelling Structures	182,617	-	0	0	
11	1465.1 Dwelling Equipment—Nonexpendable					
12	1470 Nondwelling Structures					
13	1475 Nondwelling Equipment					
14	1485 Demolition					
15	1490 Replacement Reserve					
16	1492 Moving to Work Demonstration					
17	1495.1 Relocation Costs	137,000	-	0	0	
18	1499 Development Activities					
19	1501 Collateralization or Debt Service					

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: Winnebago County Housing Authority	Grant Type and Number Capital Fund Program Grant No: IL06 P083 50103 Replacement Housing Factor Grant No: IL06 R083 50103	Federal FY of Grant: FY 2003
--	--	--

Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: **9/03** Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	446,955	-	0	0
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance	60,000	-	0	0
24	Amount of line 21 Related to Security – Soft Costs	75,000	-	0	0
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: Winnebago County Housing Authority		Grant Type and Number Capital Fund Program Grant No: IL06 P083 50103 Replacement Housing Factor Grant No: IL06 R083 50103				Federal FY of Grant: FY2003		
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	
IL83-01 Champion Park	Relocation Cost k	1495		137,000	-	0	0	Planning Phase
IL83-02 Collier Garden	Unit upgrade: Bathrm Renovtn(504)	1460		122,617	-	0	0	Planning Phase I
IL83-07 R.Johnston Grdn	Common Areas (504)	1460		30,000	-	0	0	Planning Phase
IL83-08	Common Areas (504)	1460		30,000	-	0	0	Planning Phase
PHA-Wide	Management Improvements	1408		75,000	-	0	0	Planning Phase
	Administration/sundry	1410		2,338	-	0	0	Planning Phase
	A/E Fees and Costs-Needs Analysis	1430		50,000	-	0	0	Cost Proposals

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

PHA Name: Winnebago County Housing Authority		Grant Type and Number Capital Fund Program Grant No: IL06 P083 50103 Replacement Housing Factor Grant No: IL06 R083 50103				Federal FY of Grant: FY2003		
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	
TOTAL: FY 2003				446,955	-	0	0	Reserved
Replacement Housing Factor				30,368	-	0	0	
				<u>477,323</u>	-	<u>0</u>	<u>0</u>	

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

PHA Name: Winnebago County Housing Authority		Grant Type and Number Capital Fund Program No: IL06 P083 50102 Replacement Housing Factor No: IL06 R083 50102				Federal FY of Grant: FY 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	
IL83-01							
Champion Park Apts	03/31/2005			06/30/2007			
IL83-02							
Collier Garden Apts	03/31/2005			06/30/2007			
IL83-07							
R.Johnston Garden Apts	03/31/2005			06/30/2007			
IL83-08							
D'Agnolo Garden Apts	03/31/2005			06/30/2007			
PHA-Wide	03/31/2005			06/30/2007			

Chapter 4

TENANT SELECTION AND ASSIGNMENT PLAN

(Includes Preferences and Managing the Waiting List)

[24 CFR 960.204]

INTRODUCTION

It is the PHA's policy that each applicant shall be assigned an appropriate place **on the waiting list for the project(s) in which the applicant wishes to reside**. Applicants will be listed in sequence based upon date and time the application is received, the size and type of unit they require, **the site in which they wish to reside** and factors of preference or priority. In filling an actual or expected vacancy, the PHA will offer the dwelling unit to an applicant in the appropriate sequence, **with the goal of accomplishing deconcentration of poverty and income-mixing objectives**. The PHA will offer the unit until it is accepted. This Chapter describes the PHA's policies with regard to the number of unit offers that will be made to applicants selected from the waiting list.

PHA's Objectives

*** PHA policies will be followed consistently and will affirmatively further HUD's fair housing goals.**

It is the PHA's objective to ensure that families are placed in the proper order on the waiting list so that the offer of a unit is not delayed to any family unnecessarily or made to any family prematurely. This chapter explains the policies for the management of the waiting list.

*** When appropriate units are available, families will be selected from the waiting list in their preference-determined sequence.**

By maintaining an accurate waiting list, the PHA will be able to perform the activities which ensure that an adequate pool of qualified applicants will be available to fill unit vacancies in a timely manner. Based on the PHA's turnover and the availability of appropriate sized units, groups of families will be selected from the waiting list to form a final eligibility "pool." Selection from the pool will be based on completion of verification.

A. MANAGEMENT OF THE WAITING LIST

The PHA will administer its waiting list as required by 24 CFR Part 5, Subparts E and F, Part 945 and 960.201 through 960.215. The waiting list will be maintained in accordance with the following guidelines:

The application will be a permanent file.

All applicants in the pool will be maintained in order of preference.

Applications equal in preference will be maintained by date and time sequence.

All applicants must meet applicable income eligibility requirements as established by HUD.

Opening and Closing the Waiting Lists

The PHA, at its discretion, may restrict application intake, suspend application intake, and close waiting lists in whole or in part. **The PHA may open or close the list by local preference category.**

The decision to close the waiting list will be based on the number of applications available for a particular size and type of unit, **the number of applicants who qualify for a local preference**, and the ability of the PHA to house an applicant in an appropriate unit within a reasonable period of time.

When the PHA opens the waiting list, the PHA will advertise through public notice in the following newspapers, minority publications and media entities. location(s), and program(s) for which applications are being accepted in the local paper of record, "minority" newspapers, and other media including:

The Rockford Register Star Newspaper.

The Vital Force Newspaper.

The El Hispano Newspaper.

The Social Security Administration local office.

The Regional Access & Mobilization Project, Inc. local office.

The notice will contain:

The dates, times, and the locations where families may apply.

*** Any system of site-based waiting list offered by the PHA.**

The programs for which applications will be taken.

A brief description of the program.

*** A statement that Section 8 participants must submit a separate application if they want to apply for Public Housing.**

Limitations, if any, on who may apply.

The notices will be made in an accessible format if requested. They will provide potential applicants with information that includes the PHA address and telephone number, how to submit an application, information on eligibility requirements and the availability of local preferences.

Upon request from a person with a disability, additional time will be given as an accommodation for submission of an application after the closing deadline. This accommodation is to allow persons with disabilities the opportunity to submit an application in cases when a social service organization provides inaccurate or untimely information about the closing date.

When Application Taking is Suspended

* The PHA may suspend the acceptance of applications if there are enough local Preference holders to fill anticipated openings for the next 12 months.

The waiting list may not be closed if it would have a discriminatory effect inconsistent with applicable civil rights laws.

During the period when the waiting list is closed, the PHA will not maintain a list of individuals who wish to be notified when the waiting list is open.

* Suspension of application taking is announced in the same way as opening the waiting list.

The open period shall be long enough to achieve a waiting list adequate to cover projected turnover over the next 12 months. The PHA will give at least **three calendar days'** notice prior to closing the list. When the period for accepting applications is over, the PHA will add the new applicants to the list by:

* Separating the new applicants into groups based on preferences and unit size and ranking applicants within each group by date and time of application.

The PHA will update the waiting list at least annually by removing the names of those families who are no longer interested, no longer qualify for housing, or cannot be reached by mail or telephone. At the time of initial intake, the PHA will advise families of their responsibility to notify the PHA when mailing address or telephone numbers change.

Reopening the List

If the waiting list is closed and the PHA decides to open the waiting list, the PHA will publicly announce the opening.

Any reopening of the list is done in accordance with the HUD requirements.

* Even though there are enough applicants on the waiting list to fill the turnover within the next 18 months, if there are not enough applicants who claim a local preference, the PHA may elect to accept applications from applicants who claim a local preference **ONLY**, and continue to keep the waiting list closed.

Limits on Who May Apply

When the waiting list is open,

* Depending upon the composition of the waiting list with regard to family types and preferences and to better serve the needs of the community, at times the PHA may only accept applications from:

*** Any family claiming local preferences.**

* If there are sufficient applications from elderly families, disabled families, and displaced singles, applications will not be accepted from Other Singles.

When the application is submitted to the PHA:

* It establishes the family's date and time of application for placement order on the waiting list.

Multiple Families in Same Household

When families apply that consist of two families living together, (such as a mother and father, and a daughter with her own husband or children), if they apply as a family unit, they will be treated as a family unit.

*** B. SITE BASED WAITING LISTS**

*** The PHA offers a system of site-based waiting lists.**

*** Applicants may apply directly at the project or projects in which they seek to reside.**

*** When there are insufficient applicants on a site-based waiting list, the PHA will contact applicants on other site-based waiting lists who may qualify for the type of housing with insufficient applicants. "Insufficient applicants" on a list will be defined as not enough families to fill vacancies for at least 12 months, based on anticipated turnover at the development.**

Every reasonable action will be taken by the PHA to assure that applicants can make informed choices regarding the project(s) in which they wish to reside. The PHA will disclose information to applicants regarding the location of available sites, occupancy number and size of accessible units. The PHA will also include basic information relative to amenities such as day care, security, transportation, training programs, and an estimate of the period of time the applicant will likely have to wait to be admitted to units of different types.

Monitoring Site-Based Waiting Lists

The system of site-based waiting lists will be carefully monitored to assure that civil rights and fair housing are affirmatively furthered.

The PHA will monitor its system of site-based waiting lists at least every three years to assure that racial steering does not occur. If the PHA's analysis of its site-based waiting list indicates that a pattern of racial steering is or may be occurring, the PHA will take corrective action.

*** The PHA will assess changes in racial, ethnic or disability-related tenant composition at each PHA site that has occurred during the implementation of the site-based waiting lists. The PHA will make this assessment based on MTCS data that has been confirmed to be complete and accurate by an independent audit.**

*** This independent audit may be the PHA's annual independent audit.**

*** The PHA has established site-based waiting lists for the following properties:**

Champion Park

Collier Gardens

Robert Johnston Gardens

D'Agnolo Gardens

C. WAITING LIST PREFERENCES

A preference does not guarantee admission to the program. Preferences are used to establish the order of placement on the waiting list. Every applicant must meet the PHA's Selection Criteria as defined in this policy.

The PHA's preference system will work in combination with requirements to match the characteristics for the family to the type of unit available, including units with targeted populations, and further deconcentration of poverty in public housing. When such matching is required or permitted by current law, the PHA will give preference to qualified families.

Families who reach the top of the waiting list will be contacted by the PHA to verify their preference and, if verified, the PHA will complete a full application for occupancy. Applicants must complete the application for occupancy and continue through the application processing and may not retain their place on the waiting list if they refuse to complete their processing when contacted by the PHA.

Among applicants with equal preference status, the waiting list will be organized by date and time.

Local Preferences

* Local preferences will be used to select among applicants on the waiting list. Public notice with opportunity for public comment will be held before the PHA adopts any local preference.

* The notice will be distributed following the same guidelines as those used for opening or closing the waiting list.

* The PHA uses the following Local Preferences:

* Residency preference: for families who live, work, or have been hired to work or who are attending school, or are participating in training programs in the jurisdiction.

• Veteran preference: veterans or surviving spouses of veterans.

* Victims of Reprisals: for families that have provided information on criminal activities to a law enforcement agency and, after a threat assessment, the law enforcement agency recommends rehousing the family to avoid or reduce risk of violence against the family.

* The family must be part of a Witness Protection Program, or the HUD Office or law enforcement agency must have informed the PHA that the family is part of a similar program.

* The PHA will take precautions to ensure that the new location of the family is concealed in cases of witness protection.

* Victims of Hate Crimes: for families where a member of the family has been the victim of one or more hate crimes, and the applicant has vacated the unit because of the crime or the fear of such a crime has destroyed the applicant's peaceful enjoyment of the unit.

* A hate crime is actual or threatened physical violence or intimidation that is directed against a person or his property and is based on the person's race, color, religion, sex, national origin, disability or familial status, including sexual orientation, and occurred within the last three days or is of a continuing nature.

* Working preference (24 CFR 5.415): for families where the head, spouse or sole member is employed. This preference is extended equally to an applicant whose head or spouse are age 62 or older, or an applicant whose head or spouse meet the HUD/Social Security definition of disability.

*This includes families who are graduates of or participants in educational and training programs designed to the prepare the individual for the job market.

• Involuntary Displacement Due to Domestic Violence: Actual or threatened physical violence directed against the applicant or the applicant's family by a spouse or other

household member who lives in the unit with the family.

The actual or threatened violence must have occurred within the past 10 days or be of a continuing nature.

An applicant who lives in a violent neighborhood or is fearful of other violence outside the household is not considered involuntarily displaced.

To qualify for this preference, the abuser must still reside in the unit from which the victim was displaced. The applicant must certify that the abuser will not reside with the applicant unless the PHA gives prior written approval.

The PHA will approve the return of the abuser to the household under the following conditions:

A counselor, therapist, or other knowledgeable professional recommends in writing that the individual be allowed to reside with the family.

If the abuser returns to the family without approval of the PHA, the PHA will deny or terminate assistance for breach of the certification.

The PHA will take precautions to ensure that the new location of the family is concealed in cases of domestic violence.

Treatment of Single Applicants

*** All families with children, elderly families and disabled families will have an admission preference over "Other Singles".**

*** Singles Preference**

* Applicants who are elderly, disabled, or displaced households of no more than two persons will be given a selection priority over all "Other Single" applicants regardless of preference status.

* "Other Singles" denotes a one-person household in which the individual member is neither elderly, disabled, or displaced by government action. Such applicants will be placed on the waiting list in accordance with their preferences, but cannot be selected for assistance before any *one or two person* elderly, disabled or displaced family regardless of local preferences.

D. FACTORS OTHER THAN PREFERENCES THAT AFFECT SELECTION OF APPLICANTS

Before applying its preference system, the PHA will first match the characteristics of the available unit to the applicants available on the waiting lists. Factors such as unit size, accessible features, deconcentration or income mixing, income targeting, or units in housing designated for the elderly limit the admission of families to those characteristics that match the characteristics and features of the vacant unit available.

By matching unit and family characteristics, it is possible that families who are lower on the waiting list may receive an offer of housing ahead of families with an earlier date and time of application.

E. INCOME TARGETING

The PHA will monitor its admissions to ensure that at least 40 percent of families admitted to public housing in each fiscal year shall have incomes that do not exceed 30% of area median income of the PHA's jurisdiction.

***Hereafter families whose incomes do not exceed 30% of area median income will be referred to as "extremely low income families."**

The PHA shall have the discretion, at least annually, to exercise the "fungibility" provision of the QHWRA by admitting less than 40 percent of "extremely low income families" to public housing in a fiscal year, to the extent that the PHA has provided more than 75 percent of newly available vouchers to "extremely low income families." This fungibility provision discretion by the PHA is also reflected in the PHA's Administrative Plan.

The fungibility credits will be used to drop the annual requirement below 40 percent of admissions to public housing for extremely low income families by the lowest of the following amounts:

The number of units equal to 10 percent of the number of newly available vouchers in the fiscal year; or

The number of public housing units that 1) are in public housing projects located in census tracts having a poverty rate of 30% or more, and 2) are made available for occupancy by and actually occupied in that year by, families other than extremely low-income families.

The Fungibility Floor: Regardless of the above two amounts, in a fiscal year, at least 30% of the PHA's admissions to public housing will be to extremely low-income families. The fungibility floor is the number of units that cause the PHA's overall requirement for housing extremely low-income families to drop to 30% of its newly available units.

*** F. UNITS DESIGNATED FOR THE ELDERLY**

[Reserved]

G. UNITS DESIGNATED FOR THE DISABLED

[Reserved]

H. MIXED POPULATION UNITS

A mixed population project is a public housing project, or portion of a project that was reserved for elderly families and disabled families at its inception (and has retained that character).

In accordance with the 1992 Housing Act, elderly families whose head spouse or sole member is at least 62 years of age, and disabled families whose head, co-head or spouse or sole member is a person with disabilities, will receive equal preference to such units.

No limit will be established on the number of elderly or disabled families that may occupy a mixed population property. All other PHA preferences will be applied.

I. GENERAL OCCUPANCY UNITS

General occupancy units are designed to house all populations of eligible families. In accordance with the PHA's occupancy standards, eligible families not needing units designed with special features or units designed for special populations will be admitted to the PHA's general occupancy units.

* The PHA will use its local preference system as stated in this chapter for admission of eligible families to its general occupancy units.

* All families with children, elderly families and disabled families, will have an admission preference over "Other Singles."

*** Singles Preference**

* Single persons who are not elderly, disabled or displaced will not be admitted before elderly, disabled and displaced families of up to two persons, regardless of preference.

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

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

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.

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 occupancy developments.

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

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

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

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

Deconcentration Methodology

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

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

Step 2: The PHA will annually determine the average income of all families residing in each building of each general occupancy development.

Step 3: The PHA will annually characterize each building of each general occupancy development as higher income or lower income based on whether the average income in the building is above or below the overall average.

Step 4: The PHA will determine which families on the waiting list have incomes higher than the PHA-wide average and designate these families “higher income families,” and which have incomes lower than the PHA-wide average and designate these families “lower income families.”

Step 5: When a unit becomes available in a higher income building, the PHA shall skip families on the waiting list if necessary to reach a lower income family to whom it will offer the unit. When a unit becomes available in a lower income building, the PHA shall skip families on the waiting list if necessary to reach a higher income family to whom it will offer the unit.

If the waiting list does not contain a family in the income category to whom the unit is to be offered, the PHA shall offer the unit to a family in the other income category.

Definition of Building for Purposes of Deconcentration

For purposes of deconcentration, a “building” is one or more contiguous structures containing at least 8 public housing units.

For scattered site and small developments, if a development contains no structures that qualify as a building, the deconcentration requirement is applied to the entire development as if the development were a building.

For mixed-finance developments and units newly added to the PHA’s public housing stock, the deconcentration requirement is:

For the initial lease-up of vacant public housing units, the average income for the public housing units in each building must not exceed the PHA’s average overall income.

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

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

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

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

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

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

*** PHA Incentives for Higher Income Families**

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

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

- * PHA will waive the security deposit.
- * PHA will pay for the installation of telephone service.
- * PHA will pay for utilities hookup.
- * PHA will allow occupancy standards of one child per bedroom.

K. PROMOTION OF INTEGRATION

Beyond the basic requirement of nondiscrimination, PHA shall affirmatively further fair housing to reduce racial and national origin concentrations.

The PHA shall not require any specific income or racial quotas for any development or developments.

A PHA shall not assign persons to a particular section of a community or to a development or building based on race, color, religion, sex, disability, familial status or national origin for purposes of segregating populations.

L. VERIFICATION OF PREFERENCE QUALIFICATION

* The family may be placed on the waiting list upon their certification that they qualify for a preference. When the family is selected from the waiting list for the final determination of eligibility, the preference will be verified.

If the preference verification indicates that an applicant does not qualify for the preference, the applicant will be returned to the waiting list and ranked without the Local Preference and given an opportunity for a review.

* If at the time the family applied, the preference claim was the only reason for placement of the family on the waiting list and the family cannot verify their eligibility for the preference as of the date of application, the family will be removed from the list.

* When the PHA anticipates that the family will be notified in the near future to complete a full application, the family will be sent a Preference Verification letter to the applicant's last

known address, requesting verification of the family's preference. The PHA will verify the preference before the applicant's interview is conducted.

Change in Circumstances

Changes in an applicant's circumstances while on the waiting list may affect the family's entitlement to a preference. Applicants are required to notify the PHA in writing when their circumstances change. When an applicant claims an additional preference, s/he will be placed on the waiting list in the proper order of their newly-claimed preference.

M. PREFERENCE DENIAL

If the PHA denies a preference, the PHA will notify the applicant in writing of the reasons why the preference was denied and offer the applicant an opportunity for **an informal meeting**. The applicant will have **ten calendar** days to request the meeting **in writing**. If the preference denial is upheld as a result of the meeting, or the applicant does not request a meeting, the applicant will be placed on the waiting list without benefit of the preference. Applicants may exercise other rights if they believe they have been discriminated against. **The informal meeting may be conducted by the person who made the original determination.**

*** If the applicant falsifies documents or makes false statements in order to qualify for any preference, they will be removed from the waiting list with notification to the family.**

N. OFFER OF PLACEMENT ON THE SECTION 8 WAITING LIST

*** The PHA will not merge the waiting lists for public housing and Section 8. However, if the Section 8 waiting list is open when the applicant is placed on the public housing list, the PHA must offer to place the family on both lists. If the public housing waiting list is open at the time an applicant applies for Section 8, the PHA must offer to place the family on the public housing waiting list.**

O. REMOVAL FROM WAITING LIST AND PURGING

The waiting list will be purged at least once a year/state frequency by a mailing to all applicants to ensure that the waiting list is current and accurate. The mailing will ask for current information and confirmation of continued interest.

If an applicant fails to respond within ten calendar days s/he will be removed from the waiting list. If a letter is returned by the Post Office without a forwarding address, the applicant will be removed without further notice, and the envelope and letter will be maintained in the file. * If a letter is returned with a forwarding address, it will be re-mailed to the address indicated.

If an applicant is removed from the waiting list for failure to respond, they will not be entitled to reinstatement unless a person with a disability requests a reasonable accommodation for being unable to reply with the proscribed period.

*** Applicants are required to contact the PHA in writing within ten calendar days to confirm their continued interest.**

P. OFFER OF ACCESSIBLE UNITS

The PHA has units designed for persons with mobility, sight and hearing impairments, referred to as accessible units.

No non-mobility impaired families will be offered these units until all eligible mobility-impaired applicants have been considered.

Before offering a vacant accessible unit to a non-disabled applicant, the PHA will offer such units:

First, to a current occupant of another unit of the same development, or other public housing developments under the PHA's control, who has a disability that requires the special features of the vacant unit.

Second, to an eligible qualified applicant on the waiting list having a disability that requires the special features of the vacant unit.

When offering an accessible/adaptable unit to a non-disabled applicant, the PHA will require the applicant to agree to move to an available non-accessible unit within 30 days when either a current resident or an applicant needs the features of the unit and there is another unit available for the applicant. This requirement will be a provision of the lease agreement.

See "Leasing" chapter.

Q. PLAN FOR UNIT OFFERS

The PHA plan for selection of applicants and assignment of dwelling units to assure equal opportunity and non-discrimination on grounds of race, color, sex, religion, or national origin is:

*** Plan "A". Under this plan the first qualified applicant in sequence on the waiting list will be made one offer of a unit of the appropriate size.**

The PHA will maintain a record of units offered, including location, date and circumstances of each offer, each acceptance or rejection, including the reason for the rejection.

R. CHANGES PRIOR TO UNIT OFFER

Changes that occur during the period between removal from the waiting list and an offer of a suitable unit may affect the family's eligibility or Total Tenant Payment. The family will be notified in writing of changes in their eligibility or level of benefits and offered their right to an informal hearing when applicable (See Chapter on Complaints, Grievances, and Appeals)

S. APPLICANT STATUS AFTER FINAL UNIT OFFER

When an applicant rejects **two unit offers** the PHA will:

- * **Remove the applicants name from the waiting list.**

Removal from the waiting list means:

- * **The applicant must reapply.**
- * **The applicant will lose any applicable local preferences for twelve months.**

T. TIME-LIMIT FOR ACCEPTANCE OF UNIT

Applicants must accept a unit offer within ten calendar days of the date the offer is made. Offers made over the telephone will be confirmed by letter. If unable to contact an applicant by telephone, the PHA will send a letter.

Applicants Unable to Take Occupancy

If an applicant is willing to accept the unit offered, but is unable to take occupancy at the time of the offer for "*good cause*," the applicant will not be removed from the waiting list.

Examples of "*good cause*" reasons for the refusal to take occupancy of a housing unit include, but are not limited to:

An elderly or disabled family makes the decision not to occupy or accept occupancy in designated housing. [24 CFR 945.303(d)]

*** The family demonstrates to the PHA's satisfaction that accepting the offer will result in a situation where a family member's life, health or safety will be placed in jeopardy. The family must offer specific and compelling documentation such as restraining orders, other court orders, or risk assessments related to witness protection from a law enforcement agency. The reasons offered must be specific to the family. Refusals due to the location of the unit alone are not considered to be good cause.**

*** A qualified, knowledgeable, health professional verifies the temporary hospitalization or recovery from illness of the principal household member, other household members, or a live-in aide necessary to care for the principal household member.**

*** The unit is inappropriate for the applicant's disabilities.**

Applicants With a Change in Family Size or Status

*** Changes in family composition, status, or income between the time of the interview and the offer of a unit will be processed. The PHA shall not lease a unit to a family whose occupancy will overcrowd or underutilize the unit, unless there is not an adequate selection of families with a proper household composition.**

U. REFUSAL OF OFFER

If the unit offered is inappropriate for the applicant's disabilities, the family will retain their position on the waiting list.

*** If the unit offered is refused for other reasons, the PHA will follow the applicable policy as listed in the "Plan for Unit Offers" section and the "Applicant Status After Final Offer" section.**

Winnebago County Housing Authority
Deconcentration Plan

Response
According to PIH Notice 2001-4
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 these 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 as follows:

Deconcentration Policy for Covered Developments

Development Name	No. of Units	Explanation (if any) [see step 4 at S902.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at S903.2(c)(1)(v)]
Champion Park IL083-01	61	903.2 (b) (2) (iii)	Public Housing Developments operated by a PHA of only one general occupancy, Family Public Housing Development.

Chapter 10

PET POLICY – ELDERLY/DISABLED

[24 CFR 5.309]

INTRODUCTION

INSTRUCTION: HUD regulations at 24CFR Part 5, Subpart C describe the PHA's options regarding pet policies. PHAs that choose not to adopt "pet rules" cannot impose, by lease modification or otherwise, requirements inconsistent with this regulation. PHAs cannot prohibit or prevent any tenant from owning common household pets.

PHAs have discretion to decide whether or not to develop policies pertaining to the keeping of pets in public housing units. This Chapter explains the PHA's policies on the keeping of pets and any criteria or standards pertaining to the policy. The rules adopted are reasonably related to the legitimate interest of this PHA to provide a 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 PHA.

The purpose of this policy is to establish the PHA's policy and procedures for ownership of pets in elderly and disabled units and to ensure that no applicant or resident is discriminated against regarding admission or continued occupancy because of ownership of pets. It also establishes reasonable rules governing the keeping of common household pets.

* The PHA chooses not to publish rules governing the keeping of common household pets. Residents will comply with the dwelling lease, which requires that no animals or pets of any kind are permitted on the premises without prior written approval of the PHA. This does not apply to animals that are used to assist persons with disabilities.

* Nothing in this policy or the dwelling lease limits or impairs the right of persons with disabilities to own animals that are used to assist them.

A. MANAGEMENT APPROVAL OF PETS

All pets must be approved in advance by the PHA management.

The pet owner must submit and enter into a Pet Agreement with the PHA.

Registration of Pets

Pets must be registered with the PHA before they are brought onto the premises. Registration includes certificate signed by a licensed veterinarian or State/local authority that the pet has received all inoculations required by State or local law, and that the pet has no communicable disease(s) and is pest-free.

* Registration must be renewed and will be coordinated with the annual recertification date and proof of license and inoculation will be submitted at least 30 days prior to annual reexamination.

* Dogs and cats must be spayed or neutered.

* Execution of a Pet Agreement with the PHA stating that the tenant acknowledges complete responsibility for the care and cleaning of the pet will be required.

* Registration must be renewed and will be coordinated with the annual recertification date.

* Approval for the keeping of a pet shall not be extended pending the completion of these requirements.

Refusal To Register Pets

The PHA may not refuse to register a pet based on the determination that the pet owner is financially unable to care for the pet. If the PHA refuses to register a pet, a written notification will be sent to the pet owner stating the reason for denial and shall be served in accordance with HUD Notice requirements.

The PHA will refuse to register a pet if:

The pet is not a *common household pet* as defined in this policy;

Keeping the pet would violate any House Pet Rules;

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

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

The notice of refusal may be combined with a notice of a pet violation.

A resident who cares for another resident's pet must notify the PHA and agree to abide by all of the pet rules in writing.

B. STANDARDS FOR PETS

* If an approved pet gives birth to a litter, the resident must remove all pets from the premises except one.

Types of Pets Allowed

No types of pets other than the following may be kept by a resident.

* Tenants are not permitted to have more than one *type* of pet.

1. Dogs

* Maximum number: One

* Maximum adult weight: 25 pounds

* Must be housebroken

* Must be spayed or neutered

* Must have all required inoculations

* Must be licensed as specified now or in the future by State law and local ordinance

2. Cats

- * Maximum number One
- * Must be declawed
- * Must be spayed or neutered
- * Must have all required inoculations
- * Must be trained to use a litter box or other waste receptacle
- * Must be licensed as specified now or in the future by State law or local ordinance

3. Birds

- * Maximum number One
- * Must be enclosed in a cage at all times

4. Fish

Maximum aquarium size 20 gallons

- * Must be maintained on an approved stand

5. Rodents (Rabbit , guinea pig, hamster, or gerbil ONLY)

Maximum number One

- * Must be enclosed in an acceptable cage at all times
- * Must have any or all inoculations as specified now or in the future by State law or local ordinance

6. Turtles

Maximum number One

- * Must be enclosed in an acceptable cage or container at all times.

C. PETS TEMPORARILY ON THE PREMISES

- * Pets which are not owned by a tenant will not be allowed.
- * Residents are prohibited from feeding or harboring stray animals.
- * This rule excludes visiting pet programs sponsored by a humane society or other non-profit organization and approved by the PHA.

*** D. DESIGNATION OF PET/NO-PET AREAS**

[Reserved]

E. ADDITIONAL FEES AND DEPOSITS FOR PETS

- * The resident/pet owner shall be required to pay a refundable deposit for the purpose of defraying all reasonable costs directly attributable to the presence of a dog or cat.
- * An initial payment of \$100 on or prior to the date the pet is properly registered and brought into the apartment, and;
- * Monthly payments in an amount no less than \$50 until the specified deposit has been paid.
- * The PHA reserves the right to change or increase the required deposit by amendment to these rules.
- * **The PHA will refund the Pet Deposit to the tenant, less any damage caused by the pet to the dwelling unit, upon removal of the pet or the owner from the unit.**
- * **The PHA will provide the tenant or designee identified above with a written list of any charges against the pet deposit. If the tenant disagrees with the amount charged to the pet deposit, the PHA will provide a meeting to discuss the charges.**
- * **All reasonable expenses incurred by the PHA as a result of damages directly attributable to the presence of the pet in the project will be the responsibility of the resident, including:**
 - The cost of repairs and replacements to the resident's dwelling unit;**
 - Fumigation of the dwelling unit;**
 - Common areas of the project.**
- * **Pet Deposits are not a part of rent payable by the resident.**

F. ALTERATIONS TO UNIT

Residents/pet owners shall not alter their unit, patio, premises or common areas to create an enclosure for any animal. Installation of pet doors is prohibited.

G. PET WASTE REMOVAL CHARGE

* A separate pet waste removal charge of \$25 per occurrence will be assessed against the resident for violations of the pet policy.

Pet deposit and pet waste removal charges are not part of rent payable by the resident.

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

- * The cost of repairs and replacements to the dwelling unit;

- * Fumigation of the dwelling unit.

* If the tenant is in occupancy when such costs occur, the tenant shall be billed for such costs as a current charge.

* If such expenses occur as the result of a move-out inspection, they will be deducted from the pet deposit. The resident will be billed for any amount which exceeds the pet deposit.

*** The pet deposit will be refunded when the resident moves out or no longer has a pet on the premises, whichever occurs first.**

* The expense of flea deinfestation shall be the responsibility of the resident.

*** H. PET AREA RESTRICTIONS**

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

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

*** I. NOISE**

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

*** J. CLEANLINESS REQUIREMENTS**

* Litter Box Requirements. All animal waste or the litter from litter boxes shall be picked up immediately by the pet owner, disposed of in sealed plastic trash bags, and placed in a trash bin.

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

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

* Removal of Waste From Other Locations. The Resident/Pet Owner shall be responsible for the removal of waste from the exercise area by placing it in a sealed plastic bag and disposing of it in an outside trash bin.

* Any unit occupied by a dog, cat, or rodent will be fumigated at the time the unit is vacated.

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

*** K. PET CARE**

- * No pet (excluding fish) shall be left unattended in any apartment for a period in excess of **24** hours.
- * All residents/pet owners shall be responsible for adequate care, nutrition, exercise and medical attention for his/her pet.
- * Residents/pet owners must recognize that other residents may have chemical sensitivities or allergies related to pets, or may be easily frightened or disoriented by animals. Pet owners must agree to exercise courtesy with respect to other residents.

L. RESPONSIBLE PARTIES

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

*** M. INSPECTIONS**

- * The PHA may, after reasonable notice to the tenant during reasonable hours, enter and inspect the premises, in addition to other inspections allowed.
- * The PHA may enter and inspect the unit only if a written complaint is received alleging that the conduct or condition of the pet in the unit constitutes a nuisance or threat to the health or safety of the other occupants or other persons in the community under applicable State or local law.

*** N. PET RULE VIOLATION NOTICE**

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

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

That the resident/pet owner has two days from the effective date of the service of notice to correct the violation or make written request for a meeting to discuss the violation;

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

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

* If the pet owner requests a meeting within the two day period, the meeting will be scheduled no later than five calendar days from the effective date of service of the notice, unless the pet owner agrees to a later date in writing.

*** O. NOTICE FOR PET REMOVAL**

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

The Notice shall contain:

A brief statement of the factual basis for the PHA's determination of the Pet Rule that has been violated;

The requirement that the resident /pet owner must remove the pet within ten **calendar** days of the notice; and

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

*** P. TERMINATION OF TENANCY**

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

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

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

*** Q. PET REMOVAL**

If the death or incapacity of the pet owner threatens the health or safety of the pet, or other factors occur that render the owner unable to care for the pet, the situation will be reported to the Responsible Party designated by the resident/pet owner. Includes pets who are poorly cared for or have been left unattended for over **24** hours.

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

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

*** R. EMERGENCIES**

The PHA will take all necessary steps to insure that pets which become vicious, display symptoms of severe illness, or demonstrate behavior that constitutes an immediate threat to the health or safety of others, are referred to the appropriate State or local entity authorized to remove such animals.

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

Chapter 11

PET POLICY – FAMILY PROJECTS

[24 CFR 960.701]

INTRODUCTION

INSTRUCTION: HUD regulations at 24CFR Part 960, Subpart G describe the PHA's options regarding pet policies for family projects. For pet policies concerning developments for the elderly and persons with disabilities see the previous chapter. PHAs cannot prohibit or prevent any tenant from owning common household pets.

PHAs must develop policies pertaining to the keeping of pets in public housing units in family projects. Except for PHAs administering Section 8 only, PHA Annual Plans are required to contain information regarding the PHA's pet policies for public housing units, excluding public housing developments for the elderly and persons with disabilities. As with all components of the Annual Plan, the PHA pet policy for family projects is subject to public hearing, Resident Advisory Board consultation and HUD review. This Chapter explains the PHA's policies on the keeping of pets in family projects and any criteria or standards pertaining to the policy. The rules adopted are reasonably related to the legitimate interest of this PHA to provide a 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 PHA.

The purpose of this policy is to establish the PHA's policy and procedures for ownership of pets in family projects and to ensure that no applicant or resident is discriminated against regarding admission or continued occupancy because of ownership of pets. It also establishes reasonable rules governing the keeping of common household pets.

*** Residents will comply with the dwelling lease, which requires that no animals or pets of any kind are permitted on the premises without prior written approval of the PHA. This does not apply to animals that are used to assist, support or provide service to persons with disabilities.**

* Nothing in this policy or the dwelling lease limits or impairs the right of persons with disabilities to own animals that are used to assist, support or provide service to them.

A. MANAGEMENT APPROVAL OF PETS

Families residing in a Public Housing unit are allowed to keep common household pets in their apartments as stated in their lease and in accordance with the Code of Federal Regulations. Families may request permission to keep a common household pet. Households may keep only one common household pet if it is registered with the Housing Authority before it is brought onto the premises, and if registration is updated each year at annual reexamination.

All pets must be approved in advance by the PHA management.

Registration of Pets

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

* Registration must include the following:

* A certificate signed by a licensed veterinarian or State/local authority that the common household pet has timely received all inoculations required by State or local law, and that the pet has no communicable disease(s) and is pest-free. Also required is whatever license is mandated by local law.

* **A picture of the common household pet must be provided at time of registration.**

* **Name, address and phone number of person to be responsible for pet in resident's absence.**

* Registration must be renewed and will be coordinated with the annual recertification date and proof of license and inoculation will be submitted at least 30 days prior to annual reexamination.

* Dogs and cats are to be spayed or neutered. If animals are not spayed or neutered and have offspring, the resident household is in violation of this rule.

* Execution of a Pet Agreement with the PHA stating that the tenant acknowledges complete responsibility for the care and cleaning of the pet will be required.

- * Registration must be renewed and will be coordinated with the annual recertification date.
- * Approval for the keeping of a pet shall not be extended pending the completion of these requirements.
- * **No animal or pet may be kept in violation of humane or health laws.**
- * **Information to identify the animal or pet and to demonstrate that it is a common household pet of reasonable size and demeanor will be required.**
- * **The Housing Authority will notify the owner of the common household pet if registration of the pet is refused and will state the basis for the rejection, as size, disposition, etc.**

Refusal To Register Pets

The PHA may not refuse to register a pet based on the determination that the pet owner is financially unable to care for the pet. If the PHA refuses to register a pet, a written notification will be sent to the pet owner stating the reason for denial and shall be served in accordance with HUD Notice requirements.

The PHA will refuse to register a pet if:

The pet is not a *common household pet* as defined in this policy;

Keeping the pet would violate any House Pet Rules;

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

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

The notice of refusal may be combined with a notice of a pet violation.

A resident who cares for another resident's pet must notify the PHA and agree to abide by all of the pet rules in writing.

B. STANDARDS FOR PETS

If an approved pet gives birth to a litter, the resident must remove all pets from the premises except one.

*** PHA authorization for pet(s) will be given on a year-by-year basis.**

*** No pet will be allowed if weight exceeds 25 pounds.**

*** No dangerous animal or pet will be allowed. Dangerous pets or animals include, but are not limited to:**

Any species of snake.

Rotweilers

Doberman Pinschers

Pit Bulls

*** No vicious or intimidating animal or pet is to be kept on the premises.**

*** No pets will be allowed in buildings at which there is no green space.**

Types of Pets Allowed

No types of pets other than the following may be kept by a resident. The following types and qualifications are consistent with applicable State and local law.

*** Tenants are not permitted to have more than one *type* of pet.**

1. Dogs

*** Maximum number: One**

*** Maximum adult weight: 25 pounds**

*** Must be housebroken**

*** Must be spayed or neutered**

*** Must have all required inoculations**

*** Must be licensed as specified now or in the future by State law and local ordinance**

2. Cats
 - * Maximum number One
 - * Must be declawed
 - * Must be spayed or neutered
 - * Must have all required inoculations
 - * Must be trained to use a litter box or other waste receptacle
 - * Must be licensed as specified now or in the future by State law or local ordinance
3. Birds
 - * Maximum number One
 - * Must be enclosed in a cage at all times
4. Fish

Maximum aquarium size 20 gallons

 - * Must be maintained on an approved stand
5. Rodents (Rabbit, guinea pig, hamster, or gerbil ONLY)

Maximum number One

 - * Must be enclosed in an acceptable cage at all times
 - * Must have any or all inoculations as specified now or in the future by State law or local ordinance
6. Turtles

Maximum number One

 - * Must be enclosed in an acceptable cage or container at all times.

C. PETS TEMPORARILY ON THE PREMISES

* Excluded from the premises are all animals and/or pets not owned by residents, **except for service animals.**

* Residents are prohibited from feeding or harboring stray animals.

* This rule excludes visiting pet programs sponsored by a humane society or other non-profit organization and approved by the PHA.

D. DESIGNATION OF PET-FREE AREAS

This section is subject to State and local law.

[Reserved]

E. ADDITIONAL FEES AND DEPOSITS FOR PETS

The resident will be responsible for all reasonable expenses directly related to the presence of the animal or pet on the premises, including the cost of repairs and replacement in the apartment, and the cost of animal care facilities if needed. These charges are due and payable within 30 days of written notification.

Tenants with animals must pay a \$100 pet deposit.

*** An initial payment of \$50 on or prior to the date the pet is properly registered and brought into the apartment, and;**

*** Monthly payments in an amount no less than \$50 until the specified deposit has been paid.**

* The PHA reserves the right to change or increase the required deposit by amendment to these rules.

The PHA will refund the Pet Deposit to the tenant, less any damage caused by the pet to the dwelling unit, within a reasonable time after the tenant moves or upon removal of the pet from the unit.

* The PHA will provide the tenant or designee identified above with a written list of any charges against the pet deposit. If the tenant disagrees with the amount charged to the pet deposit, the PHA will provide a meeting to discuss the charges.

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

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

Fumigation of the dwelling unit;

Common areas of the project.

*** The expense of flea deinfestation shall be the responsibility of the resident.**

*** If the tenant is in occupancy when such costs occur, the tenant shall be billed for such costs as a current charge.**

*** If such expenses occur as the result of a move-out inspection, they will be deducted from the pet deposit. The resident will be billed for any amount which exceeds the pet deposit.* Pet Deposits are not a part of rent payable by the resident.**

F. ALTERATIONS TO UNIT

Residents/pet owners shall not alter their unit, patio, premises or common areas to create an enclosure for any animal. Installation of pet doors is prohibited.

G. PET WASTE REMOVAL CHARGE

* A separate pet waste removal charge of \$25 per occurrence will be assessed against the resident for violations of the pet policy.

Pet waste removal charges are not part of rent payable by the resident.

*** H. PET AREA RESTRICTIONS**

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

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

*** An area of the development grounds has been designated as the area in which to exercise animals and to permit dogs to relieve themselves of bodily wastes. This is the area immediately north of Chestnut Court, as bordered by the north curb of the Chestnut Court parking lot.**

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

*** I. NOISE**

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

*** J. CLEANLINESS REQUIREMENTS**

* Litter Box Requirements. All animal waste or the litter from litter boxes shall be picked up/emptied immediately by the pet owner, disposed of in heavy, sealed plastic trash bags, and placed in a trash container immediately.

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

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

* Removal of Waste From Other Locations. The Resident/Pet Owner shall be responsible for the removal of waste from any animal or pet animal exercise area by placing it in a sealed plastic bag and disposing of it in an outside trash bin immediately.

* Any unit occupied by a dog, cat, or rodent will be fumigated at the time the unit is vacated.

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

*** All common household pets are to be fed inside the apartment. Feeding is not allowed on porches, sidewalks, patios or other outside areas.**

*** Tenants are prohibited from feeding stray animals.**

*** The feeding of stray animals will constitute having a pet without permission of the Housing Authority.**

*** K. PET CARE**

* No pet (excluding fish) shall be left unattended in any apartment for a period in excess of **24** hours.

* All residents/pet owners shall be responsible for adequate care, nutrition, exercise and medical attention for his/her pet.

* Residents/pet owners must recognize that other residents may have chemical sensitivities or allergies related to pets, or may be easily frightened or disoriented by animals. Pet owners must agree to exercise courtesy with respect to other residents.

L. RESPONSIBLE PARTIES

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

*** M. INSPECTIONS**

* The PHA may, after reasonable notice to the tenant during reasonable hours, enter and inspect the premises, in addition to other inspections allowed.

* The PHA may enter and inspect the unit only if a written complaint is received alleging that the conduct or condition of the pet in the unit is a violation, or constitutes a nuisance or threat to the health or safety of the other occupants or other persons in the community under applicable State or local law.

*** N. PET RULE VIOLATION NOTICE**

*** The authorization for a common household pet may be revoked at any time subject to the Housing Authority's grievance procedure if the pet becomes destructive or a nuisance to others, or if the tenant fails to comply with this policy.**

Residents who violate these rules are subject to:

*** Mandatory removal of the pet from the premises within 30 days of notice by the Housing Authority; or if for a threat to health and safety, removal within 24 hours of notice.**

*** Lease termination proceedings.**

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

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

That the resident/pet owner has two days from the effective date of the service of notice to correct the violation or make written request for a meeting to discuss the violation;

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

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

* If the pet owner requests a meeting within the two day period, the meeting will be scheduled no later than five calendar days from the effective date of service of the notice, unless the pet owner agrees to a later date in writing.

*** O. NOTICE FOR PET REMOVAL**

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

The Notice shall contain:

A brief statement of the factual basis for the PHA's determination of the Pet Rule that has been violated;

The requirement that the resident/ pet owner must remove the pet within ten **calendar** days of the notice; and

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

*** P. TERMINATION OF TENANCY**

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

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

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

*** Q. PET REMOVAL**

If the death or incapacity of the pet owner threatens the health or safety of the pet, or other factors occur that render the owner unable to care for the pet, the situation will be reported to the Responsible Party designated by the resident/pet owner. This includes pets who are poorly cared for or have been left unattended for over **24** hours.

If the responsible party is unwilling or unable to care for the pet, or if the PHA after reasonable efforts cannot contact the responsible party, the PHA may contact the appropriate State or local agency and request the removal of the pet **or the PHA may place the pet in a proper facility for up to 30 days. If there is no other solution at the end of 30 days, the PHA may donate the pet to a humane society. Cost of this professional care will be borne by the pet owner.**

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

*** R. EMERGENCIES**

The PHA will take all necessary steps to insure that pets which become vicious, display symptoms of severe illness, or demonstrate behavior that constitutes an immediate threat to the health or safety of others, are referred to the appropriate State or local entity authorized to remove such animals.

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

Winnebago County Housing Authority
PHA Agency Plan
Conversion of Public Housing to Tenant-Based Assistance

10. Conversion of Public Housing to Tenant-Based Assistance

(exempted: Section 8 only PHAs)

Does the PHA Plan provide requested information as applicable. Yes

**Voluntary conversion, Required Initial Assessments:
(REQUIRED FOR ALL PHAS in FY2002)**

PHA modified the “Annual Plan Table of Contents” and
“Submission Checklist” to include this required attachment. Yes

PHA addressed **all** questions contained in Notice PIH 2001-
26 (pg. 6) **and** this information is contained in an attachment
to the template as required. Yes

If information in this component is not in compliance with PHA Plan requirements,
Explain: N/A

Winnebago County Housing Authority
PHA Agency Plan
Resident Advisory Board Membership
Resident Advisory Board Comments

Resident Advisory Board Membership:

Pheboe Milsap	Margaret Almond	Leona Battist	Carlotta Thompson
Ruth Kowalewski	Thelma Imler	Lila Wydick	Camera Johnson
Charity Kennedy	Mary Breese	Sally Barmore	Laetia Hayes
Josephine Quest	Donna Sly	Joanne Nimmer	Tina Tilson
Mary Kirchner			Robin James

Winnebago County Housing Authority
2901 Searles Avenue, Rockford, IL 61101

PUBLIC COMMENTS

Public Hearing: Agency Plan
December 8, 2003
9:00 A.M.

Comments on the Winnebago County Housing Authority Agency Plan FY2003 noted at the Public Hearing held on December 8, 2003 at 9:00 AM were as follows:

Halls & Common Areas: Collier Garden Apts (83-02):

Resident commented on need for more cleaning of halls and laundry room.

Response: Referred to Maintenance of Facilities Operations for review/follow-up.

Kitchens (ADA):

Resident noted that she likes ADA kitchens because they have more open area.

Security & Safety:

Comment made that security and safety is important to residents.

Response: Reviewed key card access system, community policing access

Common Areas, Laundry Rooms:

A request for more frequent cleaning was made.

Response: Referred to Maintenance of Facilities Operations for review.

Occupied Units/Carpet Cleaning:

A question was asked related to requests to clean carpeting in occupied units.

Response: Referred to Maintenance of Facilities Operations for review/follow-up.

Attachment: PHA Plan 5. C Management and Maintenance Policies
Winnebago County Housing Authority-Section 8 Administration Policy
Chapter 1

STATEMENT OF POLICIES AND OBJECTIVES

A.	MISSION STATEMENT	1-1
B.	LOCAL GOALS	1-2
C.	PURPOSE OF THE PLAN.....	1-8
D.	ADMINISTRATIVE FEE RESERVE.....	1-9
E.	RULES AND REGULATIONS	1-9
F.	TERMINOLOGY	1-9
G.	FAIR HOUSING POLICY	1-10
H.	REASONABLE ACCOMMODATIONS POLICY	1-11
I.	TRANSLATION OF DOCUMENTS.....	1-14
J.	MANAGEMENT ASSESSMENT OBJECTIVES.....	1-15
K.	RECORDS FOR MONITORING PHA PERFORMANCE	1-17
L.	PRIVACY RIGHTS	1-18
M.	FAMILY OUTREACH.....	1-19
N.	OWNER OUTREACH.....	1-20

Chapter 2
ELIGIBILITY FOR ADMISSION

A.	ELIGIBILITY FACTORS.....	2-1
B.	FAMILY COMPOSITION	2-3
C.	INCOME LIMITATIONS	2-7
D.	MANDATORY SOCIAL SECURITY NUMBERS	2-9
E.	CITIZENSHIP/ELIGIBLE IMMIGRATION STATUS	2-9
F.	OTHER CRITERIA FOR ADMISSIONS.....	2-10
G.	TENANT SCREENING	2-11
H.	CHANGES IN ELIGIBILITY PRIOR TO EFFECTIVE DATE OF THE CONTRACT	2-12
I.	INELIGIBLE FAMILIES.....	2-12
J.	PROHIBITED ADMISSIONS CRITERIA	2-12

**Chapter 3
APPLYING FOR ADMISSION**

A.	OVERVIEW OF APPLICATION TAKING PROCESS.....	3-1
B.	OPENING/CLOSING OF APPLICATION TAKING.....	3-2
C.	"INITIAL" APPLICATION PROCEDURES	3-4
D.	APPLICANT STATUS WHILE ON WAITING LIST	3-5
E.	TIME OF SELECTION	3-5
F.	COMPLETION OF A FULL APPLICATION	3-6
G.	VERIFICATION.....	3-8
H.	FINAL DETERMINATION AND NOTIFICATION OF ELIGIBILITY.....	3-8

**Chapter 4
ESTABLISHING PREFERENCES AND MAINTAINING THE WAITING LIST**

A.	WAITING LIST	4-2
B.	SPECIAL ADMISSIONS.....	4-3
C.	WAITING LIST PREFERENCES.....	4-4
D.	LOCAL PREFERENCES	4-5
E.	INCOME TARGETING	4-13
F.	INITIAL DETERMINATION OF LOCAL PREFERENCE QUALIFICATION	4-14
G.	EXCEPTIONS FOR SPECIAL ADMISSIONS	4-15
H.	TARGETED FUNDING.....	4-16
I.	PREFERENCE & INCOME TARGETING ELIGIBILITY	4-17
J.	ORDER OF SELECTION	4-19
K.	FINAL VERIFICATION OF PREFERENCES	4-20
L.	PREFERENCE DENIAL.....	4-20
M.	REMOVAL FROM WAITING LIST AND PURGING.....	4-21

**Chapter 5
SUBSIDY STANDARDS**

A.	DETERMINING FAMILY UNIT (VOUCHER) SIZE	5-1
B.	EXCEPTIONS TO SUBSIDY STANDARDS.....	5-3
C.	UNIT SIZE SELECTED.....	5-6

Chapter 6
FACTORS RELATED TO TOTAL TENANT PAYMENT & FAMILY SHARE
DETERMINATION

A.	INCOME AND ALLOWANCES	6-2
B.	MINIMUM RENT	6-3
C.	DEFINITION OF TEMPORARILY/PERMANENTLY ABSENT.....	6-7
D.	AVERAGING INCOME	6-13
E.	MINIMUM INCOME.....	6-13
F.	INCOME OF PERSON PERMANENTLY CONFINED TO NURSING HOME.....	6-14
G.	REGULAR CONTRIBUTIONS AND GIFTS	6-14
H.	ALIMONY AND CHILD SUPPORT.....	6-15
I.	LUMP-SUM RECEIPTS	6-16
J.	CONTRIBUTIONS TO RETIREMENT FUNDS - ASSETS	6-19
K.	ASSETS DISPOSED OF FOR LESS THAN FAIR MARKET VALUE	6-19
L.	CHILD CARE EXPENSES	6-20
M.	MEDICAL EXPENSES.....	6-21
N.	PRORATION OF ASSISTANCE FOR "MIXED" FAMILIES	6-21
O.	REDUCTION IN BENEFITS	6-21
P.	UTILITY ALLOWANCE AND UTILITY REIMBURSEMENT PAYMENTS	6-22

Chapter 7
VERIFICATION PROCEDURES

A.	METHODS OF VERIFICATION AND TIME ALLOWED.....	7-2
B.	RELEASE OF INFORMATION	7-5
C.	COMPUTER MATCHING	7-5
D.	ITEMS TO BE VERIFIED	7-6
E.	VERIFICATION OF INCOME	7-7
F.	INCOME FROM ASSETS	7-13
G.	VERIFICATION OF ASSETS	7-14
H.	VERIFICATION OF ALLOWABLE DEDUCTIONS FROM INCOME.....	7-15
I.	VERIFYING NON-FINANCIAL FACTORS	7-18
J.	VERIFICATION OF WAITING LIST PREFERENCES.....	7-27

Chapter 8
VOUCHER ISSUANCE AND BRIEFINGS

A.	ISSUANCE OF VOUCHERS	8-1
B.	BRIEFING TYPES AND REQUIRED ATTENDANCE	8-1
C.	ENCOURAGING PARTICIPATION IN AREAS WITHOUT LOW INCOME OR MINORITY CONCENTRATION	8-7
D.	ASSISTANCE TO FAMILIES WHO CLAIM DISCRIMINATION.....	8-8
E.	SECURITY DEPOSIT REQUIREMENTS	8-8
F.	TERM OF VOUCHER	8-9
G.	VOUCHER ISSUANCE DETERMINATION FOR SPLIT HOUSEHOLDS	8-12
H.	REMAINING MEMBER OF TENANT FAMILY - RETENTION OF VOUCHER .	8-13

Chapter 9
REQUEST FOR LEASE APPROVAL AND CONTRACT EXECUTION

A.	REQUEST FOR APPROVAL OF TENANCY.....	9-2
B.	ELIGIBLE TYPES OF HOUSING.....	9-4
C.	LEASE REVIEW	9-5
D.	SEPARATE AGREEMENTS	9-6
E.	INITIAL INSPECTIONS	9-7
F.	RENT LIMITATIONS.....	9-7
G.	DISAPPROVAL OF PROPOSED RENT	9-7
H.	INFORMATION TO OWNERS.....	9-8
I.	OWNER DISAPPROVAL	9-10
J.	CHANGE IN TOTAL TENANT PAYMENT (TTP) PRIOR TO HAP EFFECTIVE DATE.....	9-10
K.	CONTRACT EXECUTION PROCESS.....	9-11
L.	CHANGE IN OWNERSHIP	9-11

Chapter 10
HOUSING QUALITY STANDARDS AND INSPECTIONS

A.	GUIDELINES/TYPES OF INSPECTIONS	10-2
B.	INITIAL HQS INSPECTION	10-3
C.	ANNUAL HQS INSPECTIONS	10-5
D.	MOVE OUT/VACATE	10-7
E.	SPECIAL/COMPLAINT INSPECTIONS	10-7
F.	QUALITY CONTROL INSPECTIONS.....	10-7
G.	ACCEPTABILITY CRITERIA AND EXCEPTIONS TO HQS	10-8
H.	EMERGENCY REPAIR ITEMS.....	10-11
I.	CONSEQUENCES IF OWNER IS RESPONSIBLE (NON-EMERGENCY ITEMS)	10-13
J.	DETERMINATION OF RESPONSIBILITY	10-15
K.	CONSEQUENCES IF FAMILY IS RESPONSIBLE.....	10-16

Chapter 11
OWNER RENTS, RENT REASONABLENESS, AND PAYMENT STANDARDS

A.	RENT TO OWNER IN THE HOUSING CHOICE VOUCHER PROGRAM	11-1
B.	MAKING PAYMENTS TO OWNERS	11-2
C.	RENT REASONABLENESS DETERMINATIONS	11-4
D.	PAYMENT STANDARDS FOR THE VOUCHER PROGRAM.....	11-7
E.	ADJUSTMENTS TO PAYMENT STANDARDS	11-8
F.	EXCEPTION PAYMENT STANDARDS	11-11
G.	OWNER PAYMENT IN THE PREMERGER REGULAR CERTIFICATE PROGRAM	11-11
H.	OWNER PAYMENT IN THE PREMERGER OVER FMR TENANCY (OFTO) & VOUCHER PROGRAMS	11-12
I.	OWNER PAYMENT IN THE HOUSING CHOICE VOUCHER PROGRAM.....	11-12

Chapter 12
RECERTIFICATIONS

A.	ANNUAL ACTIVITIES	12-1
B.	ANNUAL RECERTIFICATION/REEXAMINATION	12-2
C.	REPORTING INTERIM CHANGES.....	12-7
D.	OTHER INTERIM REPORTING ISSUES	12-9
E.	INCOME CHANGES RESULTING FROM WELFARE PROGRAM REQUIREMENTS	12-10
F.	NOTIFICATION OF RESULTS OF RECERTIFICATIONS	12-12
G.	TIMELY REPORTING OF CHANGES IN INCOME (AND ASSETS).....	12-13
G.	CHANGES IN VOUCHER SIZE AS A RESULT OF FAMILY COMPOSITION CHANGES	12-15
I.	CONTINUANCE OF ASSISTANCE FOR "MIXED" FAMILIES	12-15
J.	MISREPRESENTATION OF FAMILY CIRCUMSTANCES	12-15

Chapter 13
MOVES WITH CONTINUED ASSISTANCE/PORTABILITY

A.	ALLOWABLE MOVES	13-1
B.	RESTRICTIONS ON MOVES.....	13-2
C.	PROCEDURE FOR MOVES	13-3
D.	PORTABILITY.....	13-3
E.	OUTGOING PORTABILITY.....	13-4
F.	INCOMING PORTABILITY	13-6

Chapter 14
CONTRACT TERMINATIONS

A.	CONTRACT TERMINATION	14-1
B.	TERMINATION BY THE FAMILY: MOVES	14-2
C.	TERMINATION OF TENANCY BY THE OWNER: EVICTIONS.....	14-2
D.	TERMINATION OF THE CONTRACT BY PHA	14-4

Chapter 15
DENIAL OR TERMINATION OF ASSISTANCE

A.	GROUNDS FOR DENIAL/TERMINATION	15-1
B.	"ONE-STRIKE" POLICY	15-5
C.	FAMILY OBLIGATIONS.....	15-10
D.	PROCEDURES FOR NON-CITIZENS	15-15
E.	ZERO (\$0)ASSISTANCE TENANCIES	15-16
F.	OPTION NOT TO TERMINATE FOR MISREPRESENTATION.....	15-16
G.	MISREPRESENTATION IN COLLUSION WITH OWNER	15-17
H.	MISSED APPOINTMENTS AND DEADLINES.....	15-18

Chapter 16
OWNER DISAPPROVAL AND RESTRICTION

A.	DISAPPROVAL OF OWNER	16-1
B.	OWNER RESTRICTIONS AND PENALTIES	16-3
C.	CHANGE IN OWNERSHIP	16-3

Chapter 17
CLAIMS, MOVE-OUT AND CLOSE-OUT INSPECTIONS
(For HAP Contracts Effective Before October 2, 1995)

A.	OWNER CLAIMS	17-1
B.	UNPAID RENT	17-1
C.	DAMAGES.....	17-2
D.	VACANCY LOSS IN THE PRE-MERGER CERTIFICATE PROGRAM.....	17-3
E.	MOVE-OUT AND CLOSE-OUT INSPECTIONS	17-5
F.	PROCESSING CLAIMS	17-6

Chapter 18
OWNER OR FAMILY DEBTS TO THE PHA

A.	PAYMENT AGREEMENT FOR FAMILIES.....	18-2
B.	DEBTS OWED FOR CLAIMS	18-4
C.	DEBTS DUE TO MISREPRESENTATIONS/NON-REPORTING OF INFORMATION.....	18-6
D.	DEBTS DUE TO MINIMUM RENT TEMPORARY HARDSHIP.....	18-8
E.	GUIDELINES FOR PAYMENT AGREEMENTS	18-9
F.	OWNER DEBTS TO THE PHA	18-11
G.	WRITING OFF DEBTS	18-11

Chapter 19
COMPLAINTS AND APPEALS

A.	COMPLAINTS TO THE PHA	19-2
B.	PREFERENCE DENIALS	19-3
C.	INFORMAL REVIEW PROCEDURES FOR APPLICANTS	19-4
D.	INFORMAL HEARING PROCEDURES	19-7
E.	HEARING AND APPEAL PROVISIONS FOR "RESTRICTIONS ON ASSISTANCE TO NON-CITIZENS"	19-13
F.	MITIGATING CIRCUMSTANCES FOR APPLICANTS/PARTICIPANTS WITH DISABILITIES	19-15

Chapter 20
SPECIAL HOUSING TYPES

A.	SINGLE ROOM OCCUPANCY	20-2
B.	CONGREGATE HOUSING.....	20-3
C.	GROUP HOMES	20-4
D.	SHARED HOUSING.....	20-6
E.	COOPERATIVE HOUSING	20-8
F.	MANUFACTURED HOMES	20-9
G.	HOMEOWNERSHIP	20-13

GLOSSARY

A.	ACRONYMS USED IN SUBSIDIZED HOUSING	GL-1
B.	GLOSSARY OF TERMS IN SUBSIDIZED HOUSING	GL-3
C.	GLOSSARY OF TERMS USED IN THE NONCITIZENS RULE	GL-18

PROGRAM INTEGRITY ADDENDUM

A.	CRITERIA FOR INVESTIGATION OF SUSPECTED ABUSE AND FRAUD	PI-2
B.	STEPS THE PHA WILL TAKE TO PREVENT PROGRAM ABUSE AND FRAUD	PI-3
C.	STEPS THE PHA WILL TAKE TO DETECT PROGRAM ABUSE AND FRAUD	PI-4
D.	THE PHA'S HANDLING OF ALLEGATIONS OF POSSIBLE ABUSE AND FRAUD	PI-5
E.	OVERPAYMENTS TO OWNERS	PI-5
F.	HOW THE PHA WILL INVESTIGATE ALLEGATIONS OF ABUSE AND FRAUD	PI-6
G.	PLACEMENT OF DOCUMENTS, EVIDENCE AND STATEMENTS OBTAINED BY THE PHA	PI-7
H.	CONCLUSION OF THE PHA'S INVESTIGATIVE REVIEW.....	PI-7
I.	EVALUATION OF THE FINDINGS	PI-7
J.	ACTION PROCEDURES FOR VIOLATIONS WHICH HAVE BEEN DOCUMENTED	PI-8

Reserved

Table of Contents

Winnebago County Housing Authority: 5C: ACOP PHA Management and Maintenance Policies

Chapter 1

STATEMENT OF POLICIES AND OBJECTIVES

A.	HOUSING AUTHORITY MISSION STATEMENT	1-1
B.	LOCAL OBJECTIVES	1-2
C.	PURPOSE OF THE POLICY	1-2
D.	FAIR HOUSING POLICY	1-3
E.	SERVICE AND ACCOMMODATIONS POLICY	1-5
F.	TRANSLATION OF DOCUMENTS	1-6
G.	PUBLIC HOUSING MANAGEMENT ASSESSMENT SYSTEM (PHAS) OBJECTIVES	1-7
H.	FAMILY OUTREACH.....	1-7
I.	PRIVACY RIGHTS.....	1-9
J.	POSTING OF REQUIRED INFORMATION.....	1-9
K.	TERMINOLOGY	1-11

Chapter 2

ELIGIBILITY FOR ADMISSION

A.	QUALIFICATION FOR ADMISSION	2-1
B.	FAMILY COMPOSITION	2-3
C.	MANDATORY SOCIAL SECURITY NUMBERS	2-6
D.	CITIZENSHIP/ELIGIBLE IMMIGRATION STATUS	2-7
E.	OTHER ELIGIBILITY CRITERIA	2-8
F.	ONE STRIKE POLICY	2-10
G.	SCREENING FOR SUITABILITY	2-17
H.	HEARINGS	2-24

Chapter 3

APPLYING FOR ADMISSION

A.	HOW TO APPLY	3-1
B.	"INITIAL" APPLICATION PROCEDURES	3-2
C.	NOTIFICATION OF APPLICANT STATUS.....	3-4
D.	COMPLETION OF A FULL APPLICATION	3-5
E.	PROCESSING APPLICATIONS	3-8
F.	FINAL DETERMINATION AND NOTIFICATION OF ELIGIBILITY.....	3-9

Table of Contents

Chapter 4

TENANT SELECTION AND ASSIGNMENT PLAN

A.	MANAGEMENT OF THE WAITING LIST	4-3
B.	SITE BASED WAITING LISTS	4-7
C.	WAITING LIST PREFERENCES.....	4-8
D.	FACTORS OTHER THAN PREFERENCES THAT AFFECT SELECTION OF APPLICANTS	4-11
E.	INCOME TARGETING	4-12
F.	UNITS DESIGNATED FOR THE ELDERLY	4-13
G.	UNITS DESIGNATED FOR THE DISABLED.....	4-13
H.	MIXED POPULATION UNITS	4-14
I.	GENERAL OCCUPANCY UNITS.....	4-14
J.	DECONCENTRATION OF POVERTY AND INCOME-MIXING	4-15
K.	PROMOTION OF INTEGRATION.....	4-20
L.	VERIFICATION OF PREFERENCE QUALIFICATION	4-20
M.	PREFERENCE DENIAL.....	4-21
N.	OFFER OF PLACEMENT ON THE SECTION 8 WAITING LIST	4-21
O.	REMOVAL FROM WAITING LIST AND PURGING.....	4-22
P.	OFFER OF ACCESSIBLE UNITS.....	4-23
Q.	PLAN FOR UNIT OFFERS	4-24
R.	CHANGES PRIOR TO UNIT OFFER.....	4-25
S.	APPLICANT STATUS AFTER FINAL UNIT OFFER.....	4-25
T.	TIME-LIMIT FOR ACCEPTANCE OF UNIT	4-26
U.	REFUSAL OF OFFER	4-28

Chapter 5

OCCUPANCY GUIDELINES

A.	DETERMINING UNIT SIZE	5-1
B.	EXCEPTIONS TO OCCUPANCY STANDARDS	5-3
C.	INCENTIVES TO ATTRACT HIGHER INCOME FAMILIES TO LOWER INCOME DEVELOPMENTS	5-5
D.	ACCESSIBLE UNITS	5-5
E.	FAMILY MOVES	5-6

Table of Contents

Chapter 6

DETERMINATION OF TOTAL TENANT PAYMENT

A.	MINIMUM RENT	6-1
B.	INCOME AND ALLOWANCES	6-6
C.	TRAINING INCOME EXCLUSIONS	6-7
D.	DISALLOWANCE OF EARNED INCOME FROM RENT DETERMINATIONS ..	6-13
E.	INDIVIDUAL SAVINGS ACCOUNTS	6-17
F.	TRAINING PROGRAMS FUNDED BY HUD	6-18
G.	AVERAGING INCOME	6-18
H.	MINIMUM INCOME	6-19
I.	INCOME OF PERSON PERMANENTLY CONFINED TO NURSING HOME	6-20
J.	REGULAR CONTRIBUTIONS AND GIFTS	6-21
K.	ALIMONY AND CHILD SUPPORT	6-21
L.	LUMP-SUM RECEIPTS	6-22
M.	CONTRIBUTIONS TO RETIREMENT FUNDS- ASSETS	6-25
N.	ASSETS DISPOSED OF FOR LESS THAN FAIR MARKET VALUE	6-25
O.	CHILD CARE EXPENSES	6-26
P.	MEDICAL EXPENSES	6-27
Q.	PRORATION OF ASSISTANCE FOR "MIXED" FAMILIES	6-28
R.	INCOME CHANGES RESULTING FROM WELFARE PROGRAM REQUIREMENTS	6-29
S.	UTILITY ALLOWANCE AND UTILITY REIMBURSEMENT PAYMENTS	6-31
T.	EXCESS UTILITY PAYMENTS	6-31
U.	CEILING RENTS	6-32
V.	FAMILY CHOICE IN RENTS	6-33
W.	PHA'S FLAT RENT METHODOLOGY	6-36

Table of Contents

Chapter 7

VERIFICATION PROCEDURES

A.	METHODS OF VERIFICATION AND TIME ALLOWED.....	7-1
B.	RELEASE OF INFORMATION	7-3
C.	COMPUTER MATCHING	7-4
D.	ITEMS TO BE VERIFIED	7-5
E.	VERIFICATION OF INCOME	7-6
F.	INCOME FROM ASSETS	7-10
G.	VERIFICATION OF ASSETS	7-12
H.	VERIFICATION OF ALLOWABLE DEDUCTIONS FROM INCOME.....	7-13
I.	VERIFYING NON-FINANCIAL FACTORS	7-16
J.	VERIFICATION OF SUITABILITY FOR ADMISSION	7-22
K.	VERIFICATION OF WAITING LIST PREFERENCES.....	7-23

Chapter 8

TRANSFER POLICY

A.	GENERAL STATEMENT	8-1
B.	TRANSFERS BETWEEN NON-ELDERLY DEVELOPMENTS	8-8
C.	TRANSFERS FROM NON-ELDERLY TO ELDERLY DEVELOPMENTS	8-8
D.	TRANSFERS BETWEEN ELDERLY DEVELOPMENTS	8-9
E.	TRANSFERS WITHIN THE DEVELOPMENT	8-9
F.	TRANSFERS DURING INITIAL OCCUPANCY	8-9
G.	TRANSFER REQUEST PROCEDURE	8-10
H.	PROCESSING IN AND OUT OF DEVELOPMENTS	8-11
I.	RENT ADJUSTMENTS OF TRANSFERRED RESIDENTS.....	8-12
J.	REEXAMINATION DATE.....	8-12

Table of Contents

Chapter 9

LEASING

A.	LEASE ORIENTATION	9-1
B.	LEASE REQUIREMENTS	9-2
C.	EXECUTION OF LEASE	9-3
D.	ADDITIONS TO THE LEASE.....	9-4
E.	LEASING UNITS WITH ACCESSIBLE OR ADAPTABLE FEATURES	9-7
F.	UTILITY SERVICES	9-7
G.	SECURITY DEPOSITS	9-8
H.	RENT PAYMENTS.....	9-10
I.	FEES AND NONPAYMENT PENALTIES	9-10
J.	SCHEDULES OF SPECIAL CHARGES.....	9-10
K.	MODIFICATIONS TO THE LEASE.....	9-10
L.	CANCELLATION OF THE LEASE.....	9-11
M.	INSPECTIONS OF PUBLIC HOUSING UNITS	9-12

Chapter 10

PET POLICY – ELDERLY/DISABLED PROJECTS

A.	MANAGEMENT APPROVAL OF PETS	10-2
B.	STANDARDS FOR PETS	10-5
C.	PETS TEMPORARILY ON THE PREMISES	10-6
D.	DESIGNATION OF PET/NO PET AREAS	10-6
E.	ADDITIONAL FEES AND DEPOSITS FOR PETS	10-7
F.	ALTERATIONS TO UNIT	10-8
G.	PET WASTE REMOVAL CHARGE	10-8
H.	PET AREA RESTRICTIONS	10-9
I.	NOISE.....	10-9
J.	CLEANLINESS REQUIREMENTS	10-9
K.	PET CARE.....	10-10
L.	RESPONSIBLE PARTIES	10-10
M.	INSPECTIONS	10-10
N.	PET RULE VIOLATION NOTICE.....	10-11
O.	NOTICE FOR PET REMOVAL	10-12
P.	TERMINATION OF TENANCY.....	10-12
Q.	PET REMOVAL.....	10-12
R.	EMERGENCIES.....	10-12

Table of Contents

Chapter 11

PET POLICY – FAMILY PROJECTS

A.	MANAGEMENT APPROVAL OF PETS	11-2
B.	STANDARDS FOR PETS	11-4
C.	PETS TEMPORARILY ON THE PREMISES	11-6
D.	DESIGNATION OF PET-FREE AREAS	11-6
E.	ADDITIONAL FEES AND DEPOSITS FOR PETS	11-7
F.	ALTERATIONS TO UNIT	11-8
G.	PET WASTE REMOVAL CHARGE	11-8
H.	PET AREA RESTRICTIONS	11-9
I.	NOISE.....	11-9
J.	CLEANLINESS REQUIREMENTS	11-10
K.	PET CARE.....	11-11
L.	RESPONSIBLE PARTIES	11-11
M.	INSPECTIONS	11-11
N.	PET RULE VIOLATION NOTICE.....	11-12
O.	NOTICE FOR PET REMOVAL	11-13
P.	TERMINATION OF TENANCY.....	11-13
Q.	PET REMOVAL.....	11-13
R.	EMERGENCIES.....	11-14

Chapter 12

REEXAMINATIONS

A.	ELIGIBILITY FOR CONTINUED OCCUPANCY	12-1
B.	ANNUAL REEXAMINATION	12-2
C.	REPORTING INTERIM CHANGES.....	12-8
D.	INCOME CHANGES RESULTING FROM WELFARE PROGRAM REQUIREMENTS.....	12-9
E.	OTHER INTERIM REPORTING ISSUES	12-12
F.	TIMELY REPORTING OF CHANGES IN INCOME (AND ASSETS).....	12-13
G.	REPORTING OF CHANGES IN FAMILY COMPOSITION.....	12-15
H.	REMAINING MEMBER OF TENANT FAMILY - RETENTION OF UNIT	12-22
I.	CHANGES IN UNIT SIZE.....	12-22
J.	CONTINUANCE OF ASSISTANCE FOR "MIXED" FAMILIES	12-23

Table of Contents

Chapter 13

LEASE TERMINATIONS

A.	TERMINATION BY TENANT	13-1
B.	TERMINATION BY PHA	13-2
C.	NOTIFICATION REQUIREMENTS.....	13-4
D.	RECORD KEEPING	13-7
E.	TERMINATIONS DUE TO INELIGIBLE IMMIGRATION STATUS.....	13-8

Chapter 14

COMPLAINTS, GRIEVANCES AND APPEALS

A.	COMPLAINTS	14-2
B.	APPEALS BY APPLICANTS.....	14-3
C.	APPEALS BY TENANTS.....	14-3
D.	HEARING AND APPEAL PROVISIONS FOR "RESTRICTIONS ON ASSISTANCE TO NONCITIZENS"	14-4
E.	GRIEVANCE PROCEDURES	14-6

Chapter 15

FAMILY DEBTS TO THE PHA

A.	PAYMENT AGREEMENT FOR FAMILIES.....	15-2
B.	DEBTS DUE TO FRAUD/NON-REPORTING OF INFORMATION.....	15-5
C.	WRITING OFF DEBTS	15-5

Chapter 16

COMMUNITY SERVICE

A.	REQUIREMENT	16-1
B.	EXEMPTIONS	16-2
C.	DEFINITION OF ECONOMIC SELF-SUFFICIENCY PROGRAM.....	16-3
D.	ANNUAL DETERMINATIONS.....	16-4
E.	NONCOMPLIANCE	16-4
F.	PHA RESPONSIBILITY	16-5
G.	PHA IMPLEMENTATION OF COMMUNITY SERVICE REQUIREMENT.....	16-6

Table of Contents

GLOSSARY

I.	TERMS USED IN DETERMINING RENT.....	GL-1
II.	GLOSSARY OF HOUSING TERMS	GL-9
III.	GLOSSARY OF TERMS USED IN THE NONCITIZENS RULE	GL-18

PROGRAM INTEGRITY ADDENDUM

A.	CRITERIA FOR INVESTIGATION OF SUSPECTED FRAUD AND ABUSE	PI Addendum-2
B.	STEPS THE PHA WILL TAKE TO PREVENT PROGRAM ABUSE AND FRAUD ..	PI Addendum-3
C.	STEPS THE PHA WILL TAKE TO DETECT PROGRAM ABUSE AND FRAUD	PI Addendum-4
D.	THE PHA'S HANDLING OF ALLEGATIONS OF POSSIBLE ABUSE AND FRAUD	PI Addendum-5
E.	HOW THE PHA WILL INVESTIGATE ALLEGATIONS OF ABUSE AND FRAUD.	PI Addendum-6
F.	PLACEMENT OF DOCUMENTS, EVIDENCE AND STATEMENTS OBTAINED BY THE PHA.....	PI Addendum-7
G.	CONCLUSION OF THE PHA'S INVESTIGATIVE REVIEW	PI Addendum-7
H.	EVALUATION OF THE FINDINGS	PI Addendum-7
I.	ACTION PROCEDURES FOR VIOLATIONS WHICH HAVE BEEN DOCUMENTED	PI Addendum-8



Winnebago County Housing Authority

Organizational Chart

