

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

THE HOUSING AUTHORITY OF THE CITY
OF EAST ST. LOUIS

PHA Plans

5 Year Plan for Fiscal Years 2005 - 2009

Annual Plan for Fiscal Year 2005 – Revision 1

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

**PHA Plan
Agency Identification**

PHA Name: Housing Authority of the City of East St. Louis

PHA Number: IL001

PHA Fiscal Year Beginning: 04/2005

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 2005 - 2009
[24 CFR Part 903.5]

A. Vision

The Housing Authority of the City of East St. Louis will contribute in a positive manner to the economic strengthening and overall growth of our residents and the community.

B. Mission

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: (state mission here)

Provide safe, decent and affordable housing. Promote, in partnership with community agencies and faith-based organizations, resident empowerment through education, training, job development and homeownership.

C. 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.

GOAL: Promote Decent Affordable Housing

Objective DAH1: Convert Agency to Asset Based Management.

Task 1: Conduct review to set logical combinations of public housing properties that will fit within the asset based management structure. Completion date: January 2005.

Task 2: Review and revise job description for property manager and organizational/physical structure of property management offices. Determine areas of responsibility, as to which will be site based and those, which will not be site based. March 2005

Task 3: Review and determine concept of maintenance (options include decentralized maintenance staff working for property manager or centralized maintenance staff operating under a fee for service approach where each project is charged for actual costs of maintenance performed.) March 2005

Task 4: Develop desired concept of budgeting and accounting for each combination of public housing properties, which allows for analysis of actual revenues and expenditures. (Sub-areas include but are not limited to operations budget, capital fund budget and project based financial statements.) Completion date: March 2005

Task 5: Review computer software needs to support asset based management. (Sub-areas include but are not limited to: Perform a software review to determine current software capabilities to support an asset based property management

structure. Review, if necessary possible changes required to current software. Review replacement software if necessary to support asset based management.) April 2005

Task 6: Determine/set strategy/time schedule for implementation of asset based management (options include developing a pilot project and working out the problems, implementing several projects simultaneously and converting the entire agency to asset based management simultaneously.) Completion date: May 2005

Task 7: Desired implementation target date is October 2005.

Objective DAH2: Develop and Maintain a Competitive Housing Stock.

Task 1: Continue Phase I of mixed finance Central City Apartments effort to develop 84 units including 35 public housing, 40 subsidized (tax credit), and 9 market rate (Section 8). Estimated completion date January 2006

Task 2: Continue Phase II and Phase III of the mixed finance redevelopment project projected at adding 450 (195 public housing) total units of housing. Estimated completion date December 2011

Task 3: Reduce public housing inventory by 166 units. This includes 14 Section 32 homebuyer units, 58 sale units, 93 demolition units and one unit previously sold. Estimated completion date April 2005

Task 4: Reduce public housing inventory by 123 units. This includes tentatively units in the Roosevelt Homes (83 units) and Samuel Gompers Homes (40 units) complexes. Estimated completion date June 2006

Task 5: Develop plan for replacement of Orr-Weathers D-1 and E-2 high-rise buildings to include replacement senior housing and demolition of both buildings. Incorporate plan into revised Five Year Plan for 2006. (Note: Estimated replacement and demolition in 2008 timeframe.) Estimated plan completion date October 2005

Task 6: Develop plan to demolish and replace Norman E. Owens Plaza development. Demolish 148 units and replace with 200 units of senior housing. (Note: Estimated demolition and replacement in 2007/2008 timeframe. Estimated plan completion date is October 2006

Task 7: Develop plan for replacement of Brenton, Ruggeri, Rukavina and Starnes high-rise buildings to include replacement senior housing (200-300 units) and demolition of all four buildings. Incorporate plan into revised Five Year Plan for 2008. (Note: Estimated replacement and demolition in 2010 timeframe.)

Objective DAH3: Increase Housing Opportunities for the Elderly and Persons with Disabilities.

Task 1: Determine feasibility and design a plan to include potential partnering with social and faith-based agencies to develop an assisted living apartment complex for senior and disabled public housing residents. Estimated plan completion date September 2005.

Task 2: Incorporate results of above proposed assisted living apartment complex plan into revised Five Year Plan and Annual Plan for 2006.

Task 3: Conduct a comprehensive assessment of all services currently provided to public housing authority senior and disabled residents. Assessment completion date December 2005.

Task 4: Develop a new Seniors/Disabled Resident Independent Living Support Plan. Plan completion and implementation September 2006.

Objective DAH4: Help HUD-Assisted Renters Make Progress Toward Self-Sufficiency.

Task 1: Update and revise the Family Self-Sufficiency (FSS) Action Plan. Plan completion and implementation June 2005.

Task 2: Review resident demographics and conduct needs assessment for residents to determine alignment of needs with services currently provided. Make adjustments as necessary to current programs. Assessment completion date November 2005. Readjust programs as necessary by April 2006.

Task 3: Establish a resource focal point within the agency to assist residents in obtaining entrepreneurial opportunities to establish resident owned businesses. Establish a focal point, collect available resources and advertise services to residents. Initial capability date June 2006.

Task 4: Revise the Agency's Section 3 Plan and establish a Section 3 Employment advocate within the agency responsible for insuring agency compliance with Section 3 requirements and promoting the employment of residents wherever possible. Plan revision July 2005. Establishment of Section 3 Employment advocate by December 2005.

GOAL: Increase Homeownership Opportunities

Objective HO1: Implement/Operate Housing Choice Voucher (Section 8) Homeownership Program.

- Task 1:** Implement Housing Choice Voucher (Section 8) Homeownership Program by December 1, 2005.
- Task 2:** Place at least one family in the Housing Choice Voucher Homeownership Program by June 30, 2005.
- Task 3:** Place at least one family in the Housing Choice Voucher Homeownership Program by December 31, 2005.
- Task 4:** Place three families in the Housing Choice Voucher Homeownership Program between January 1, 2006, and December 31, 2006.
- Task 5:** Place three families in the Housing Choice Voucher Homeownership Program between January 1, 2007, and December 31, 2007.
- Task 6:** Place three families in the Housing Choice Voucher Homeownership Program between January 1, 2008, and December 31, 2008.
- Task 7:** Place three families in the Housing Choice Voucher Homeownership Program between January 1, 2009, and December 31, 2009.

Objective HO2: Develop and Implement a Section 32 Homeownership Program.

- Task 1:** Develop, obtain HUD approval and implement a Section 32 Homeownership Plan for Housing Authority residents, Housing Choice Voucher Homeownership Program participants and qualifying City of East St. Louis residents by December 31, 2004.
- Task 2:** Sell at least one housing authority scattered site home through the Section 32 Homeownership Plan between January 1, 2005, and June 30, 2005.
- Task 3:** Sell at least two housing authority scattered site homes through the Section 32 Homeownership Plan between July 1, 2005, and December 31, 2005.
- Task 4:** Sell at least five housing authority scattered site homes through the Section 32 Homeownership Plan between January 1, 2006, and December 31, 2006.
- Task 5:** Sell at least 10 housing authority scattered site homes through the Section 32 Homeownership Plan between January 1, 2007, and December 31, 2007.
- Task 6:** Sell at least 10 housing authority scattered site homes through the Section 32 Homeownership Plan between January 1, 2008, and December 31, 2008.
- Task 7:** Sell at least 15 housing authority scattered site homes through the Section 32 Homeownership Plan between January 1, 2009, and December 31, 2009.

Objective HO3: Use Replacement Housing Factor funds to build single-family public housing units, which will serve to anchor low-income homeownership opportunities for residents of public housing.

- Task 1:** Develop, receive HUD approval and implement a Replacement Housing Factor (Phase 1) Plan by January 2005.
- Task 2:** Begin (Phase 1) construction of 10 single-family living units in Spring 2005 and complete construction April 2006. Place public housing residents in units with potential to immediately purchase units. May-June 2006.
- Task 3:** Develop Phase 2 Replacement Housing Factor Plan for up to 20 single-family living units September 2005.
- Task 4:** Begin Phase 2 construction of 20 single-family living units in Summer 2006 with estimated completion date of October 2007. Place public housing residents in units with potential to immediately purchase units. November-December 2007.

Objective HO4: Develop and Implement a Homeownership Supportive Services Program for Residents of the ESLHA.

- Task 1:** Develop, receive approval, and implement Homeownership Supportive Services Plan. Summer 2004.
- Task 2:** Obtain services of a HUD approved Housing Counseling Agency to provide Homeownership Supportive Services to residents of the ESLHA. December 2004.
- Task 3:** One-hundred ESLHA resident families will participate in the Homeownership Supportive Services Program. Of this number 15 families will either purchase or be fully qualified and in the position to purchase their own home. Completion date December 2005.
- Task 4:** One-hundred ESLHA resident families will participate in the Homeownership Supportive Services Program. Of this number 20 families will either purchase or be fully qualified and in the position to purchase their own home. Completion date December 2006.

Task 5: One-hundred ESLHA resident families will participate in the Homeownership Supportive Services Program. Of this number 25 families will either purchase or be fully qualified and in the position to purchase their own home. Completion date December 2007.

GOAL: Strengthen Communities

Objective SC1: Reduce Crime in Our Communities

- Task 1:** Install new common area lighting in all Samuel Gompers Homes common areas. Completion date October 2004.
- Task 2:** Install security camera system in Samuel Gompers Homes common areas. Completion date April 2005.
- Task 3:** Review common area lighting and security camera requirements for John DeShields/John Robinson Homes and prepare a plan to address identified needs. Completion date June 2005.
- Task 4:** Upgrade common area lighting and install security cameras as outlined in the plan. Completion date December 2005.
- Task 5:** Review common area lighting and security camera requirements for Norman E. Owens Plaza/Orr-Weathers flats and prepare a plan to address identified needs. Completion date December 2005.
- Task 6:** Upgrade common area lighting and install security cameras as outlined in the plan. Completion date June 2006.
- Task 7:** Review common area lighting and security camera requirements for all high-rise buildings (D-1, E-2, Brenton, Ruggeri, Rukavina, Starnes) and prepare a plan to address identified needs. Note: Plan should be based upon fact that these buildings may be demolished in the 2008-2010 timeframe. Completion date June 2006.
- Task 8:** Upgrade common area lighting and install security cameras as outlined in the plan. Completion date December 2006.
- Task 9:** Review common area lighting and security camera requirements for Roosevelt/Villa Griffin Homes and prepare a plan to address identified needs. Completion date December 2006.
- Task 10:** Upgrade common area lighting and install security cameras as outlined in the plan. Completion date June 2007.
- Task 11:** Review common area lighting and security camera requirements for Phoenix Courts/Forest Village and prepare a plan to address identified needs. Completion date June 2007.
- Task 12:** Upgrade common area lighting and install security cameras as outlined in the plan. Completion date December 2007.
- Task 13:** Develop Neighborhood Watch Programs though-out our public housing communities. Completion date December 2006.

Objective SC2: Strengthen Resident Organizations and Participation of Residents in the Community.

- Task 1:** Work with the Resident Advisory Board and develop a joint plan to increase participation of residents in the Resident Advisory Council activities of each complex. Plan completion date June 2005.
- Task 2:** Implement Joint Plan. July 2005 through June 2006.
- Task 3:** Work with the Resident Advisory Board and develop a joint plan to better inform public housing residents of issues, which may affect them as residents of the City of East St. Louis. Plan completion date December 2005.
- Task 4:** Implement Joint Plan. January 2006 through December 2006.
- Task 5:** Develop an Agency Community Service Focal Point to monitor resident's mandatory community service activities and to assist in providing meaningful community service opportunities. Implementation date June 2005.

Objective SC3: Sell Properties and Increase the Local Property Tax Rolls to Enhance Community Provided

Services.

- Task 1:** Identify all vacant land currently owned by the ESLHA. Completion date March 2005.
- Task 2:** Identify all vacant land, which the ESLHA will retain to further develop housing in the City of East St. Louis. Completion date June 2005.
- Task 3:** Develop a plan to address the sale of all remaining vacant land owned by ESLHA. Completion date July 2005.
- Task 4:** Sell 100 vacant properties/lots. Completion date December 2006.
- Task 5:** Sell 100 vacant properties/lots. Completion date December 2007.

- Task 6:** Sell 100 vacant properties/lots. Completion date December 2008.
Task 7: Sell 100 vacant properties/lots. Completion date December 2009.
Task 8: Some properties will be sold under the goal to: “Promote Decent Affordable Housing.” See Objective: DAH2, Task 3 above.

GOAL: Promote Agency Economic Self-Sufficiency

Objective ESS1: Reduce Agency Operating Costs Through Increasing the Efficient Use of All Available

Resources.

- Task 1:** Conduct energy/water resource conservation audit/analysis. Complete audit/analysis December 2005.
Task 2: Implementation of recommendations of energy/water resource conservation audit/analysis December 2006.
Task 3: Conduct vehicle fleet audit/analysis. Complete audit/analysis December 2005.
Task 4: Implementation of recommendations of fleet audit/analysis December 2006.
Task 5: Develop plan/methodology for adopting preventative maintenance procedures to reduce long term Agency costs of operation. Complete Plan June 2006.

Objective ESS2: Develop Real Time Financial Budgeting, Tracking and Reporting

- Task 1:** Real time financial budgeting, tracking and reporting should fit closely with the goal to: “Promote Decent Affordable Housing.” See DAH1, Task 4.

Objective ESS3: Increase Employee Performance Through Development and Training Programs, and Incentive Programs.

- Task 1:** Perform Agency wide review of training needs. Completion date December 2005.
Task 2: Development and implementation of a plan, which meets training needs described by review. Completion date June 2006.
Task 3: Review the General Electric Sigma Six performance and quality improvement program for possible adoption in part or in whole by the ESLHA. Completion date December 2005.
Task 4: Conduct a review of the current employee performance reporting system and make recommendations as to whether to keep or revise current system. Completion date June 2006.

Objective ESS4: Streamline all Agency Policies, Procedures, and Reporting Required in the Shift to Asset Based Management.

- Task 1:** See goal to Promote Decent Affordable Housing, Objective DAH1

D. MANAGEMENT REVIEW:

The Agency will establish a Management Review Committee (MRC) to review progress in meeting the goals and objectives outlined in the 5 Year Plan, and the 5 Year Capital Fund Plan. The MRC will meet quarterly and provide senior management with an assessment of overall progress. Additionally, the MRC will make recommendations as necessary to adjust goals and objectives to better reflect the changing and currently unrealized needs of the Agency.

Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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Attachments

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

Required Attachments:

- Attachment D - Community Service & Self Sufficiency Requirement (il001d01)
- Attachment H - Admissions Policy for Deconcentration (il001h01)
- Attachment X - FY 2005 Capital Fund Program Annual Statement (il001x01)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- Attachment C - PHA Management Organizational Chart (il001c01)
- Attachment Z - Capital Fund Program 5 Year Action Plan (il001z01)
- Attachment I - Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) (il001i01)
- Other (List below, providing each attachment name)
See Table of Contents

Annual PHA Plan – Revision 1
PHA Fiscal Year 2005
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

We are continuing to move forward with our mixed finance/mixed income development project. This phase will include 35 public housing, 40 low-income and 9 market rate living units. Ground breaking is scheduled for December 2004. Soon we will begin the design of Phase II of this effort which will include approximately 330 public housing living units along with additional affordable and market rate rental housing.

We are also continuing with several initiatives to include implementation of our Section 32 Homeownership program, a Homeownership Supportive Services Program and a Section 8 Homeownership Program. We are excited about the opportunities these programs are presenting to our residents and to residents of the East St. Louis community in general.

We are reviewing our total inventory of living units and vacant properties. We plan to reduce our inventory of detached homes and vacant lots and hopefully place these on the local property tax roles so that they may add to necessary revenues, which go to supporting services provided by East St. Louis City government.

This coming year will present numerous challenges for the East St. Louis Housing Authority. A key challenge will be converting the agency to an asset basis. We look forward to this challenge and believe that this conversion will only serve to strengthen the entire agency.

ESLHA certifies that its plan remains consistent with the city's Consolidated Plan.

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 A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy	Annual Plan: Operations

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	Central City Apartments (Mixed-Finance) Admissions & Continued Occupancy Policy and Procedures proposed draft.	Note: This Annual Plan Template reflects current public housing & Section 8 programs only.
X	Central City Apartments (Mixed Finance) Residential Lease Agreement for ACC-Assisted and Project Based Assistance Section 8 Units proposed draft.	Note: This Annual Plan Template reflects current public housing & Section 8 programs only.
X	Central City Apartments (Mixed Finance) Lease Addendum for Project Based Assistance Section 8 Tenancies and Leases Only proposed draft.	Note: This Annual Plan Template reflects current public housing & Section 8 programs only.
X	Central City Apartments (Mixed Finance) Lease Work/Activity Rider proposed draft.	Note: This Annual Plan Template reflects current public housing & Section 8 programs only.
X	Central City Apartments (Mixed Finance) Lease Resident Rules and Regulations proposed draft.	Note: This Annual Plan Template reflects current public housing & Section 8 programs only.
X	Central City Apartments (Mixed Finance) Additions to the East St. Louis Housing Authority Administrative Plan proposed draft.	Note: This Annual Plan Template reflects current public housing & Section 8 programs only.
	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	1000	5	3	5	5	5	4
Income >30% but <=50% of AMI	300	5	5	5	4	5	4
Income >50% but	400	3	5	5	3	5	3

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
<80% of AMI							
Elderly	200	4	5	5	4	4	5
Families with Disabilities	UNK	UNK	UNK	UNK	UNK	UNK	UNK
Race/Ethnicity	1900	5	5	5	5	5	5

Note: According to the draft City of East St. Louis Five-Year Consolidated Plan 2005-2009, there is adequate housing for very low-income households. However, a large number of very low-income households do not have access to this housing. Low-income and moderate-income renters apply pressure, which, would otherwise be affordable to very low-income households. Very low-income rental households are forced into higher cost rentals. The need in the draft Consolidated Plan appears to be for rental housing suitable for moderate-income households. Greater quantities of this higher price range rental housing will reduce the perceived shortage of very low-income rental housing.

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: Draft 2005-2009
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year:
- Other housing market studies
Indicate year: 2003

Site and Market Analysis for a Mixed-Income Development Program, 2003 (American Marketing Services, Inc.)

- Other sources: (list and indicate year of information)

American Fact Finder, Census 2000 Summary File 3 (SF-3) East St. Louis City, Illinois DP-4 Profile of Selected Housing Characteristics.

**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.

1-1 Samuel Gompers Homes Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input checked="" type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/sub-jurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	64		N/A
Extremely low income <=30% AMI	63	99	
Very low income			

**1-1 Samuel Gompers Homes
Housing Needs of Families on the Waiting List**

(>30% but <=50% AMI)	1	1	
Low income (>50% but <80% AMI)	0	0	
Families with children	57	89	
Elderly families	7	11	
Families with Disabilities	16	25	
Race/ethnicity	African American	100	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	7	11	N/A
2 BR	46	72	N/A
3 BR	12	19	N/A
4 BR	0	0	N/A
5 BR	0	0	N/A
5+ BR	0	0	N/A

Is the waiting list closed (select one)? No Yes
 If yes:
 How long has it been closed (# of months)?
 Does the PHA expect to reopen the list in the PHA Plan year? No Yes
 Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No Yes

Statistical Data as of 10/28/04
 UNK – Unknown
 N/A – Information not available

**1-2, 1-3 John Robinson/John DeShields
Housing Needs of Families on the Waiting List**

Waiting list type: (select one)

- Section 8 tenant-based assistance
- Public Housing
- Combined Section 8 and Public Housing
- Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/sub-jurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	39		N/A
Extremely low income <=30% AMI	39	100	
Very low income (>30% but <=50% AMI)	0	0	
Low income (>50% but <80% AMI)	0	0	
Families with children	31	79	
Elderly families	4	10	
Families with Disabilities	4	10	

**1-2, 1-3 John Robinson/John DeShields
Housing Needs of Families on the Waiting List**

Race/ethnicity	African American	100	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	7	18	N/A
2 BR	21	54	N/A
3 BR	8	21	N/A
4 BR	1	3	N/A
5 BR	2	5	N/A
5+ BR	0	0	N/A

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

If yes:

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

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

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

Statistical Data as of 10/28/04

UNK – Unknown

N/A – Information not available

**1-4, 1-26 Roosevelt Homes
Housing Needs of Families on the Waiting List**

Waiting list type: (select one)

- Section 8 tenant-based assistance
 Public Housing
 Combined Section 8 and Public Housing
 Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/sub-jurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	141		N/A
Extremely low income <=30% AMI	133	94	
Very low income (>30% but <=50% AMI)	8	6	
Low income (>50% but <80% AMI)	0	0	
Families with children	137	97	
Elderly families	14	10	
Families with Disabilities	14	10	
Race/ethnicity	African American	100	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	4	3	N/A
2 BR	94	67	N/A
3 BR	37	26	N/A
4 BR	5	4	N/A
5 BR	1	1	N/A

**1-4, 1-26 Roosevelt Homes
Housing Needs of Families on the Waiting List**

5+ BR	0	0	N/A
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Is the waiting list closed (select one)? No Yes

If yes:

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

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

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

Statistical Data as of 10/28/04

UNK – Unknown

N/A – Information not available

**1-5 Villa Griffin
Housing Needs of Families on the Waiting List**

Waiting list type: (select one)

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

	# of families	% of total families	Annual Turnover
Waiting list total	56		N/A
Extremely low income <=30% AMI	51	91	
Very low income (>30% but <=50% AMI)	4	7	
Low income (>50% but <80% AMI)	1	1	
Families with children	53	95	
Elderly families	5	9	
Families with Disabilities	5	9	
Race/ethnicity	African American	100	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	3	5	N/A
2 BR	44	79	N/A
3 BR	7	13	N/A
4 BR	2	4	N/A
5 BR	0	0	N/A
5+ BR	0	0	N/A

1-5 Villa Griffin
Housing Needs of Families on the Waiting List

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

If yes:

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

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

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

Statistical Data as of 10/028/04

UNK – Unknown

N/A – Information not available

**1-7, 1-8, 1-9 Mixed Population Developments
Housing Needs of Families on the Waiting List**

Waiting list type: (select one)

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

	# of families	% of total families	Annual Turnover
Waiting list total	265		N/A
Extremely low income <=30% AMI	252	95	
Very low income (>30% but <=50% AMI)	13	5	
Low income (>50% but <80% AMI)	0	0	
Families with children	0	0	
Elderly families	41	15	
Families with Disabilities	58	19	
Race/ethnicity	African American	100	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	265	100	N/A
2 BR	0	0	N/A
3 BR	0	0	N/A
4 BR	0	0	N/A
5 BR	0	0	N/A
5+ BR	0	0	N/A

**1-7, 1-8, 1-9 Mixed Population Developments
Housing Needs of Families on the Waiting List**

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

If yes:

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

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

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

Statistical Data as of 10/28/04

UNK – Unknown

N/A – Information not available

**1-11, 1-12, 1-13, 1-25, 1-45, 1-46, 1-47, 1-50, 1-51 Scattered Sites
Housing Needs of Families on the Waiting List**

Waiting list type: (select one)

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

	# of families	% of total families	Annual Turnover
Waiting list total	111		N/A
Extremely low income <=30% AMI	98	88	
Very low income (>30% but <=50% AMI)	13	12	
Low income (>50% but <80% AMI)	0	0	
Families with children	111	100	
Elderly families	16	14	
Families with Disabilities	16	14	
Race/ethnicity	African American	100	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	0	0	N/A
2 BR	66	59	N/A
3 BR	42	38	N/A
4 BR	2	2	N/A
5 BR	2	2	N/A
5+ BR	0	0	N/A

**1-11, 1-12, 1-13, 1-25, 1-45, 1-46, 1-47, 1-50, 1-51 Scattered Sites
Housing Needs of Families on the Waiting List**

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

If yes:

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

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

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

Statistical Data as of 10/28/04

UNK – Unknown

N/A – Information not available

**1-21, 1-44 Orr-Weathers/Norman E. Owens
Housing Needs of Families on the Waiting List**

Waiting list type: (select one)

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

	# of families	% of total families	Annual Turnover
Waiting list total	152		N/A
Extremely low income <=30% AMI	146	96	
Very low income (>30% but <=50% AMI)	6	4	
Low income (>50% but <80% AMI)	0	0	
Families with children	152	100	
Elderly families	10	7	
Families with Disabilities	10	7	
Race/ethnicity	African American	100	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	0	0	N/A
2 BR	106	70	N/A
3 BR	41	27	N/A
4 BR	4	3	N/A
5 BR	3	2	N/A
5+ BR	0	0	N/A

**1-21, 1-44 Orr-Weathers/Norman E. Owens
Housing Needs of Families on the Waiting List**

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

If yes:

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

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

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

Statistical Data as of 10/28/04

UNK – Unknown

N/A – Information not available

**1-27, 1-28 Phoenix Courts – Campus of Learners
Housing Needs of Families on the Waiting List**

Waiting list type: (select one)

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

	# of families	% of total families	Annual Turnover
Waiting list total	101		N/A
Extremely low income <=30% AMI	89	88	
Very low income (>30% but <=50% AMI)	12	12	
Low income (>50% but <80% AMI)	0	0	
Families with children	101	100	
Elderly families	0	0	
Families with Disabilities	2	2	
Race/ethnicity	African American	100	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	0	0	N/A
2 BR	72	71	N/A
3 BR	26	26	N/A
4 BR	3	3	N/A
5 BR	0	0	N/A
5+ BR	0	0	N/A

**1-27, 1-28 Phoenix Courts – Campus of Learners
Housing Needs of Families on the Waiting List**

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

If yes:

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

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

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

Statistical Data as of 10/28/04

UNK – Unknown

N/A – Information not available

**Summary of Site-Based Waiting Lists
Housing Needs of Families on the Waiting List**

Waiting list type: (select one)

Section 8 tenant-based assistance

Public Housing

Combined Section 8 and Public Housing

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

If used, identify which development/sub-jurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	929		N/A
Extremely low income <=30% AMI	871	94	
Very low income (>30% but <=50% AMI)	57	6	
Low income (>50% but <80% AMI)	0	0	
Families with children	542	58	
Elderly families	97	10	
Families with Disabilities	108	12	
Race/ethnicity	African American	100	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	286	31	N/A
2 BR	449	48	N/A
3 BR	173	19	N/A
4 BR	17	2	N/A
5 BR	8	1	N/A
5+ BR	0	0	N/A

**Summary of Site-Based Waiting Lists
Housing Needs of Families on the Waiting List**

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

If yes:

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

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

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

Statistical Data as of 10/28/04

UNK – Unknown

N/A – Information not available

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Short/middle term shortage of affordable housing for all eligible populations

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- Seek designation of public housing for the elderly

- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

- Funding constraints
- Staffing constraints

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants		
a) Public Housing Operating Fund	6,826,136	
b) Public Housing Capital Fund	3,707,942	
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	3,613,684	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
g) Resident Opportunity and Self-Sufficiency Grants	500,000 (Family) 350,000 (HSS)	
h) Community Development Block Grant	0	
i) HOME	0	
Other Federal Grants (list below)	0	
Turnkey III	0	
2. Prior Year Federal Grants (un-obligated funds only) (list below)		
2003	1,740,504	Capital Fund

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
3. Public Housing Dwelling Rental Income		
Public Housing Rents	2,434,203	Operations
4. Other income (list below)		
Public Housing	616,561	Operations
5. Non-federal sources (list below)		
Total Resources	19,789,030	All Programs

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

- When families are within a certain number of being offered a unit: (When a family or individual reaches approximately 15 from the top on the waiting list.)
- 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: Credit Checks, Utility Checks, and References.

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)
- f. Yes No: We use a commercial data base which includes access to various data bases.

(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 administrative office located at 690 North 20th Street, East St. Louis, IL
- 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?

Eight

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

If yes, how many lists?

3. Yes No: May families be on more than one list simultaneously

If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- PHA administrative office located at 690 North 20th Street, East St. Louis, IL
- All PHA development management offices
- Management offices at developments with site-based waiting lists
- At the development to which they would like to apply
- Other (list below)

(3) Assignment

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

- One Provided applicant is offered a unit in development selected during the application process.
- 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
- Over-housed
- Under-housed
- 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.

 9 Date and Time

Points for various documented preferences determine position on the waiting list. Ties in waiting list position are broken by the earliest date and time an applicant signs up for housing.

Former Federal preferences:

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

Other preferences (select all that apply)

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

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

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

(6) Deconcentration and Income Mixing

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

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

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

- Adoption of site based waiting lists
- If selected, list targeted developments below:

- Employing waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments
If selected, list targeted developments below:
- Other (list policies and developments targeted below)
- d. Yes No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?
- e. If the answer to d was yes, how would you describe these changes? (select all that apply)
- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)
- f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)
- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:
- g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)
- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

B. Section 8

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

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation

- Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity (list factors below)
- Other
Family Composition, Income Eligibility, Need for Assistance, Disclosure of Social Security Numbers, Citizenship, etc.

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
Previous Landlord Name, Telephone Number and Address, etc.

(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 administrative office located at 690 North 20th Street, East St. Louis, IL
- Other (list below)

(3) Search Time

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

If yes, state circumstances below:

Market Availability, Unforeseen Circumstances (Case-by-Case Judgment)

(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.

8 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
- Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

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

Other (describe below)

e. Flat rents

1. Do you have flat 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 flat 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 flat rents (select all that apply)

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

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
- Other
Within 30 days of the occurrence.

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
Survey of Rents Listed by Realtors.

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) Payment standard selected due to budgetary constraints imposed on the Section 8 program.

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?

Exemption Due to Financial Hardship.

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 2004	Expected Turnover
Public Housing	2136	425
Section 8 Vouchers	555	30
Section 8 Certificates	N/A	N/A
Section 8 Mod Rehab	N/A	N/A

Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	N/A
Public Housing Drug Elimination Program (PHDEP)	N/A	N/A
Other Federal Programs(list individually)		
Turnkey III Homeownership	N/A	N/A

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:

East St. Louis Housing Authority Admissions & Continued Occupancy Policy
(Includes Maintenance & Management Plans)
East St. Louis Housing Authority Campus of Learners Admissions & Continued Occupancy Policy
Family Self Sufficiency Action Plan

(2) Section 8 Management:

East St. Louis Housing Authority Administrative Plan for the Section 8 Voucher Program

(3) Other

Mary A. Class Action Settlement

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)

Residents should contact their development property management office while applicants should contact the administrative offices located at 690 North 20th Street, East St. Louis, IL.

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 administrative offices located at 690 North 20th Street, East St. Louis, IL.
 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 for FY 2005 is provided as an attachment to the PHA Plan at Attachment T

-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 U

-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:
Orr-Weathers high-rise buildings (D-1 and E-2) Part of Project IL1-7

- 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:

We have committed \$3,250,000, in Phase I (Central City Site), which will consist of 84 units including: 35 public housing, 40 low-income, and 9 market rate units. Construction is scheduled to begin in December 2004.

This is the first of several phases. Our goal is to develop 330 public housing units by leveraging public housing development funds with federal and state tax credits and with private syndication. We are continuing to work with the Developer, the Program Management Team and the City of East St. Louis on both Phase I and Phase II master planning and implementation.

- 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:

See item d) above.

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: John DeShields Homes				
1b. Development (project) number: IL1-03				
<u>Development</u>	<u>Address</u>	<u>Demolition</u>	<u>Disposition</u>	<u>Status</u>
IL1-03	12-G DeShields		X	Planned Application
IL1-03	12-H DeShields		X	Planned Application
The Agency plans to convert these units to non-dwelling space for use as storage space.				
2. Activity type: Demolition <input type="checkbox"/>				
Disposition <input checked="" type="checkbox"/>				
3. Application status (select one)				
Approved <input type="checkbox"/>				
Submitted, pending approval <input type="checkbox"/>				
Planned application <input checked="" type="checkbox"/>				
4. Date application approved, submitted, or planned for submission: <u>08/01/05</u>				
5. Number of units affected: 2 (1 buildings)				
6. Coverage of action (select one)				
<input checked="" type="checkbox"/> Part of the development				
<input type="checkbox"/> Total development				
<input type="checkbox"/> Individual non-collated units				
7. Timeline for activity:				
a. Actual or projected start date of activity: 10/01/05				
b. Projected end date of activity: 11/01/05				

Demolition/Disposition Activity Description

1a. Development name: John DeShields Homes

1b. Development (project) number: IL1-03,

<u>Development</u>	<u>Address</u>	<u>Demolition</u>	<u>Disposition</u>	<u>Status</u>
IL1-03	13-A DeShields	X		Application Submitted
IL1-03	13-B DeShields	X		Application Submitted
IL1-03	13-C DeShields	X		Application Submitted
IL1-03	13-D DeShields	X		Application Submitted
IL1-03	13-E DeShields	X		Application Submitted
IL1-03	13-F DeShields	X		Application Submitted
IL1-03	13-G DeShields	X		Application Submitted
IL1-03	13-H DeShields	X		Application Submitted
IL1-03	13-I DeShields	X		Application Submitted
IL1-03	13-J DeShields	X		Application Submitted
IL1-03	14-A DeShields	X		Application Submitted
IL1-03	14-B DeShields	X		Application Submitted
IL1-03	14-C DeShields	X		Application Submitted
IL1-03	14-D DeShields	X		Application Submitted
IL1-03	14-E DeShields	X		Application Submitted
IL1-03	14-F DeShields	X		Application Submitted
IL1-03	14-G DeShields	X		Application Submitted
IL1-03	14-H DeShields	X		Application Submitted
IL1-03	14-I DeShields	X		Application Submitted
IL1-03	14-J DeShields	X		Application Submitted
IL1-03	15-A DeShields	X		Application Submitted
IL1-03	15-B DeShields	X		Application Submitted
IL1-03	15-C DeShields	X		Application Submitted
IL1-03	15-D DeShields	X		Application Submitted
IL1-03	15-E DeShields	X		Application Submitted
IL1-03	15-F DeShields	X		Application Submitted
IL1-03	15-G DeShields	X		Application Submitted
IL1-03	15-H DeShields	X		Application Submitted
IL1-03	15-I DeShields	X		Application Submitted
IL1-03	15-J DeShields	X		Application Submitted
IL1-03	16-A DeShields	X		Application Submitted
IL1-03	16-B DeShields	X		Application Submitted
IL1-03	16-C DeShields	X		Application Submitted
IL1-03	16-D DeShields	X		Application Submitted
IL1-03	16-E DeShields	X		Application Submitted
IL1-03	15-F DeShields	X		Application Submitted
IL1-03	23-A DeShields	X		Application Submitted
IL1-03	23-B DeShields	X		Application Submitted

IL1-03	23-C DeShields	X	Application Submitted
IL1-03	23-D DeShields	X	Application Submitted
IL1-03	23-E DeShields	X	Application Submitted
IL1-03	23-F DeShields	X	Application Submitted
IL1-03	26-A DeShields	X	Application Submitted
IL1-03	26-B DeShields	X	Application Submitted
IL1-03	26-C DeShields	X	Application Submitted
IL1-03	26-D DeShields	X	Application Submitted
IL1-03	26-E DeShields	X	Application Submitted
IL1-03	26-F DeShields	X	Application Submitted
IL1-03	29-A DeShields	X	Application Submitted
IL1-03	29-B DeShields	X	Application Submitted
IL1-03	29-C DeShields	X	Application Submitted
IL1-03	29-D DeShields	X	Application Submitted
IL1-03	29-E DeShields	X	Application Submitted
IL1-03	29-F DeShields	X	Application Submitted
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>			
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input checked="" type="checkbox"/> Planned application <input type="checkbox"/>			
4. Date application approved, submitted, or planned for submission: <u>12/31/04</u>			
5. Number of units affected: 54 (7 buildings)			
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development <input type="checkbox"/> Individual non-collated units			
7. Timeline for activity: a. Actual or projected start date of activity: 05/31/05 b. Projected end date of activity: 12/31/05			

Demolition/Disposition Activity Description				
1a. Development name: Emmet P. Griffin Homes				
1b. Development (project) number: IL1-05				
<u>Development</u>	<u>Address</u>	<u>Demolition</u>	<u>Disposition</u>	<u>Status</u>
IL1-05	5-A Villa Griffin	X		Application Submitted
IL1-05	5-B Villa Griffin	X		Application Submitted
IL1-05	5-C Villa Griffin	X		Application Submitted
IL1-05	5-D Villa Griffin	X		Application Submitted
IL1-05	5-E Villa Griffin	X		Application Submitted

IL1-05	5-F Villa Griffin	X	Application Submitted
IL1-05	5-G Villa Griffin	X	Application Submitted
IL1-05	5-H Villa Griffin	X	Application Submitted
IL1-05	6-A Villa Griffin	X	Application Submitted
IL1-05	6-B Villa Griffin	X	Application Submitted
IL1-05	6-C Villa Griffin	X	Application Submitted
IL1-05	6-D Villa Griffin	X	Application Submitted
IL1-05	6-E Villa Griffin	X	Application Submitted
IL1-05	6-F Villa Griffin	X	Application Submitted
IL1-05	6-G Villa Griffin	X	Application Submitted
IL1-05	6-H Villa Griffin	X	Application Submitted
IL1-05	7-A Villa Griffin	X	Application Submitted
IL1-05	7-B Villa Griffin	X	Application Submitted
IL1-05	7-C Villa Griffin	X	Application Submitted
IL1-05	7-D Villa Griffin	X	Application Submitted
IL1-05	7-E Villa Griffin	X	Application Submitted
IL1-05	7-F Villa Griffin	X	Application Submitted
IL1-05	7-G Villa Griffin	X	Application Submitted
IL1-05	7-H Villa Griffin	X	Application Submitted
IL1-05	8-A Villa Griffin	X	Application Submitted
IL1-05	8-B Villa Griffin	X	Application Submitted
IL1-05	8-C Villa Griffin	X	Application Submitted
IL1-05	8-D Villa Griffin	X	Application Submitted
IL1-05	8-E Villa Griffin	X	Application Submitted
IL1-05	8-F Villa Griffin	X	Application Submitted
IL1-05	9-A Villa Griffin	X	Application Submitted
IL1-05	9-B Villa Griffin	X	Application Submitted
IL1-05	9-C Villa Griffin	X	Application Submitted
IL1-05	9-D Villa Griffin	X	Application Submitted
IL1-05	9-E Villa Griffin	X	Application Submitted
IL1-05	9-F Villa Griffin	X	Application Submitted
2. Activity type: Demolition <input checked="" type="checkbox"/>			
Disposition <input type="checkbox"/>			
3. Application status (select one)			
Approved <input type="checkbox"/>			
Submitted, pending approval <input checked="" type="checkbox"/>			
Planned application <input type="checkbox"/>			
4. Date application approved, submitted, or planned for submission: <u>12/31/04</u>			
5. Number of units affected: 36 (5 buildings)			
6. Coverage of action (select one)			
<input checked="" type="checkbox"/> Part of the development			
<input type="checkbox"/> Total development			
<input type="checkbox"/> Individual non-collated units			
7. Timeline for activity:			

a. Actual or projected start date of activity: 05/31/05
 b. Projected end date of activity: 12/31/05

Demolition/Disposition Activity Description

1a. Development name: Orr-Weathers Apartments
 1b. Development (project) number: IL1-07

<u>Development</u>	<u>Address</u>	<u>Demolition</u>	<u>Disposition</u>	<u>Status</u>
IL1-07	1400 Missouri, Bldg 5		X	Application Submitted
IL1-07	1400 Missouri, Bldg 6		X	Application Submitted
IL1-07	1400 Missouri, Bldg 7		X	Application Submitted
IL1-07	1400 Missouri, Bldg 8		X	Application Submitted
IL1-07	1400 Missouri, Bldg 9		X	Application Submitted
IL1-07	1400 Missouri, Bldg 10		X	Application Submitted
IL1-07	1400 Missouri, Bldg 11		X	Application Submitted

The Agency completed demolition of the above units on February 28, 2005. The disposition of the vacant land will be made in order to develop a faith based adult day care center (Phase I) and senior housing complex (Phase II).

2. Activity type: Demolition
 Disposition

3. Application status (select one)
 Approved
 Submitted, pending approval
 Planned application

4. Date application approved, submitted, or planned for submission: 9/04/03

5. Number of units affected: 28 (7 buildings)

6. Coverage of action (select one)
 Part of the development
 Total development
 Individual non-collated units

7. Timeline for activity:
 a. Actual or projected start date of activity: 05/16/05
 b. Projected end date of activity: 7/15/05

Demolition/Disposition Activity Description

1a. Development name: Scattered Site
 1b. Development (project) number: IL1-11,

<u>Development</u>	<u>Address</u>	<u>Demolition</u>	<u>Disposition</u>	<u>Status</u>
IL1-11	660 N. 19 th		X	Application Submitted
IL1-11	662 N. 19 th		X	Application Submitted

IL1-11	664 N. 19 th	X	Application Submitted
IL1-11	666 N. 19 th	X	Application Submitted
IL1-11	668 N. 19 th	X	Application Submitted
IL1-11	670 N. 19 th	X	Application Submitted
IL1-11	923 Lynch	X	Application Submitted
IL1-11	925 Lynch	X	Application Submitted
IL1-11	927 Lynch	X	Application Submitted
IL1-11	929 Lynch	X	Application Submitted
IL1-11	1001 Gross	X	Application Submitted
IL1-11	1002 Gross	X	Application Submitted
IL1-11	1005 Gross	X	Application Submitted
IL1-11	1007 Gross	X	Application Submitted
IL1-11	1009 Gross	X	Application Submitted
IL1-11	1011 Gross	X	Application Submitted
IL1-11	1529 Gross	X	Application Submitted
IL1-11	1531 Gross	X	Application Submitted
IL1-11	1533 Gross	X	Application Submitted
IL1-11	1535 Gross	X	Application Submitted
IL1-11	1309 N. 11 th St.	X	Application Submitted
IL1-11	1311 N. 11 th St.	X	Application Submitted
IL1-11	1720 Lake	X	Application Submitted
IL1-11	1740 Lake	X	Application Submitted
IL1-11	1760 Lake	X	Application Submitted
IL1-11	1780 Lake	X	Application Submitted
IL1-11	1802 Lake	X	Application Submitted
IL1-11	1804 Lake	X	Application Submitted
IL1-11	1806 Lake	X	Application Submitted
IL1-11	1808 Lake	X	Application Submitted
IL1-11	1904 Summit	X	Application Submitted
IL1-11	1906 Summit	X	Application Submitted
IL1-11	1908 Summit	X	Application Submitted
IL1-11	1910 Summit	X	Application Submitted
IL1-11	1912 Summit	X	Application Submitted
IL1-11	1914 Summit	X	Application Submitted
IL1-11	1916 Summit	X	Application Submitted
IL1-11	1918 Summit	X	Application Submitted
IL1-11	1920 Summit	X	Application Submitted
IL1-11	1922 Summit	X	Application Submitted
IL1-11	1924 Summit	X	Application Submitted
IL1-11	1926 Summit	X	Application Submitted
IL1-11	1928 Summit	X	Application Submitted
IL1-11	1930 Summit	X	Application Submitted

2. Activity type: Demolition

Disposition

3. Application status (select one)
 Approved
 Submitted, pending approval
 Planned application

4. Date application approved, submitted, or planned for submission: 12/31/04

5. Number of units affected: 44

6. Coverage of action (select one)
 Part of the development
 Total development
 Individual non-collated units

7. Timeline for activity:
 a. Actual or projected start date of activity: 05/31/05
 b. Projected end date of activity: 12/31/05

Demolition/Disposition Activity Description				
1a. Development name: Scattered Site				
1b. Development (project) number: IL1-13				
<u>Development</u>	<u>Address</u>	<u>Demolition</u>	<u>Disposition</u>	<u>Status</u>
IL1-13	1921 Belmont		X	Application Submitted
IL1-13	1923 Belmont		X	Application Submitted
IL1-13	1925 Belmont		X	Application Submitted
IL1-13	1927 Belmont		X	Application Submitted
IL1-13	1929 Belmont		X	Application Submitted
IL1-13	1931 Belmont		X	Application Submitted
Units submitted in most recent previously approved Annual Plan for FY2004				
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>				
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input checked="" type="checkbox"/> Planned application <input type="checkbox"/>				
4. Date application approved, submitted, or planned for submission: <u>12/31/04</u>				
5. Number of units affected: 6 (1 building)				
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development <input type="checkbox"/> Individual non-collated units				
7. Timeline for activity: a. Actual or projected start date of activity: 05/31/05				

b. Projected end date of activity: 12/31/05

Demolition/Disposition Activity Description				
1a. Development name: Scattered Site				
1b. Development (project) number: IL1-16				
<u>Development</u>	<u>Address</u>	<u>Demolition</u>	<u>Disposition</u>	<u>Status</u>
IL1-16	1412 Trendley	X	X	Application Submitted
2. Activity type: Demolition <input checked="" type="checkbox"/>				
Disposition <input checked="" type="checkbox"/>				
3. Application status (select one)				
Approved <input type="checkbox"/>				
Submitted, pending approval <input checked="" type="checkbox"/>				
Planned application <input type="checkbox"/>				
4. Date application approved, submitted, or planned for submission: <u>12/31/04</u>				
5. Number of units affected: 1				
6. Coverage of action (select one)				
<input checked="" type="checkbox"/> Part of the development				
<input type="checkbox"/> Total development				
<input checked="" type="checkbox"/> Individual non-collated units				
7. Timeline for activity:				
a. Actual or projected start date of activity: 05/31/05				
b. Projected end date of activity: 12/31/05				

Demolition/Disposition Activity Description				
1a. Development name: Scattered Site				
1b. Development (project) number: IL1-17				
<u>Development</u>	<u>Address</u>	<u>Demolition</u>	<u>Disposition</u>	<u>Status</u>
IL1-17	1415 N. Park Dr.		X	Application Submitted
2. Activity type: Demolition <input type="checkbox"/>				
Disposition <input checked="" type="checkbox"/>				
3. Application status (select one)				
Approved <input type="checkbox"/>				
Submitted, pending approval <input checked="" type="checkbox"/>				
Planned application <input type="checkbox"/>				
4. Date application approved, submitted, or planned for submission: <u>02/22/05</u>				

5. Number of units affected: 0

6. Coverage of action (select one)

Part of the development

Total development – Vacant land – Development (High Rise Building) previously demolished.

Individual non-collated units

7. Timeline for activity:

a. Actual or projected start date of activity: 06/30/05

b. Projected end date of activity: 08/31/05

Demolition/Disposition Activity Description					
1a. Development name: Scattered Site					
1b. Development (project) number: IL1-20					
Development	Address	Demolition	Disposition	Status	
IL1-20	3216 Geitz Ave.	X	X ²	Application Submitted	
IL1-20	4304 N. Park Dr.	X	X ²	Application Submitted	
IL1-20	4312 N. Park Dr.	X	X ²	Application Submitted	
IL1-20	811 N. 36 th St.	X	X ¹	Application Submitted	
¹ Units submitted in most recent previously approved Annual Plan for FY2004					
² Units approved for Disposition only by HUD 12/10/98					
2. Activity type: Demolition <input checked="" type="checkbox"/>					
Disposition <input checked="" type="checkbox"/>					
3. Application status (select one)					
Approved <input type="checkbox"/>					
Submitted, pending approval <input checked="" type="checkbox"/>					
Planned application <input type="checkbox"/>					
4. Date application approved, submitted, or planned for submission: <u>12/31/04</u>					
5. Number of units affected: 4					
6. Coverage of action (select one)					
<input checked="" type="checkbox"/> Part of the development					
<input type="checkbox"/> Total development					
<input checked="" type="checkbox"/> Individual non-collated units					
7. Timeline for activity:					
a. Actual or projected start date of activity: 05/31/05					
b. Projected end date of activity: 12/31/05					

Demolition/Disposition Activity Description					
1a. Development name: Scattered Site					
1b. Development (project) number: IL1-25					

<u>Development</u>	<u>Address</u>	<u>Demolition</u>	<u>Disposition</u>	<u>Status</u>
IL1-25	1406 Central	X	X	Application In Progress
IL1-25	1408 Central		X*	Application Submitted
IL1-25	1421 Central		X*	Application Submitted
IL1-25	1413 Lawrence		X*	Application Submitted
IL1-25	1421 Lawrence		X*	Application Submitted
IL1-25	1721 Lawrence		X*	Application Submitted
IL1-25	1808 Lawrence		X*	Application Submitted
IL1-25	1613 Wilford		X*	Application Submitted
IL1-25	1805 Wilford		X*	Application Submitted
IL1-25	1404 S.E. St.		X*	Application Submitted
IL1-25	1804 Russell	X	X	Application Submitted

*Note: These are projected Section 32 Homeownership units.

Note: 1406 Central and 1804 Russell are demolition units.

2. Activity type: Demolition

Disposition

3. Application status (select one)

Approved

Submitted, pending approval

Planned application

4. Date application approved, submitted, or planned for submission: 12/31/04

5. Number of units affected: 11

6. Coverage of action (select one)

Part of the development

Total development

Individual non-collated units

7. Timeline for activity:

a. Actual or projected start date of activity: 05/31/05

b. Projected end date of activity: 12/31/05

Demolition/Disposition Activity Description

1a. Development name: Scattered Site

1b. Development (project) number: IL1-45

<u>Development</u>	<u>Address</u>	<u>Demolition</u>	<u>Disposition</u>	<u>Status</u>
IL1-45	1812 Russell		X	Application Submitted

2. Activity type: Demolition

Disposition

3. Application status (select one)

Approved

Submitted, pending approval

IL1-47	4300 N. Park	X		Application Submitted
IL1-47	4304 N. Park	X		Application Submitted
IL1-47	4312 N. Park	X		Application Submitted
IL1-47	1362 N. 35 th St	X	X	Application Submitted
IL1-47	1416 Gross	X		Planned Application
2. Activity type: Demolition <input checked="" type="checkbox"/>				
Disposition <input checked="" type="checkbox"/>				
3. Application status (select one)				
Approved <input type="checkbox"/>				
Submitted, pending approval <input type="checkbox"/>				
Planned application <input checked="" type="checkbox"/>				
4. Date application approved, submitted, or planned for submission: <u>06/30/05</u>				
5. Number of units affected: 6				
6. Coverage of action (select one)				
<input checked="" type="checkbox"/> Part of the development				
<input type="checkbox"/> Total development				
<input checked="" type="checkbox"/> Individual non-collated units				
7. Timeline for activity:				
a. Actual or projected start date of activity: 08/31/05				
b. Projected end date of activity: 12/31/05				

Demolition/Disposition Activity Description				
1a. Development name: Scattered Site				
1b. Development (project) number: IL1-48				
<u>Development</u>	<u>Address</u>	<u>Demolition</u>	<u>Disposition</u>	<u>Status</u>
IL1-48	649 Kingshighway		X	Application Submitted
IL1-48	747 N. 27 th St.		X	Application Submitted
IL1-48	773 N. 54 th St.		X	Application Submitted
IL1-48	774 N. 54 th St.		X	Application Submitted
2. Activity type: Demolition <input type="checkbox"/>				
Disposition <input checked="" type="checkbox"/>				
3. Application status (select one)				

Approved

Submitted, pending approval

Planned application

4. Date application approved, submitted, or planned for submission: 12/31/04

5. Number of units affected: 4

6. Coverage of action (select one)

Part of the development

Total development

Individual non-collated units

7. Timeline for activity:

a. Actual or projected start date of activity: 05/31/05

b. Projected end date of activity: 12/31/05

Demolition/Disposition Activity Description

1a. Development name: Scattered Site

1b. Development (project) number: IL1-50

<u>Development</u>	<u>Address</u>	<u>Demolition</u>	<u>Disposition</u>	<u>Status</u>
IL1-50	1805 Central		X*	Application Submitted
IL1-50	2429 Market		X	Application Submitted

*Note: This is a projected Section 32 Homeownership unit.

2. Activity type: Demolition

Disposition

3. Application status (select one)

Approved

Submitted, pending approval

Planned application

4. Date application approved, submitted, or planned for submission: 12/31/04

5. Number of units affected: 2

6. Coverage of action (select one)

Part of the development

Total development

Individual non-collated units

7. Timeline for activity:

a. Actual or projected start date of activity: 05/31/05

b. Projected end date of activity: 12/31/05

Demolition/Disposition Activity Description

1a. Development name: Scattered Site				
1b. Development (project) number: IL1-51				
<u>Development</u>	<u>Address</u>	<u>Demolition</u>	<u>Disposition</u>	<u>Status</u>
IL1-51	4013 Donovan		X	Application Submitted
Note: This is a projected Section 32 Homeownership unit.				
2. Activity type: Demolition <input type="checkbox"/>				
Disposition <input checked="" type="checkbox"/>				
3. Application status (select one)				
Approved <input type="checkbox"/>				
Submitted, pending approval <input checked="" type="checkbox"/>				
Planned application <input type="checkbox"/>				
4. Date application approved, submitted, or planned for submission: <u>12/31/04</u>				
5. Number of units affected: 1				
6. Coverage of action (select one)				
<input type="checkbox"/> Part of the development				
<input type="checkbox"/> Total development				
<input checked="" type="checkbox"/> Individual non-collated units				
7. Timeline for activity:				
a. Actual or projected start date of activity: 05/31/05				
b. Projected end date of activity: 12/31/05				

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

[24 CFR Part 903.7 9 (i)]

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

1. Yes No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming

fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

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

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

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

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

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

Public Housing Homeownership Activity Description (Complete one for each development affected)		
1a. Development name: Scattered Site		
1b. Development (project) number: IL1-25		
<u>Development</u>	<u>Address</u>	<u>Status</u>
IL1-25	1408 Central	Plan Submitted 11/09/04
IL1-25	1421 Central	Plan Submitted 11/09/04
IL1-25	1413 Lawrence	Plan Submitted 11/09/04
IL1-25	1421 Lawrence	Plan Submitted 11/09/04
IL1-25	1721 Lawrence	Plan Submitted 11/09/04

IL1-25	1808 Lawrence	Plan Submitted 11/09/04
IL1-25	1613 Wilford	Plan Submitted 11/09/04
IL1-25	1805 Wilford	Plan Submitted 11/09/04
IL1-25	1404 S.E. St.	Plan Submitted 11/09/04

1. Federal Program Authority:

HOPE I

5(h)

Turnkey III

Section 32 of the USHA of 1937 (effective 10/1/99)

3. Application status: (select one)

Approved; included in the PHA's Homeownership Plan/Program

Submitted, pending approval

Planned application

4. Date Homeownership Plan/Program approved, submitted, or planned for submission: 11/09/04

5. Number of units affected: 9

6. Coverage of action: (select one)

Part of the development

Total development

Scattered Site

Public Housing Homeownership Activity Description (Complete one for each development affected)		
1a. Development name: Scattered Site		
1b. Development (project) number: IL1-50		
<u>Development</u>	<u>Address</u>	<u>Status</u>
IL1-50	1805 Central Ave.	Plan Submitted 11/09/04

1. Federal Program Authority:

HOPE I

5(h)

Turnkey III

Section 32 of the USHA of 1937 (effective 10/1/99)

3. Application status: (select one)

Approved; included in the PHA's Homeownership Plan/Program

Submitted, pending approval

<input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: 11/09/04
5. Number of units affected: 1
6. Coverage of action: (select one)
<input type="checkbox"/> Part of the development
<input type="checkbox"/> Total development
<input checked="" type="checkbox"/> Scattered Site

Public Housing Homeownership Activity Description (Complete one for each development affected)		
1a. Development name: Scattered Site		
1b. Development (project) number: IL1-51		
<u>Development</u>	<u>Address</u>	<u>Status</u>
IL1-51	4013 Donovan Ave.	Plan Submitted 11/09/04
1. Federal Program Authority:		
<input type="checkbox"/> HOPE I		
<input type="checkbox"/> 5(h)		
<input type="checkbox"/> Turnkey III		
<input checked="" 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 checked="" type="checkbox"/> Submitted, pending approval		
<input type="checkbox"/> Planned application		
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: 11/09/04		
5. Number of units affected: 84		
6. Coverage of action: (select one)		
<input type="checkbox"/> Part of the development		
<input type="checkbox"/> Total development		
<input checked="" type="checkbox"/> Scattered Site		

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:

Family Self-sufficiency Program participant or graduate.

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (I)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 05/18/99

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

Client referrals

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

- Yes No: Does the PHA coordinate, promote or provide any 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)
Campus of Learners Program	68	Specific Criteria	Phoenix Court Offices	Public Housing Participants

(2) Family Self Sufficiency Programs

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2004 Estimate)	Actual Number of Participants (As of: 10/31/04)
Public Housing	N/A	204
Section 8	50	60

- 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

The Community Service Requirement program description is included at Attachment D.

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

3. Which developments are most affected?

All Developments

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

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

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

2. Which developments are most affected?

All Developments

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

Various After School Programs.

The East St. Louis Police Department has agreed to work with our security forces by responding to our calls for assistance.

2. Which developments are most affected?

All Developments

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

Pet Policy summary is included at Attachment E

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? 1
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 I

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:

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) Resident Council Presidents

The selection process is as follows: Members of the Resident Advisory Council nominate candidates. All Resident Council Presidents vote on the candidates. The name of the individual selected is then forwarded to the mayor of the City of East St. Louis for appointment with the consent of the City Council in accordance with Illinois Compiled Statute 310 ILCS 10/3. Once approved the Resident Commissioner takes his or her place as a member of the Advisory Board of Commissioners. See Attachment G.

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: The City of East St. Louis
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.

See above Item 7 Capital Improvement Needs concerning our mixed-finance, mixed-income initiative.

- Other: (list below)

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

The major goals of the proposed Five-Year Plan (2005-2009) include improving the infrastructure through repair and replacement, promoting economic development, improving the City's housing stock and creating affordable housing opportunities and demolition and land clearance. Partnering with the ESLHA to introduce new and rental housing opportunities. CDBG Operations Corporation education and counseling for prospective new homeowners.

D. Other Information Required by HUD

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

FY 2005 ANNUAL PLAN – REVISION 1

ATTACHMENT A NOTICE REQUIREMENTS

In compliance with the federal statute regarding the development of the Agency Annual Plan – Revision Number 1, the ESLHA conducted the following:

June 16, 2005	Public Hearing
June 24, 2005	HUD Representative/ Advisory Board Approval
June 28, 2005	Submission to HUD

<p>ATTACHMENT B FAIR HOUSING POLICY</p>

It is the policy of the ESLHA to comply fully with all Federal, State and local nondiscrimination laws and in accordance with the rules and regulations governing Fair Housing and Equal Opportunity in housing and employment and with the Americans with Disabilities Act.

Specifically, the ESLHA shall not on account of race, color, sex, religion, creed, national or ethnic origin, family status, disability or handicap, deny any family or individual the opportunity to apply for or receive assistance under HUD's Public Housing Programs, within the requirements and regulations of HUD and other regulatory authorities.

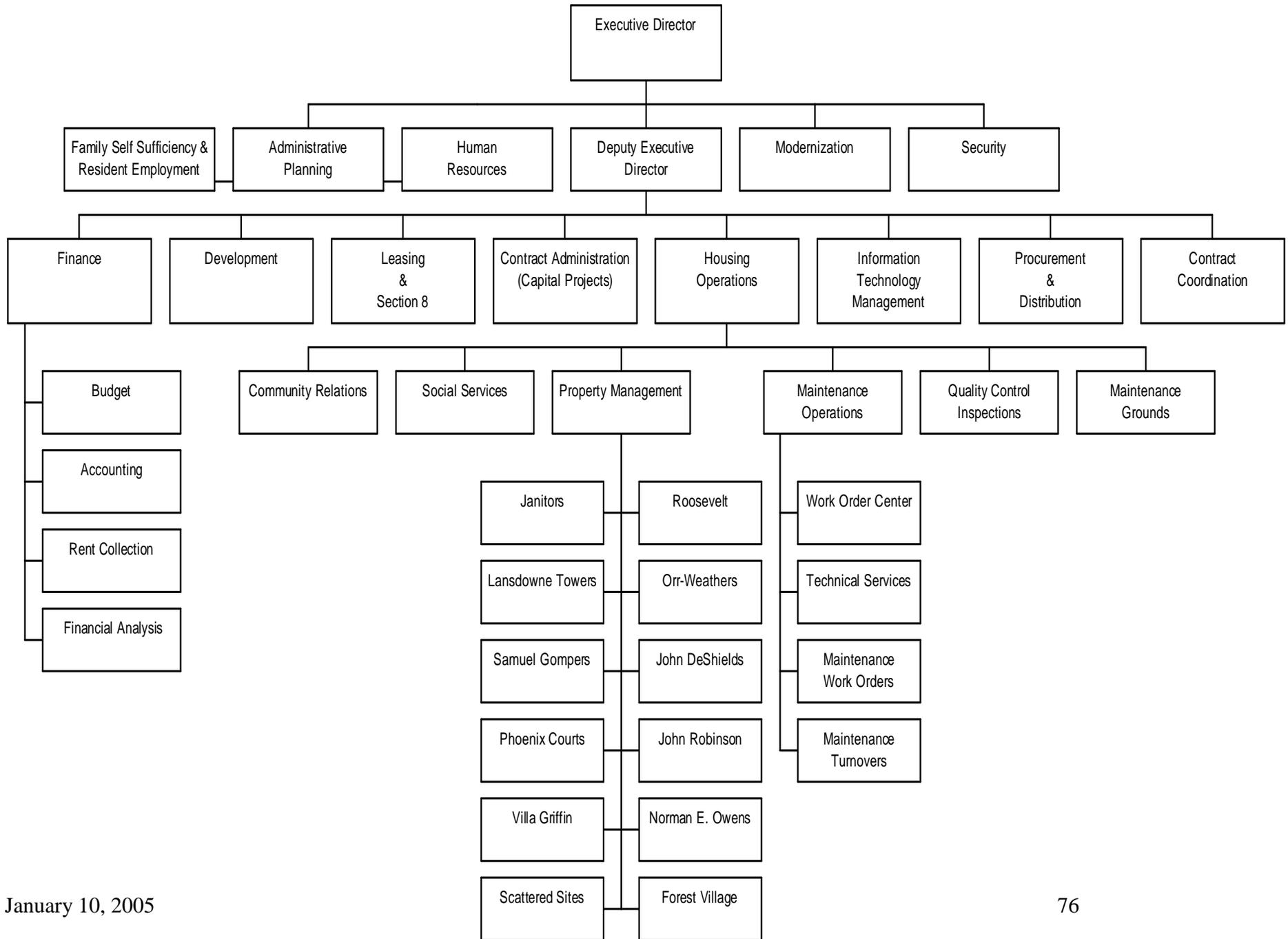
To further its commitment to full compliance with applicable Civil Rights laws, the ESLHA will provide access to information to public housing residents regarding "discrimination". Also, this subject will be discussed during the briefing session and any complaints will be documented and made part of the applicant's tenant file.

FY 2005 ANNUAL PLAN

**ATTACHMENT C
ORGANIZATIONAL CHART**

HOUSING AUTHORITY OF THE CITY OF EAST ST. LOUIS

Organizational Chart



**ATTACHMENT D
COMMUNITY SERVICE
& SELF SUFFICIENCY REQUIREMENT**

Each adult resident of the Housing Authority of the City of East St. Louis (ESLHA) is required to contribute eight hours per month of community service, not including political activities, within the community or participate in an economic self-sufficiency program for eight hours per month. Certain individuals and families are exempt from these requirements including residents who are: 62 years of age or older, blind or disabled, participating in certain Federal/State welfare programs under the Social Security Act. For a complete description of exemptions see the ESLHA Admissions and Continued Occupancy Policy. Resident(s) qualifying in each household are required to sign an agreement that they will participate and complete eight hours per month of Community Service or participate in an economic self-sufficiency program.

Property managers will review compliance with these requirements at the annual re-examination interview. The ESLHA will not renew or extend leases for those individuals and families failing to meet the above Community Service & Self Sufficiency requirements.

FY 2005 ANNUAL PLAN

ATTACHMENT E PET POLICY

Residents living in East St. Louis Housing Authority properties may have common household pets. Pets allowed do not include reptiles other than turtles. Additionally, Rottweilers and Bull Terriers or mixed breeds with these characteristics are not allowed. Size and number of pets are limited except for working animals for the handicapped. Dogs and cats are subject to various requirements, such as registration with the management office, personal liability insurance requirements, certification of inoculation, and proof of spaying/neutering, and payment of a nonrefundable registration fee/pet deposit. Residents seeking to have pets must sign an agreement with the housing authority, which outlines all requirements for keeping and maintaining pets.

FY 2005 ANNUAL PLAN

ATTACHMENT F RESIDENT ADVISORY BOARD MEMBERSHIP
--

PRESIDENT: Ms. Edna Mayes

VICE-PRESIDENT: Ms. Yvonne Beasley

MEMBERS:

Brenton Building President:	Ms. Lucy Robinson
Ruggeri Building President:	Ms. Yvonne Beasley
Rukavina Building President:	Ms. Arthelma Guthrie
Starnes Building President:	Ms. Cenola Miller
Roosevelt Homes President:	Ms. Sherisa Lawson
Villa Griffin Homes President:	Ms. Jacqueline Gaston
Northend Scattered Sites President:	Vacant
Phoenix Courts President:	Mr. Tommy Smith, Jr.
E-2 Building President:	Ms. Edna Mayes
D-1 Building President:	Ms. Patsy Haynes
Low Rise Orr-Weathers President:	Vacant
Norman E. Owens President:	Ms. Anola Duncan
John DeShields President:	Ms. Sharon Hendricks
John Robinson President:	Ms. Vena Warfield
Samuel Gompers President:	Ms. Cathy Boyd
Forest Village President:	Vacant

**ATTACHMENT G
RESIDENT MEMBERSHIP ON THE HOUSING
AUTHORITY ADVISORY BOARD
OF COMMISSIONERS**

1. Housing Authority Advisory Board of Commissioners
Resident Member: Ms. Ethel Sylvester
2. Method of Selection: Election by the Resident Advisory Board, Mayoral
Appointment with concurrence of City Council per 310 ILCS 10/3.
3. Term of Office: Five years through January 2004. Term is currently on
extension pending City compliance with 310 ILCS 10/3.

**ATTACHMENT H
DECONCENTRATION OF POVERTY IN
PUBLIC HOUSING (UPDATE FY2005)**

The East St. Louis Housing Authority performed a deconcentration analysis as required by Notice PIH 2001-4 and 24 CFR §903.2 in December 2001. This analysis was updated in December 2002, and November 2003. The analysis is updated effective December 2004, with the most available recent census data and housing authority statistical data. The agency performed both an average income analysis and an average income (bedroom adjusted) analysis. The agency chose to adopt the average income analysis which is included as part of this summary.

The average income for all units was \$8,279 and the 85% to 115% income range was \$7,037 to \$9,521. Two developments [Gompers +\$159 (2%) and Norman E. Owens +\$379 (4%)] fell above the 85% to 115% income range. No developments fell below the 85% to 115% income range.

The Agency also reviewed the most recent census data available. Income and poverty data as follows was obtained from the HUD SOCDs Census Data Base. This information was obtained from the web on November 6, 2003. The median family income for the St. Louis, MO-IL MSA in 1999(1999 dollars) is \$54,123. Thirty percent of this figure is \$16,237. For the central city of East St. Louis the median family income in 1999 (1999 dollars) was \$24,567. Thirty percent of this figure is \$7,370.

The Agency does not believe any further action is required at this time concerning the slightly higher average incomes in Gompers and in Norman E. Owens. The Agency will continue to monitor income levels in each of the developments. Based upon this analysis no further action is required at this time.

DECONCENTRATION ANALYSIS
(Average Income Analysis)

A. Developments included in analysis:

<u>Unit</u>	<u>Project No.</u>	<u>Units Occupied</u>	<u>Average Income</u>
Gompers	001	229	\$9,680
Robinson	002	76	\$8,337
DeShields	003	275	\$8,111
Roosevelt	004/026	220	\$7,907
Griffin	005	88	\$7,778
Orr-Weathers	007	264	\$7,219
Lansdowne	008/009	358	\$8,072
Norman			
E. Owens	021/044	124	\$9,900

Note: We are required to consider developments with 100 or more living units. Robinson is included since is closely located to DeShields. Griffin was included since there are 100 units although only 89 are occupied. Roosevelt, Lansdowne and Norman E. Owens each have two project numbers.

B. Deconcentration Calculation:

Total Income all residents: \$13,528,053.

Total Units: 1,634

Average Income all Units: \$8,279 vs. \$8,100 last year
Income Range:

85%	TO	115%
\$7,037	-	\$9,521

1999 Median Family Income in 1999 Dollars:

St. Louis, MO – IL MSA: \$54,112
30% = \$16,237

Central city of East St. Louis, IL: \$24,567
30% = \$7,370

FY 2005 ANNUAL PLAN

**ATTACHMENT I
RESIDENT ADVISORY BOARD AND PUBLIC HEARING – REVISION 1
REVIEW & COMMENT**

THE HOUSING AUTHORITY OF THE CITY OF EAST ST. LOUIS

RESIDENT ADVISORY BOARD (RAB)

REVIEW & COMMENT

PHA ANNUAL PLAN FY 2005

1. The following comments concerning the draft PHA 5 Year and Annual Plan were collected and recorded from members of the RAB and their attorney from Land of Lincoln Legal Assistance Foundation, Inc.

December 7, 2004 Meeting

2. Attendees:

Ms. Edna Mayes	President – Resident Advisory Board
Ms. Yvonne Beasley	Vice President- Resident Advisory Board
Ms. Cathy Boyd	Secretary – Resident Advisory Board
Ms. Anola Duncan	President – Norman E. Owens Plaza
Ms. Patsy Haynes	President – Orr-Weathers D-1 Building
Ms. Sharon Hendricks	President – John DeShields
Ms. Cenola Miller	President - Starnes Building
Ms. Ethel Sylvester	Resident Member - Advisory Bd. of Commissioners
Ms. Nichele Moore	Attorney - Land of Lincoln Legal Assistance Foundation, Inc. Representing the Resident Advisory Board
Mr. John Prather	ESLHA – Administrative Planning Director

December 13, 2004 Meeting

Attendees:

Ms. Edna Mayes	President – Resident Advisory Board
Ms. Yvonne Beasley	Vice President- Resident Advisory Board
Ms. Cathy Boyd	Secretary – Resident Advisory Board
Ms. Anola Duncan	President – Norman E. Owens Plaza
Ms. Sharon Hendricks	President – John DeShields
Ms. Cenola Miller	President - Starnes Building
Ms. Lucy Robinson	President – Brenton Building
Ms. Ethel Sylvester	Resident Member - Advisory Bd. of Commissioners
Ms. Nichele Moore	Attorney - Land of Lincoln Legal Assistance Foundation, Inc. Representing the Resident Advisory Board
Mr. John Prather	ESLHA – Administrative Planning Director

3. 5-Year Plan, Goal: Promote Decent Affordable Housing, Objective DAH1 Convert Agency to Asset Based Management

A. Several presidents stated that there were not enough property managers in the developments. The needs of the residents are not being met. Property managers have too many meetings and are not in their offices as often as they need to be. More staff is needed. One president commented that she does not understand how housing authority can convert to asset based management with just the

current staff if more responsibilities are being added to those currently performed by property managers. *This comment will be considered as the effort to convert the housing authority to asset based management over the coming calendar year takes place.*

B. One president asked, where was the plan for converting to asset based management? She was told there was no plan as yet and that there was no guidance from HUD other than the draft requirements contained in 24 CFR Part 990 – The Public Housing Operating Fund Program. One president said that the RAB should have input in the development of the asset based management plan. *Resident input will be considered in the housing authority's conversion to asset based management.*

C. Several presidents said they thought that property managers needed more training concerning asset based management. *The housing authority agrees that property managers will need to receive training as to how to operate in an asset based management environment.*

4. 5-Year Plan, Goal: Promote Decent Affordable Housing, Objective DAH2 Develop and Maintain a Competitive Housing Stock, Task 7

A. Several attendees said that these buildings, which were proposed for demolition, should be replaced prior to the buildings coming down. *HUD requires that a plan for housing residents who will be displaced must be in place prior to disposition/demolition of any building(s). The housing authority will plan (see DAH2, Tasks 5 & 6) to provide some form of replacement housing.*

B. Several of the high-rises have a number of young people occupying units. The task mentions that these building would be replaced with senior housing. One individual stated that there would be a resultant decrease in housing available for young people. *HUD requires that a plan for housing residents who will be displaced must be in place prior to disposition/demolition of any building(s). The needs of young people currently occupying high-rise living units will also be considered in the planning and development process.*

C. The attorney for Land of Lincoln on behalf of the RAB said that homelessness is not currently addressed in the plan. *The housing authority is supportive of the efforts of other agencies within the City of East St. Louis community to address the reduction of homelessness. Families and individuals who are homeless receive preference points for admission to public housing and for participation in our Section 8 program. See Fiscal Year 2005 Annual Plan. The housing authority will also review, when published, the Spring 2005 HUD Super NOFA and decide whether to apply/partner with other agencies for grants outlined in those documents directed at reducing homelessness. (See Federal Register Vol. 69, No. 94, Friday, May 14, 2004/Notices)*

5. 5-Year Plan, Goal: Promote Decent Affordable Housing, Objective DAH4 Help HUD-Assisted Renters Make Progress Toward Self Sufficiency

A. One president said there needed to be more staff for the Family Self Sufficiency Program. *This comment was noted. Current staff is limited by funding constraints.*

B. Another president discussed the eight hour community service requirement for residents. She said certain of her residents had been forced to go to the Family Self Sufficiency office to perform their 8 hours of service and she did not think this was right. *No names of residents were provided. Upon checking with the property manager there appears to be a difference of opinion between what the president said she was told by residents in her building and what the property manager said she told the residents. The property manager is aware that residents may perform their eight hours of service each month at any one of a number of organizations and community activities. The property manager sent residents to the Family Self Sufficiency office to inquire into possible paying job opportunities. The Family Self Sufficiency office provides employment assistance to residents.*

C. The attorney for the RAB commented on the Section 8 Program. She stated that rental housing in the City of East St. Louis was hard to find. She and the residents agreed that three months to

find a unit was good. However, she stated there needed to be more leniency to review and determine the appropriate time frame for extending the time for looking for rental units. *She was told that the participant looking for a unit, needs to stay in touch with the Section 8 Department and provide a list of landlords they have talked to and or tried to rent from and the result. She was advised that participants who show that they are actively searching for a living unit normally will be granted an extension. The voucher holder has 60 days to find a living unit, before a possible extension will be granted.*

D. One president also commented that the list of landlords maintained by the Section 8 department was not accurate and that she knew of at least one case where a participant went to a landlord and it was just a storefront. *The Section 8 department stated that the list of landlords is regularly updated. The Section 8 department does not list specific available properties. They provide a potential list of landlords a participant can contact who in turn will show available properties to potential participants in the program. Potential participants may use any source available to find potential rental properties.*

6. 5-Year Plan, Goal: Increase Housing Opportunities, Objective HO2 Develop and Implement a Section 32 Homeownership Program

A. One president said that she and others want to know about homes available for sale. She stated that she knows nothing about the program. The RAB stated that they wanted to be notified of all plans to sell homes in the homeownership program. *The RAB was advised that no homes had been sold as yet under the proposed Section 32 program. They were advised that residents currently occupying units proposed for sale would have the right of first refusal to purchasing the unit. The RAB was also advised that individuals/families who meet the income requirements other than residents of public housing would also have an equal opportunity to purchase homes. This was not well accepted as RAB members thought residents ought to have the first opportunity to purchase. RAB members were advised that they needed to sign up for the homeownership program and meet its requirements before being able to purchase a home. They were instructed to contact the Section 32 Homeownership Program point of contact for more information.*

7. 5-Year Plan, Goal: Promote Decent Affordable Housing, Objective HO3 Use Replacement Housing Factor funds to build single-family public housing units, which will serve to anchor low-income homeownership opportunities for residents of public housing.

A. One president and the attorney stated that public housing residents should be allowed to move into these units and not be required to purchase them. These should be and should remain public housing units. They should be placed close together and not spread at various sites throughout the city. *The purpose of this program is to support the major goal outlined in HUD's Strategic Plan for FY2003-2008 of promoting homeownership.*

8. 5-Year Plan, Goal: Strengthen Communities, Objective SC1 Reduce Crime in Our Communities.

A. The RAB wants the review of all developments needs for security cameras to be completed in January 2005. They want all timeframes referred to in this objective expedited and done as soon as possible. The RAB wants the high-rises done soon so will have the benefits of the security cameras for the maximum period of time before the buildings are torn down as is proposed in the 2010 timeframe. *The housing authority has prioritized security camera proposed installation based upon crime levels in developments and upon capital funding constraints imposed by HUD. The period of time that a development (high rise) will benefit from a new security camera system was not a major criteria considered in developing a plan for security camera installation. (Note: Security cameras are installed in high rises but the technology is dated.) The housing authority does not believe shifting funding into calendar year 2005 to address the security camera needs of all developments can be accomplished without substantial reductions in other planned capital improvement programs. AmerenIP, the housing authority's utility provider, funded the lighting in Samuel Gompers because the existing lighting was unsupportable from a maintenance view point. The housing authority will discuss with AmerenIP possibly developing and moving forward in time any proposed revisions to future lighting improvement plans.*

9. 5-Year Plan, Goal: Strengthen Communities, Objective SC2 Strengthen Resident Organizations and Participation of Residents in the Community.

A. Several presidents said they wanted the RAB to be a part of this objective. *Objective SC2 requires participation of the RAB.*

10. 5-Year Plan, Goal: Promote Agency Self-Sufficiency, Objective ESS3 Increase Employee Performance Through Development and Training Programs, and Incentive Programs.

A. The RAB supports training for maintenance personnel. There were several questions about the employee performance reporting system. *There continues to be on-going training of maintenance personnel.*

B. One president who attends Advisory Board of Commissioners meetings stated that the Advisory Commissioners voted on issues that they were not well informed on. There was a discussion of roles and authority of the Advisory Board of Commissioners to receive and file documents and correspondence. Several presidents disagreed with this authority and stated that the Advisory Board of Commissioners should have decision-making authority. There was a brief discussion of HUD, the Advisory Board of Commissioners, the Mayor and the City Council as related to the formation of an Illinois State Statute compliant Board of Commissioners. *Decision making authority for the housing authority is currently vested with the HUD Housing Authority Representative.*

C. One president stated that she did not think that security in the developments is visible enough. *This matter was referred to the housing authority's Chief of Security.*

11. Annual Plan, Statement of Housing Needs. The attorney from Land of Lincoln disagreed with the language contained in the plan and paraphrased from the draft City of East St. Louis Consolidated Plan. She stated that she would furnish language as an alternative to the language contained in the draft Annual Plan. *The attorney did not provide any additional comments/language to the housing authority by the plan input cutoff date of January 3, 2005.*

12. Annual Plan, Public Housing, PHA Policies Governing Eligibility, Selection, and Admissions. One president commented that when senior buildings are built in the future single individuals ought to have the option of selecting one or two bedroom apartments based upon how much furniture and other items they have. Another president commented that when building senior units there should be more wheel chair assessable units than the minimum required by HUD. Bathroom size is a particular problem particularly for individuals with physical handicaps of any sort. Various members of the RAB felt units recently built in East St. Louis, by developers for seniors were not sized properly and were generally too small in square footage. They agreed new units should be larger than those, which were recently built. RAB members also stated that new units should have storage rooms included in their design. RAB members also stated that carbon monoxide detectors should be placed in living units. *Appropriate staff will review these comments for possible future consideration/action.*

13. Annual Plan, Public Housing, PHA Policies Governing Eligibility, Selection, and Admissions. (3) Assignment. The RAB believes that the site-based waiting lists should be eliminated and that there should be a single waiting list for public housing. Alternatively, if the site-based waiting lists are kept the RAB believes that applicants for public housing should be able to be on two separate site-based waiting lists at the same time. The RAB also believes that applicants should be offered a choice of two or three units before they are forced to go to the bottom of the waiting list. *Appropriate staff will review these comments for possible future consideration/action.*

14. Annual Plan, Public Housing, PHA Policies Governing Eligibility, Selection, and Admissions. (4) Admissions Preferences. Transfer Policies: One president expressed a concern that handicapped units were not being left open to await handicapped residents. The belief is that this has forced some handicapped applicants into non-handicapped units while allowing a non-handicapped resident to remain in a handicapped unit. Preferences: There is not currently a preference for veterans and veterans' families.

The RAB believes there should be a preference for veterans and their families. This should be a high preference of either 2 or 3 on the overall list of preferences. One president stated that she did not like the fact that working families receive a high preference. She said it was not the fault of the residents that the City of East St. Louis is an area with a large percentage of very low income to no income individuals and families due to industry leaving such as the Hunter, Armor and Swift meat packing companies. She believes the preference for working families has a serious impact on very low and no income individual's ability to get into public housing. *Appropriate staff will review these comments for possible future consideration/action.*

15. Annual Plan, Section 8, PHA Policies Governing Eligibility, Selection, and Admissions. (4) Admissions Preferences. There is not currently a preference for veterans and veterans' families. The RAB believes there should be a preference for veterans and their families. This should be a high preference of either 2 or 3 on the overall list of preferences. *Appropriate staff will review these comments for possible future consideration/action.*

17. Annual Plan, PHA Grievance Procedures. The RAB stated that there should not be just a single hearing officer for grievances. They stated that they believe there should be a panel of three hearing officers for each grievance. The panel should consist of two residents and one housing authority employee. They stated that the same should be true for hearing grievances concerning Section 8 residents. They believe the same panel can hear and decide both public housing and Section 8 grievances. *Appropriate staff will review these comments for possible future consideration/action.*

18. Annual Plan, Documents Available for Review. The Land of Lincoln legal aid attorney provided several additional comments on behalf of the RAB concerning the following areas: late fees, unit size, maintenance, domestic violence policy, guest/visitor policy, inspection of units, notice provisions in lease, ban or barred list, handicapped accessible units, resident input and site-based management. *Appropriate staff will review these comments for possible future consideration/action.*

THE HOUSING AUTHORITY OF THE CITY OF EAST ST. LOUIS

PUBLIC HEARING COMMENTS

PHA FIVE YEAR & ANNUAL PLAN FY 2005

REVISION 1

1. The Housing Authority of the City of East St. Louis held its public hearing on June 16, 2005, to receive comments on the proposed Five Year & Annual Plan for FY2005 Revision 1.
2. Seventeen people attended the public hearing, including a number of residents of the Housing Authority. The resident member of the Advisory Board of Commissioners and President of the Resident Advisory Board were present at the hearing. There were also several interested parties from the community at large to include current residents of Parsons Place, an approximately five year old, non-housing authority development. Staff participating in the hearing included the Housing Authority's Development Manager, the Section 8 supervisor, the Leasing Manager and Administrative Services Director. Additionally, two staff from East Lake Management and Development Corporation (the developer) attended the hearing.
3. The Five Year and Annual Plan FY2005 Revision 1 was presented to the attendees. There was no comment on the general content of the Annual Plan or the changes included therein.
4. The submission of the Five Year and Annual Plan Revision 1 to the Department of Housing and Urban Development will include a submission of documents which will govern the Central City Apartments Mixed-Finance Development scheduled to begin leasing in late August or early September, 2005. This development, which will include among its 84 units, 35 public housing and 9 project based Section 8 units will be managed by East Lake Management Group, Inc.
5. East Lake Management and Development Corp. staff made a brief presentation during the public hearing on the Central City Apartments development.
6. Housing Authority staff passed out a document, which included proposed initial selection criteria for use in lease-up of the units at Central City Apartments. Under the proposal both current residents and current applicants to public housing would turn in a short form application to the Housing Authority. The Housing Authority would then conduct a lottery to determine initial position on the waiting list for the 35 units. Use of a lottery will insure that existing residents and particularly those residents who were residents of the Housing Authority during the Mary A. lawsuit and settlement are considered for these new units. East Lake Management Corp. will then contact the applicant based upon their position in the lottery, complete all further information required and determine whether based upon that information an offer will be made to the applicant. The project based Section 8 units waiting list will be the existing Housing Authority Voucher based waiting list.
7. A number of individuals offered comments and suggestions concerning the Central City Apartments. Most of the comments concerned who would become residents of the 35 public housing units at Central City Apartments.
 - (a) One current resident felt that residents have not been involved enough in the process concerning development of the Central City Apartments. She stated that residents should be on every committee and in on every meeting. She stated that this has not happened. The Housing Authority Development Manager stated that the Housing Authority has worked hard to involve residents and was

disappointed that some residents felt the way they did. This resident also stated that the current residents who deserve to get into Central City Apartments will not get into units.

(b) Another current resident stated that seniors who have lived in public housing should be given the opportunity to get away from areas of public housing where there are young people who are causing problems for these communities.

(c) One current resident stated that working people and seniors should be given the chance to move into Central City Apartments.

(d) One resident who resides at Parsons Place and is a current Housing Authority Section 8 voucher holder complained that the rents were becoming too high at Parsons Place and that she felt management would soon put her out of the development. She wanted help and was asking about getting into Central City Apartments.

(e) Another current resident of public housing said she did not like the lottery idea and that seniors in current public housing should be the first to be considered for several of the units. She stated that Housing Authority property managers know who the good residents are. She and several residents were asked if they felt that the waiting list should be composed of those current residents recommended by property managers. She and several residents said no.

(f) Another resident also disagreed with the lottery ideas but was unable to offer any alternative.

(g) A prior resident of the Housing Authority said that seniors currently in public housing should receive some sort of preference in getting into Central City Apartments.

(h) One resident suggested the lottery be done by bedroom size. Applicants should sign up for the lottery and a different lottery would be conducted for each bedroom size.

(i) Another resident thought the home visits which will be conducted by East Lake Management Corp. to help in determining housekeeping and whether to house an applicant will be a good thing.

(j) A number of residents felt that a working preference and a senior citizen preference would be two characteristics of the applicants, which would be important to achieving the right mix at the Central City Apartments.

8. The Housing Authority staff, at the request of several residents explained how the lottery proposal would work. Several residents were still not happy with the concept, but offered no alternative which was fair and for which a consensus could be achieved. The intention of the Housing Authority is, based upon the public hearing comments, to move forward with some form of lottery selection, which incorporates to the greatest degree possible, the ideas presented during the public hearing.

9. There being no further comments the public hearing concluded with East Lake Management Corporation advising all present that there would be an open house later this summer at which there would be much additional information provided about the units and hopefully by then applicants will be able to at least walk through a model unit.

ATTACHMENT J

REPLACEMENT HOUSING FACTOR GRANT IL 06-R001-501-99

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

PHA Name: Housing Authority of the City of East St. Louis	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: IL06-R001-501-99	Federal FY of Grant: 1999
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
X Performance and Evaluation Report for Period Ending: 9/30/04 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	\$0		\$0	\$0
4	1410 Administration	\$0		\$0	\$0
5	1411 Audit	\$0		\$0	\$0
6	1415 Liquidated Damages	\$0		\$0	\$0
7	1430 Fees and Costs	\$0		\$0	\$0
8	1440 Site Acquisition	\$0		\$0	\$0
9	1450 Site Improvement	\$0		\$0	\$0
10	1460 Dwelling Structures	\$0		\$0	\$0
11	1465.1 Dwelling Equipment— Nonexpendable	\$0		\$0	\$0
12	1470 Nondwelling Structures	\$0		\$0	\$0
13	1475 Nondwelling Equipment	\$0		\$0	\$0
14	1485 Demolition	\$0		\$0	\$0
15	1490 Replacement Reserve	\$82,179		\$0	\$0
16	1492 Moving to Work Demonstration	\$0		\$0	\$0
17	1495.1 Relocation Costs	\$0		\$0	\$0
18	1499 Development Activities	\$0		\$0	\$0
19	1501 Collateralization or Debt Service	\$0		\$0	\$0

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

PHA Name: Housing Authority of the City of East St. Louis	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: IL06-R001-501-99	Federal FY of Grant: 1999
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
X Performance and Evaluation Report for Period Ending: 9/30/04 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
20	1502 Contingency	\$0		\$0	\$0
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$82,179		\$0	\$0
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
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: Housing Authority of the City of East St. Louis		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: IL06-R001-501-99			Federal FY of Grant: 1999			
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 Grant Amount			\$82,179		\$0	\$0	

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

PHA Name: Housing Authority of the City of East St. Louis		Grant Type and Number Capital Fund Program No: Replacement Housing Factor No: IL06-R001-501-99					Federal FY of Grant: 1999
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	
Replacement Units	TBD			TBD			No target dates established as yet. In accordance with PIH 2001-4, obligation deadlines are established upon Approval of a development proposal.

FY 2005 ANNUAL PLAN

ATTACHMENT K

CAPITAL FUND PROGRAM GRANT IL 06-P001-501-00

Annual Statement/Performance and Evaluation Report

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

PHA Name: Housing Authority of the City of East St. Louis

Grant Type and Number
 Capital Fund Program Grant No: IL06P001501-00
 Replacement Housing Factor Grant No:

Federal FY of Grant:
 2000

Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
X Performance and Evaluation Report for Period Ending: 9/30/04 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	\$412,525	\$412,525	\$412,525	\$412,525
3	1408 Management Improvements	\$383,134	\$383,481	\$383,481	\$348,954
4	1410 Administration	\$369,783	\$369,783	\$369,783	\$452,821
5	1411 Audit	\$0	\$0	\$0	\$0
6	1415 Liquidated Damages	\$0	\$0	\$0	\$0
7	1430 Fees and Costs	\$205,603	\$205,603	\$205,603	\$174,951
8	1440 Site Acquisition	\$0	\$0	\$0	\$0
9	1450 Site Improvement	\$423,046	\$420,046	\$420,046	\$429,414
10	1460 Dwelling Structures	\$871,521	\$1,031,521	\$1,031,521	\$1,035,753
11	1465.1 Dwelling Equipment— Nonexpendable	\$0	\$0	\$0	\$0
12	1470 Nondwelling Structures	\$1,284,963	\$1,284,963	\$1,284,963	\$1,238,953
13	1475 Nondwelling Equipment	\$161,513	\$4,166	\$4,166	\$13,004
14	1485 Demolition	\$0	\$0	\$0	\$0
15	1490 Replacement Reserve	\$0	\$0	\$0	\$0
16	1492 Moving to Work Demonstration	\$0	\$0	\$0	\$0
17	1495.1 Relocation Costs	\$13,163	\$13,163	\$13,163	\$10,983
18	1499 Development Activities	\$0	\$0	\$0	\$0
19	1501 Collateralization or Debt Service	\$0	\$0	\$0	\$0
20	1502 Contingency	\$0	\$0	\$0	\$0
21	Amount of Annual Grant: (sum of lines 2 –	\$4,125,251	\$4,125,251	\$4,125,251	\$4,123,419

Annual Statement/Performance and Evaluation Report

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

PHA Name: Housing Authority of the City of East St. Louis	Grant Type and Number Capital Fund Program Grant No: IL06P001501-00 Replacement Housing Factor Grant No:	Federal FY of Grant: 2000
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 9/30/04
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
	20)				
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
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: Housing Authority of the City of East St. Louis		Grant Type and Number Capital Fund Program Grant No: IL06P001501-00 Replacement Housing Factor Grant No:				Federal FY of Grant: 2000		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
IL1-7/Orr Weathers Low rise	Comprehensive renovation of buildings and units in Phase V	1460	28	\$871,126	\$1,031,126	\$1,031,126	\$1,035,453	Completed
IL1-7/Orr-Weathers low rise	Site Improvements	1450		\$360,000	\$360,000	\$360,000	\$369,369	Completed
IL1-7/Orr-Weathers low rise	Relocation Costs	1495	28	\$13,163	\$13,163	\$13,163	\$10,983	Completed
IL1-7/Orr-Weathers Hi Rise	Sidewalk Repairs	1450		\$4,917	\$4,917	\$4,917	\$4,916	Completed
IL1-7/Orr-Weathers Hi Rise	Roof Replacement D-1 & E-2	1470		\$328,350	\$328,350	\$328,350	\$328,350	Completed
IL1-7/Orr-Weathers Hi Rise	Lighting and Tile D-1	1470		\$11,779	\$11,779	\$11,779	\$11,779	Completed
IL1-7/Orr-Weathers Hi Rise	R & R Asbestos Floor Tile E-2	1470		\$75,800	\$75,800	\$75,800	\$75,800	Completed
IL1-8/Lansdowne	Elevator Rehab	1470		\$671,197	\$671,197	\$671,197	\$671,904	Completed
IL1-8/Lansdowne	Trash Compactors	1470		\$41,945	\$41,945	\$41,945	\$41,945	Completed
IL1-8/Lansdowne	Roof Replacement Brenton, Ruggeri	1470		\$99,590	\$99,590	\$99,590	\$99,590	Completed

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

PHA Name: Housing Authority of the City of East St. Louis		Grant Type and Number Capital Fund Program Grant No: IL06P001501-00 Replacement Housing Factor Grant No:				Federal FY of Grant: 2000		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
IL1-8/Lansdowne	Sidewalk Repairs	1450		\$50,894	\$50,894	\$50,894	\$50,894	Completed
IL121/N.E.Owens	Porch Stoop and Step Replacement	1450		\$4,235	\$4,235	\$4,235	\$4,235	Completed
IL1-47/Scat. Sites	Rehab 5 single family Units	1460		\$395	\$395	\$395	\$300	Work item eliminated
Central Office	Roof Replacement	1470		\$28,000	\$28,000	\$28,000	\$28,000	Completed

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

PHA Name: Housing Authority of the City of East St. Louis		Grant Type and Number Capital Fund Program Grant No: IL06P001501-00 Replacement Housing Factor Grant No:				Federal FY of Grant: 2000		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	

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

PHA Name: Housing Authority of the City of East St. Louis		Grant Type and Number Capital Fund Program Grant No: IL06P001501-00 Replacement Housing Factor Grant No:				Federal FY of Grant: 2000		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Central Office	Carpet Replacement/Painting	1475		\$3,302	\$3,302	\$3,302	\$3,302	Transfer to CFP 50101
Central Office	Parking Lot Repair/Resurface	1450		\$3,000	\$0	\$0	\$0	Transfer to CFP 50102
IL1-1/S. Gompers	Roof Replacement-Admin. Bldg.	1470		\$25,000	\$25,000	\$25,000	\$25,000	Completed
Agency Wide	New Telephone System	1475		\$157,347	\$0	\$0	\$0	Transfer to CFP 50102
Agency Wide	Computer System Upgrade	1475		\$0	\$0	\$0	\$0	Transfer to CFP 50101
Agency Wide	Office Furniture	1475		\$4,166	\$4,166	\$4,166	\$9,702	Completed
Agency Wide	Operations	1406		412,525	\$412,525	\$412,525	\$412,525	Completed
Agency-Wide	Provide Security	1408		\$250,000	\$250,000	\$250,000	\$235,474	Completed
Agency Wide	Provide Staff Training	1408		\$35,000	\$35,000	\$35,000	\$31,828	Completed
Agency-Wide	Provide Resident Services Salary	1408		\$35,000	\$35,000	\$35,000	\$10,880	Completed
Agency-Wide	Provide Resident Training	1408		\$5,394	\$5,394	\$5,394	\$5,894	Completed
Agency-Wide	Provide Resident Programs	1408		\$4,569	\$4,916	\$4,916	\$4,948	Completed

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

PHA Name: Housing Authority of the City of East St. Louis		Grant Type and Number Capital Fund Program Grant No: IL06P001501-00 Replacement Housing Factor Grant No:				Federal FY of Grant: 2000		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Agency-Wide	Computer Hardware/Software Upgrade	1408		\$16,025	\$16,025	\$16,025	\$15,479	Transfer to CFP 50101
Agency-Wide	Provide trucks for MOD/DEV Staff	1408		\$37,146	\$37,146	\$37,146	\$41,110	Completed
	Administrative Staff Salaries	1410		\$353,751	\$353,751	\$353,751	\$367,184	Completed
	Advertisement Costs/Sundry	1410		\$16,032	\$16,032	\$16,032	\$11,820	Completed

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

PHA Name: Housing Authority of the City of East St. Louis		Grant Type and Number Capital Fund Program Grant No: IL06P001501-00 Replacement Housing Factor Grant No:				Federal FY of Grant: 2000		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	

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

Part II: Supporting Pages

PHA Name: Housing Authority of the City of East St. Louis		Grant Type and Number Capital Fund Program Grant No: IL06P001501-00 Replacement Housing Factor Grant No:				Federal FY of Grant: 2000		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	Total Grant Amount			\$4,125,25 1	\$4,125,25 1	\$4,125,25 1	\$4,123,41 9	

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

Part III: Implementation Schedule

PHA Name: Housing Authority of the City of East St. Louis		Grant Type and Number Capital Fund Program No: IL06P001501-00 Replacement Housing Factor No:				Federal FY of Grant: 2000	
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	
IL1-7/Orr-Weathers	9/30/02		9/30/02	9/30/04			No changes to target dates
IL1-7/Orr-Weathers Hi Rise	9/30/02		9/30/02	9/30/04			
IL1-8/Lansdowne	9/30/02		9/30/02	9/30/04			
IL121/N.E.Owens	9/30/02		9/30/02	9/30/04			

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

PHA Name: Housing Authority of the City of East St. Louis		Grant Type and Number Capital Fund Program No: IL06P001501-00 Replacement Housing Factor No:					Federal FY of Grant: 2000
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	
IL1-47/Scat. Sites	9/30/02		9/30/02	9/30/04			
Central Office	9/30/02		9/30/02	9/30/04			
Agency-Wide	9/30/02		9/30/02	9/30/04			

ATTACHMENT L

REPLACEMENT HOUSING FACTOR GRANT IL 06-R001-501-00

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

PHA Name: Housing Authority of the City of East St. Louis	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: IL06-R001-501-00	Federal FY of Grant: 2000
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 9/30/04
 Final Performance and Evaluation Report

Lin e 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	\$0		\$0	\$0
4	1410 Administration	\$0		\$0	\$0
5	1411 Audit	\$0		\$0	\$0
6	1415 Liquidated Damages	\$0		\$0	\$0
7	1430 Fees and Costs	\$0		\$0	\$0
8	1440 Site Acquisition	\$0		\$0	\$0
9	1450 Site Improvement	\$0		\$0	\$0
10	1460 Dwelling Structures	\$0		\$0	\$0
11	1465.1 Dwelling Equipment— Nonexpendable	\$0		\$0	\$0
12	1470 Nondwelling Structures	\$0		\$0	\$0
13	1475 Nondwelling Equipment	\$0		\$0	\$0
14	1485 Demolition	\$0		\$0	\$0
15	1490 Replacement Reserve	\$371,732		\$0	\$0
16	1492 Moving to Work Demonstration	\$0		\$0	\$0
17	1495.1 Relocation Costs	\$0		\$0	\$0
18	1499 Development Activities	\$0		\$0	\$0
19	1501 Collaterization or Debt Service	\$0		\$0	\$0
20	1502 Contingency	\$0		\$0	\$0
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$371,732		\$0	\$0
22	Amount of line 21 Related to LBP Activities				

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

PHA Name: Housing Authority of the City of East St. Louis	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: IL06-R001-501-00	Federal FY of Grant: 2000
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
X Performance and Evaluation Report for Period Ending: 9/30/04 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

FY 2005 ANNUAL PLAN

ATTACHMENT M

CAPITAL FUND PROGRAM GRANT IL 06-P001-501-01

Annual Statement/Performance and Evaluation Report

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

PHA Name: Housing Authority of the City of East St. Louis	Grant Type and Number Capital Fund Program Grant No: IL06P001501-01 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)

Performance and Evaluation Report for Period Ending: 9/30/04 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		\$420,893	\$420,893	\$420,893
3	1408 Management Improvements	\$340,000	\$314,077	\$335,530	\$335,530
4	1410 Administration	\$360,000	\$372,000	\$362,100	\$362,100
5	1411 Audit	\$1,500	\$2,500	\$2,500	\$2,500
6	1415 Liquidated Damages	\$0	\$0	\$0	\$0
7	1430 Fees and Costs	\$211,000	\$222,638	\$214,132	\$214,132
8	1440 Site Acquisition	\$0	\$0	\$0	\$0
9	1450 Site Improvement	\$437,438	\$88,912	\$122,455	\$89,752
10	1460 Dwelling Structures	\$2,853,000	\$2,275,423	\$2,254,091	\$2,254,091
11	1465.1 Dwelling Equipment— Nonexpendable	\$0	\$0	\$0	\$0
12	1470 Nondwelling Structures		\$136,898	\$76,179	\$76,179
13	1475 Nondwelling Equipment		\$340,107	\$342,716	\$342,716
14	1485 Demolition		\$29,490	\$77,030	\$77,030
15	1490 Replacement Reserve				\$0
16	1492 Moving to Work Demonstration				\$0

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

PHA Name: Housing Authority of the City of East St. Louis	Grant Type and Number Capital Fund Program Grant No: IL06P001501-01 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
X Performance and Evaluation Report for Period Ending: 9/30/04 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
17	1495.1 Relocation Costs	\$6,000	\$6,000	\$1,314	\$1,314
18	1499 Development Activities				\$0
19	1501 Collaterization or Debt Service				\$0
20	1502 Contingency				\$0
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$4,208,938	\$4,208,938	\$4,208,938	\$4,176,237
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs	\$150,000	\$250,000	\$250,000	\$280,329
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: Housing Authority of the City of East St. Louis		Grant Type and Number Capital Fund Program Grant No: IL06P001501-01 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001		
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	
	Operations	1406		\$0	\$420,893	\$420,893	\$420,893	Completed
Agency Wide	Provide Security	1408		\$250,000	\$250,000	\$280,329	\$280,329	Completed
Agency Wide	Provide Staff Training	1408		\$35,000	\$35,000	\$22,810	\$22,810	Completed
Agency-Wide	Provide Resident Services Salary	1408		\$35,000	\$35,000	\$22,801	\$22,801	Completed
Agency-Wide	Provide Resident Training	1408		\$5,000	\$5,000	\$6,463	\$6,463	Completed
Agency-Wide	Provide Resident Services Programs	1408		\$5,000	\$5,000	\$0	\$0	N/A
Agency-Wide	Computer Hardware/Software Upgrade	1408		\$10,000	\$10,000	\$3,127	\$3,127	Completed
	Administrative Staff Salaries	1410		\$350,000	\$350,000	\$345,865	\$345,865	Completed
	Advertisement Costs/Sundry	1410		\$10,000	\$7,050	\$13,478	\$13,478	Completed

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

PHA Name: Housing Authority of the City of East St. Louis		Grant Type and Number Capital Fund Program Grant No: IL06P001501-01 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001		
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	
	Travel	1410		\$0	\$2,950	\$2,757	\$2,757	Completed
	Audit Fees	1411		\$1,500	\$2,500	\$2,500	\$2,500	Completed
	A & E Fees	1430		\$131,000	\$131,000	\$128,637	\$128,637	Completed
	Construction Inspectors Salaries	1430		\$80,000	\$80,000	\$85,495	\$85,495	Completed

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

PHA Name: Housing Authority of the City of East St. Louis		Grant Type and Number Capital Fund Program Grant No: IL06P001501-01 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001		
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	
IL1-2 J. Robinson	Demolition of 50 units	1485	50	\$0	\$29,490	\$77,030	\$77,030	Completed
IL1-3 J. Deshields	Roof extension, soffit, fascia, downspout	1460		\$0	\$33,307	\$33,307	\$33,307	Completed
IL1-3 J. Deshields	Repair Car Damaged units 5H & 9A	1460		\$0	\$9,898	\$9,898	\$9,898	Completed
IL1-7 O.W. LR	Comp. Modernization Phase VI	1460		\$475,815	\$0	\$0	\$0	N/A
IL1-7 O.W. LR	Site Improvements Phase VI	1450		\$437,438	\$0	\$0	\$0	N/A
IL1-7 O.W. LR	Relocation Costs Phase VI	1495		\$6,000	\$6,000	\$1,314	\$1,314	Completed
IL1-7 O.W. LR	Replace fascia, soffit and downspouts	1460		\$0	\$18,000	\$17,038	\$17,038	Completed
IL1-7 O.W. LR	Social Services Corridor (Phase V)	1460		\$0	\$2,175,666	\$2,158,471	\$2,158,471	Completed
IL1-7 O.W. HR	Rubber Roof Replacement	1470		\$0	\$6,787	\$6,789	\$6,789	Completed
IL1-7 O.W. HR	Elevator Upgrade	1470		\$0	\$106,612	\$15,142	\$15,142	Completed
IL1-7 O.W. HR	Asbestos Tile Removal & replacement	1460		\$0	\$6,552	\$6,552	\$6,552	Completed

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

PHA Name: Housing Authority of the City of East St. Louis		Grant Type and Number Capital Fund Program Grant No: IL06P001501-01 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001		
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	
IL1-21 N. E. Owens	Replace fascia, soffit, downspouts	1460		\$0	\$32,000	\$28,825	\$28,825	Completed
IL1-27, -28	Storage Sheds, signage & landscaping	1450		\$0	\$88,912	\$89,752	\$89,752	Completed
Agency Wide	Central Office Parking Lot upgrade	1450		\$0	\$107,414	\$32,703	\$0	In progress
	Central Office renovation	1470		\$0	\$23,499	\$54,248	\$54,248	Completed
	Purchase new furniture	1475		\$0	\$23,839	\$26,394	\$26,394	Completed
	Purchase new computers & printers	1475		\$0	\$90,000	\$90,958	\$90,958	Completed
	Purchase new phone system	1475		\$0	\$199,998	\$199,044	\$199,044	Completed
	Purchase vehicles	1475		\$0	\$27,000	\$26,320	\$26,320	Completed
	Total Grant Amount			\$4,208,938	\$4,208,938	\$4,208,938	\$4,176,237	

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

PHA Name: Housing Authority of the City of East St. Louis		Grant Type and Number Capital Fund Program No: IL06P001501-01 Replacement Housing Factor No:					Federal FY of Grant: 2001	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
IL1-7/Orr-Weathers	9/30/03		9/30/03	9/30/04		9/30/04	No changes to target dates	
IL1-2,John Robinson	9/30/03		9/30/03	9/30/04		9/30/04		
IL1-3,John Deshields	9/30/03		9/30/03	9/30/04		9/30/04		
IL1-21,Norman E. Owens	9/30/03		9/30/03	9/30/04		9/30/04		
IL1-27, -28,Phoenix Cts	9/30/03		9/30/03	9/30/04		9/30/04		

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part III: Implementation Schedule

PHA Name: Housing Authority of the City of East St. Louis		Grant Type and Number Capital Fund Program No: IL06P001501-01 Replacement Housing Factor No:				Federal FY of Grant: 2001	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	

ATTACHMENT N
REPLACEMENT HOUSING FACTOR GRANT IL 06-R001-501-01

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

PHA Name: Housing Authority of the City of East St. Louis	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: IL06-R001-501-01	Federal FY of Grant: 2001
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
X Performance and Evaluation Report for Period Ending: 9/30/04 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	\$0		\$0	\$0
4	1410 Administration	\$0		\$0	\$0
5	1411 Audit	\$0		\$0	\$0
6	1415 Liquidated Damages	\$0		\$0	\$0
7	1430 Fees and Costs	\$0		\$0	\$0
8	1440 Site Acquisition	\$0		\$0	\$0
9	1450 Site Improvement	\$0		\$0	\$0
10	1460 Dwelling Structures	\$0		\$0	\$0
11	1465.1 Dwelling Equipment— Nonexpendable	\$0		\$0	\$0
12	1470 Nondwelling Structures	\$0		\$0	\$0
13	1475 Nondwelling Equipment	\$0		\$0	\$0
14	1485 Demolition	\$0		\$0	\$0
15	1490 Replacement Reserve	\$386,884		\$0	\$0
16	1492 Moving to Work Demonstration	\$0		\$0	\$0
17	1495.1 Relocation Costs	\$0		\$0	\$0
18	1499 Development Activities	\$0		\$0	\$0
19	1501 Collateralization or Debt Service	\$0		\$0	\$0

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

PHA Name: Housing Authority of the City of East St. Louis	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: IL06-R001-501-01	Federal FY of Grant: 2001
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
X Performance and Evaluation Report for Period Ending: 9/30/04 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
20	1502 Contingency	\$0		\$0	\$0
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$386,884		\$0	\$0
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
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: Housing Authority of the City of East St. Louis			Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: IL06-R001-501-01				Federal FY of Grant: 2001		
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 Grant Amount			\$386,884		\$0	\$0		

Annual Statement/Performance and Evaluation Report									
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)									
Part III: Implementation Schedule									
PHA Name: Housing Authority of the City of East St. Louis			Grant Type and Number Capital Fund Program No: Replacement Housing Factor No: IL06-R001-501-01				Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates		
	Original	Revised	Actual	Original	Revised	Actual			
Replacement Units	TBD			TBD			No target dates established as yet. In accordance with PIH 2001-4, obligation deadlines are established upon Approval of a development proposal.		

FY 2005 ANNUAL PLAN

ATTACHMENT O
CAPITAL FUND PROGRAM GRANT IL 06-P001-501-02

Annual Statement/Performance and Evaluation Report

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

PHA Name: Housing Authority of the City of East St. Louis	Grant Type and Number Capital Fund Program Grant No: IL06-P001-501-02 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)

Performance and Evaluation Report for Period Ending: 9/30/04
 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	\$273,897	\$273,897	\$0
3	1408 Management Improvements	\$290,000	\$708,714	\$708,714	\$693,959
4	1410 Administration	\$310,000	\$341,861	\$341,861	\$339,941
5	1411 Audit	\$1,500	\$1,500	\$1,500	\$1,500
6	1415 Liquidated Damages	\$0	\$0	\$0	\$0
7	1430 Fees and Costs	\$530,000	\$250,952	\$250,952	\$160,551
8	1440 Site Acquisition	\$0	\$0	\$0	\$0
9	1450 Site Improvement	\$1,583,000	\$196,152	\$196,152	\$189,036
10	1460 Dwelling Structures	\$1,200,000	\$1,406,112	\$1,406,112	\$1,210,394
11	1465.1 Dwelling Equipment— Nonexpendable	\$0	\$0	\$0	\$0
12	1470 Nondwelling Structures	\$0	\$539,676	\$539,676	\$508,901
13	1475 Nondwelling Equipment	\$0	\$190,490	\$190,490	\$190,490
14	1485 Demolition	\$0	\$551	\$551	\$551
15	1490 Replacement Reserve	\$0	\$0	\$0	\$0
16	1492 Moving to Work Demonstration	\$0	\$0	\$0	\$0
17	1495.1 Relocation Costs	\$0	\$0	\$0	\$0
18	1499 Development Activities	\$0	\$125,000	\$125,000	\$125,000
19	1501 Collaterization or Debt Service	\$0	\$0	\$0	\$0
20	1502 Contingency	\$120,405	\$0	\$0	\$0
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$4,034,905	\$4,034,905	\$4,034,905	\$3,420,323
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				

Annual Statement/Performance and Evaluation Report

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

PHA Name: Housing Authority of the City of East St. Louis	Grant Type and Number Capital Fund Program Grant No: IL06-P001-501-02 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)

 Performance and Evaluation Report for Period Ending: 9/30/04
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
24	Amount of line 21 Related to Security – Soft Costs	\$200,000	\$600,000	\$616,000	\$461,313
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: Housing Authority of the City of East St. Louis		Grant Type and Number Capital Fund Program Grant No: IL06-P001-501-02 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
IL1-7, Orr-Weathers LR	Major renovation of buildings and units in Phase VI	1460	7 bldgs.	\$18,598	\$18,598	\$13,176	\$12,964	Cancelled
IL1-7, Orr-Weathers HR	Engineering assessment of plumbing, electrical & HVAC systems	1430	2 High Rise buildings	\$20,000	\$0	\$0	\$0	N/A
IL1-8, Lansdowne Towers	Engineering assessment of plumbing, electrical & HVAC systems	1430	3 High Rise buildings	\$0	\$0	\$0	\$0	N/A
IL1-2, John Robinson	Landscaping, fencing, sidewalks, patio enclosures, dumpsters, parking lots	1450		\$54,500	\$53,305	\$53,305	\$53,305	Completed
IL1-3, John Deshields	Landscaping, fencing, sidewalks, patio enclosures, dumpsters, parking lots	1450		\$0	\$0	\$0	\$0	N/A
IL1-4, -26, Roosevelt Homes	Landscaping, fencing, sidewalks, patio enclosures, dumpsters, parking lots	1450		\$0	\$0	\$0	\$0	N/A
IL1-5, Villa Griffin	Landscaping, fencing, sidewalks, patio enclosures, dumpsters, parking lots	1450		\$54,500	\$53,305	\$53,305	\$53,305	Completed
IL1-7, Orr-Weathers	Landscaping, fencing, sidewalks, patio enclosures, dumpsters, parking lots	1450		\$47,931	\$47,931	\$47,931	\$47,931	Completed

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

PHA Name: Housing Authority of the City of East St. Louis		Grant Type and Number Capital Fund Program Grant No: IL06-P001-501-02 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
IL1-8, Lansdowne Towers	Landscaping, fencing, sidewalks, patio enclosures, dumpsters, parking lots	1450		\$0	\$0	\$0	\$0	N/A
IL1-21, -44, Norman E. Owens	Repair/seal asphalt parking lot	1450		\$0	\$0	\$0	\$0	N/A
IL1-21, Norman E. Owens	Roof Replacement	1460		\$0	\$180,000	\$180,000	\$56,788	Not Started

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

PHA Name: Housing Authority of the City of East St. Louis		Grant Type and Number Capital Fund Program Grant No: IL06-P001-501-02 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
IL1-3, Deshields	Roof Overhang Extension	1460		\$0	\$353,350	\$353,350	\$353,350	Completed
IL1-2, Robinson	Long Term Vacancy Reduction	1460		\$0	\$199	\$199	\$199	Completed
IL1-3, Deshields	Long Term Vacancy Reduction	1460		\$150,000	\$408,286	\$408,286	\$408,286	Completed
IL1-4 Roosevelt	Long Term Vacancy Reduction	1460		\$95,000	\$59,197	\$59,197	\$59,197	Completed
IL1-5, Griffin	Long Term Vacancy Reduction	1460		\$0	\$2,391	\$2,391	\$2,391	Completed
IL1-7, Orr- Weathers HR	Long Term Vacancy Reduction	1460		\$25,000	\$28,135	\$28,135	\$28,135	Completed
IL1-8, Lansdowne	Long Term Vacancy Reduction	1460		\$50,000	\$20,563	\$20,563	\$20,563	Completed
IL1-9, Lansdowne	Long Term Vacancy Reduction	1460		\$0	\$24,577	\$24,577	\$24,577	Completed
IL1-11, Scattered	Long Term Vacancy Reduction	1460		\$20,000	\$17,187	\$17,187	\$17,187	Completed
IL1-13, Scattered	Long Term Vacancy Reduction	1460		\$0	\$4,520	\$4,520	\$4,520	Completed
IL1-21, N. Owens	Long Term Vacancy Reduction	1460		\$45,000	\$33,034	\$33,034	\$33,034	Completed
IL1-44, N Owens	Long Term Vacancy Reduction	1460		\$45,000	\$6,904	\$6,904	\$6,904	Completed

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: Housing Authority of the City of East St. Louis		Grant Type and Number Capital Fund Program Grant No: IL06-P001-501-02 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
IL1-41, Forest Village	Long Term Vacancy Reduction	1460		\$25,000	\$22,606	\$22,606	\$22,606	Completed
IL1-26, Roosevelt	Long Term Vacancy Reduction	1460		\$0	\$1,637	\$1,637	\$1,637	Completed
IL1-27, Phoenix Ct	Long Term Vacancy Reduction	1460		\$20,000	\$8,760	\$8,760	\$8,760	Completed
IL1-38	Long Term Vacancy Reduction	1460		\$0	\$405	\$405	\$405	Completed
III-1, Gompers	L.T. Vacancy Reduction Phase 2	1460		\$25,000	\$0	\$0	\$0	N/A
IL1-3, Deshields	L.T. Vacancy Reduction Phase 2	1460		\$0	\$0	\$0	\$0	N/A
IL1-4, Roosevelt	L.T. Vacancy Reduction Phase 2	1460		\$92,068	\$0	\$0	\$0	N/A
IL1-7 Orr-Weathers	L.T. Vacancy Reduction Phase 2	1460		\$36,880	\$0	\$0	\$0	N/A
IL1-8, Lansdowne	L.T. Vacancy Reduction Phase 2	1460		\$50,000	\$0	\$0	\$0	N/A
IL1-11 Scattered	L.T. Vacancy Reduction Phase 2	1460		\$20,000	\$0	\$0	\$0	N/A
IL1-21, N. Owens	L.T. Vacancy Reduction Phase 2	1460		\$45,000	\$0	\$0	\$0	N/A
IL1-44, N Owens	L.T. Vacancy Reduction Phase 2	1460		\$45,000	\$0	\$0	\$0	N/A
IL1-41, Forest Village	L.T. Vacancy Reduction Phase 2	1460		\$21,778	\$21,778	\$21,778	\$21,778	Completed

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

PHA Name: Housing Authority of the City of East St. Louis		Grant Type and Number Capital Fund Program Grant No: IL06-P001-501-02 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
III-7 Orr-Weathers	Asbestos Floor Tile Removal	1460		\$78,247	\$78,247	\$78,247	\$40,160	Completed
IL1-8 Lansdowne	Asbestos Floor Tile Removal	1460		\$85,390	\$85,390	\$85,390	\$85,390	Completed
III-17 N. Park	Remediate Standing Water on site	1450		\$300,000	\$0	\$0	\$0	N/A
IL1-7	Elevator Keys	1460		\$761	\$761	\$761	\$761	Completed
IL1-8	Elevator Keys	1460		\$741	\$741	\$741	\$227	In progress
IL1-9	Elevator Keys	1460		\$726	\$726	\$726	\$575	In progress
IL1-27	Brick Entryway	1450		\$0	\$28,120	\$28,120	\$28,120	Completed
IL1-21	Helen Davis Track	1450		\$0	\$6,375	\$6,375	\$6,375	Completed
IL1-7 Orr-Weathers LR	Demolition of Phase VI	1485		\$551	\$551	\$551	\$551	Completed
IL1-7, Orr-Weathers HR	Roof/Machine Room Door Replacement	1470		\$7,115	\$7,115	\$7,115	\$7,115	Completed
IL1-8, Lansdowne	Roof/Machine Room Door Replacement	1470		\$7,025	\$7,025	\$7,025	\$7,025	Completed
IL1-9, Lansdowne	Roof/Machine Room Door Replacement	1470		\$7,025	\$7,025	\$7,025	\$7,025	Completed
IL1-7, Orr-Weathers HR	Boiler Replacement	1470		\$0	\$33,000	\$33,000	\$0	In progress
IL1-7 Orr-Weathes HR	Renovation of 8 th Fl. E-2 Bldg.	1470		\$200,000	\$190,666	\$190,666	\$190,663	Completed
Agency Wide	Renovate 690 N. 20 th St. Bldg.	1470		\$108,889	\$129,248	\$129,248	\$129,248	Completed
	Renovate Central Office	1470		\$136,970	\$165,597	\$165,597	\$167,825	Completed
	Central Office & 690 Parking lot	1450		\$100,000	\$35,236	\$0	\$0	Not started

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

PHA Name: Housing Authority of the City of East St. Louis		Grant Type and Number Capital Fund Program Grant No: IL06-P001-501-02 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
IL1-1, Gompers	Roof Top Heating Unit	1475		\$14,000	\$12,791	\$12,791	\$12,791	Completed
	Purchase Office Furniture & Equipment	1475		\$85,000	\$90,597	\$90,597	\$90,597	Completed
	Purchase Computer Hardware	1475		\$10,000	\$4,826	\$4,826	\$4,826	Completed
IL1-7 Orr-Weathers HR	Upgrade Fire Panels to meet Code	1475		\$25,000	\$28,149	\$28,149	\$28,149	Completed
IL1-8 Lansdowne	Upgrade Fire Panels	1475		\$25,080	\$33,136	\$33,136	\$33,136	Completed
IL1-9 Lansdowne	Upgrade Fire Panels	1475		\$16,555	\$16,555	\$16,555	\$16,555	Completed
IL1-2,Robinson	Security Alarms	1475		\$2,200	\$2,281	\$2,281	\$2,281	Completed
IL1-7,Orr-Weathers LR	Security Alarms	1475		\$2,200	\$2,155	\$2,155	\$2,155	Completed
IL1-41 Forest Village	Mod Used for Development	1499		\$0	\$125,000	\$125,000	\$125,000	Completed
	Operations	1406		\$0	\$273,897	\$273,897	\$0	In progress
Agency Wide	Provide Security	1408		\$200,000	\$616,801	\$616,801	\$602,460	In progress
Agency Wide	Provide Staff Training	1408		\$10,088	\$9,621	\$9,621	\$9,208	In progress
Agency Wide	Provide Resident Training	1408		\$1,800	\$2,476	\$2,476	\$2,476	Completed
Agency Wide	Provide Res. Services Staff Salaries	1408		\$1,483	\$1,483	\$1,483	\$1,482	Completed
Agency Wide	Provide Res. Services Programs	1408		\$5,295	\$5,812	\$5,812	\$5,812	Completed
Agency Wide	Provide Computer Software Upgrade	1408		\$40,753	\$42,850	\$42,850	\$42,850	Completed

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

PHA Name: Housing Authority of the City of East St. Louis		Grant Type and Number Capital Fund Program Grant No: IL06-P001-501-02 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
E-2 8 th Floor	Youthbuild Training Program	1408		\$50,000	\$29,671	\$29,671	\$29,671	Completed
	Administrative Staff Salaries	1410		\$323,615	\$324,410	\$324,410	\$323,069	In progress
	Sundry Costs	1410		\$18,246	\$17,451	\$17,451	\$16,872	In progress
	Audit Fees	1415		\$1,500	\$1,500	\$1,500	\$1,500	Completed
	Salaries for Construction Inspectors	1430		\$80,000	\$80,000	\$80,000	\$94,972	Completed
	A & E Fees	1430		\$74,846	\$170,952	\$170,952	\$65,580	In progress

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

PHA Name: Housing Authority of the City of East St. Louis			Grant Type and Number Capital Fund Program No: IL06-P001-501-02 Replacement Housing Factor No:				Federal FY of Grant: 2002	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
IL 1-7 Low Rise Orr-Weathers	5/30/04		5/30/04	5/30/06			No revisions to target dates	
IL 1-7 High Rise Orr-Weathers	5/31/04		5/30/04	5/30/06				
IL 1-8 Lansdowne Towers	5/31/04		5/30/04	5/30/06				
IL 1-21 & IL 1-44 Norman E. Owens	5/31/04		5/30/04	5/30/06				
IL1-2, John Robinson	5/31/04		5/30/04	5/30/06				
IL1-3, John Deshields	5/31/04		5/30/04	5/30/06				
IL1-4, -26, Roosevelt Homes	5/31/04		5/30/04	5/30/06				
IL1-5, Villa Griffin	5/31/04		5/30/04	5/30/06				

ATTACHMENT P
REPLACEMENT HOUSING FACTOR GRANT IL 06-R001-501-02

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

PHA Name: Housing Authority of the City of East St. Louis	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: IL06-R001-501-02	Federal FY of Grant: 2002
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
X Performance and Evaluation Report for Period Ending: 9/30/04 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	\$0		\$0	\$0
4	1410 Administration	\$0		\$0	\$0
5	1411 Audit	\$0		\$0	\$0
6	1415 Liquidated Damages	\$0		\$0	\$0
7	1430 Fees and Costs	\$0		\$0	\$0
8	1440 Site Acquisition	\$0		\$0	\$0
9	1450 Site Improvement	\$0		\$0	\$0
10	1460 Dwelling Structures	\$0		\$0	\$0
11	1465.1 Dwelling Equipment— Nonexpendable	\$0		\$0	\$0
12	1470 Nondwelling Structures	\$0		\$0	\$0
13	1475 Nondwelling Equipment	\$0		\$0	\$0
14	1485 Demolition	\$0		\$0	\$0
15	1490 Replacement Reserve	\$373,321		\$0	\$0
16	1492 Moving to Work Demonstration	\$0		\$0	\$0
17	1495.1 Relocation Costs	\$0		\$0	\$0
18	1499 Development Activities	\$0		\$0	\$0
19	1501 Collateralization or Debt Service	\$0		\$0	\$0

Annual Statement/Performance and Evaluation Report

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

PHA Name: Housing Authority of the City of East St. Louis	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: IL06-R001-501-02	Federal FY of Grant: 2002
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
X Performance and Evaluation Report for Period Ending: 9/30/04 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
20	1502 Contingency	\$0		\$0	\$0
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$373,321		\$0	\$0
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
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: Housing Authority of the City of East St. Louis		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: IL06-R001-501-02			Federal FY of Grant: 2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	Total Grant Amount			\$373,321		\$0	\$0	

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

PHA Name: Housing Authority of the City of East St. Louis		Grant Type and Number Capital Fund Program No: Replacement Housing Factor No: IL06-R001-501-02				Federal FY of Grant: 2002	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
Replacement Units	TBD			TBD			No target dates established as yet. In accordance with PIH 2001-4, obligation deadlines are established upon Approval of a development proposal.

FY 2005 ANNUAL PLAN

ATTACHMENT Q
CAPITAL FUND PROGRAM GRANT IL-06P001-501-03

Annual Statement/Performance and Evaluation Report

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

PHA Name: Housing Authority of the City of East St. Louis	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: IL06-P001501-03	Federal FY of Grant: 2003
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)

X Performance and Evaluation Report for Period Ending: 9/30/04
 Final Performance and Evaluation Report

Lin e No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$313,262.00	\$313,262.00	\$313,262	\$313,262
3	1408 Management Improvements	\$410,000.00	\$470,000.00	\$390,981	\$247,885
4	1410 Administration	\$313,262.00	\$313,262.00	\$309,482	\$318,620
5	1411 Audit	\$1,500.00	\$1,500.00	\$1,500	\$1,500
6	1415 Liquidated Damages	\$0	\$0	\$0	\$0
7	1430 Fees and Costs	\$330,000.00	\$205,000.00	\$110,100	\$24,583
8	1440 Site Acquisition	\$0		\$0	\$0
9	1450 Site Improvement	\$253,592.00	\$123,049.00	\$116,527	\$81,285
10	1460 Dwelling Structures	\$379,000.00	\$0	\$0	\$0
11	1465.1 Dwelling Equipment— Nonexpendable	\$0	\$0	\$0	\$0
12	1470 Nondwelling Structures	\$740,000.00	\$899,607.00	\$522,957	\$389,079
13	1475 Nondwelling Equipment	\$0	\$576,936.00	\$86,000	\$86,000
14	1485 Demolition	\$392,000.00	\$230,000.00	\$182,191	\$1,635
15	1490 Replacement Reserve	\$0	\$0	\$0	\$0
16	1492 Moving to Work Demonstration	\$0	\$0	\$0	\$0
17	1495.1 Relocation Costs	\$0	\$0	\$0	\$0
18	1499 Development Activities	\$0	\$0	\$0	\$0
19	1501 Collateralization or Debt Service	\$0	\$0	\$0	\$0

Annual Statement/Performance and Evaluation Report

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

PHA Name: Housing Authority of the City of East St. Louis	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: IL06-P001501-03	Federal FY of Grant: 2003
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
X Performance and Evaluation Report for Period Ending: 9/30/04 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
20	1502 Contingency	\$0	\$0	\$0	\$0
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$3,132,616.00	\$3,132,616.00	\$2,033,000	\$1,463,849.00
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs	\$350,000.00	\$350,000.00	\$350,000	\$202,816
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: Housing Authority of the City of East St. Louis		Grant Type and Number Capital Fund Program Grant No: IL06P001501-03 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
Development Number Name/H A-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	
HA-Wide	Operations:	1406		\$ 313,262.00	\$313,262.00	\$313,262.00	\$313,262	Completed
	Management Improvements:	1408						
	Security Salaries & Benefits	1408		\$ 350,000.00	\$350,000	\$350,000	\$202,816	In progress
	Mod. Staff Training	1408		\$ 35,000.00	\$35,000	\$3,284	\$7,372	In progress
	Resident Services Salaries	1408		\$ 0.00	\$0	\$3,254	\$3,254	Completed
	Resident Services Programs	1408		\$ 20,000.00	\$20,000	\$3,898	\$3,898	In progress
	Resident Training	1408		\$ 5,000.00	\$5,000	\$0	\$0	N/A
	Youthbuild Training Project	1408		\$0	\$50,000	\$21,964	\$21,964	Completed
	Agency-wide Computer Software	1408		\$0	\$10,000	\$8,581	\$8,581	In progress
	TOTAL			\$ 410,000.00	\$410,000	\$390,981	\$247,885	

	Administration:							
	Administrative Staff Salaries	1410		\$ 303,262.00	\$293,262	\$293,262	\$293,262	Completed
	Sundry	1410		\$ 10,000.00	\$20,000	\$16,220	\$25,358	Completed
	TOTAL			\$ 313,262.00	\$313,262	\$309,482	\$318,620	
	Audit Fees	1411		\$ 1,500.00	\$1,500	\$1,500	\$1,500	Completed
	TOTAL			\$ 1,500.00	\$1,500	\$1,500	\$1,500	
	A & E Fees / Inspection Costs:							
	Construction Inspection Salaries	1430		\$ 80,000.00	\$80,000	\$80,000	\$9,499	In progress
	A & E Fees	1430		\$ 250,000.00	\$125,000	\$30,100	\$15,084	In progress
	TOTAL			\$ 330,000.00	\$205,000	\$110,100	\$24,583	

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

PHA Name: Housing Authority of the City of East St. Louis		Grant Type and Number Capital Fund Program Grant No: IL06P001501-03 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost	Total Actual Cost	Status of Work	

				Original	Revised	Funds Obligated	Funds Expended	
	MAJOR STRUCTURE							
IL-13 Audubon	Demolish building at Belmont	1485	6 units/1 Bldg.	\$ 0.00	\$0	\$0	\$0	N/A
IL-25 Conv	Demolish building at 1805 Wilford	1485	1 unit	\$ 5,000.00	\$5,000	\$0	\$0	Not Started
IL-25 Conv	Demolish building at 1812 Russell	1485	1 unit	\$ 5,000.00	\$5,000	\$0	\$0	Not Started
IL-25 Conv	Demolish building at 1721 Lawrence	1485	1 unit	\$ 5,000.00	\$5,000	\$0	\$0	Not Started
IL-47 Conv Units	Demolish building at 1362 N 35 th St	1485	1 unit	\$ 5,000.00	\$5,000	\$0	\$0	Not Started
IL-46 Conv Units	Demolish building at 519 N 13 th St	1485	1 unit	\$ 5,000.00	\$5,000	\$0	\$0	Not Started
IL-11 Scat Site	Demolish building at 1802 Lake	1485	4 units/1 Bldg.	\$ 0.00	\$0	\$0	\$0	N/A
IL-11 Scat Sites	Demolish building at 1720 Lake	1485	4 units/1 Bldg.	\$ 0.00	\$0	\$0	\$0	N/A
IL-50 Conv Units	Demolish building at 2429 Market	1485	1 unit	\$ 0.00	\$0	\$0	\$0	N/A
IL-16 Turnkey	Demolish building at 3232 Forest Place	1485	1 unit	\$ 0.00	\$0	\$0	\$0	N/A
IL-16 Turnkey	Demolish building at 730 N 55 th street	1485	1 unit	\$ 0.00	\$0	\$0	\$0	N/A
IL-16 Turnkey	Demo foundation at 1209 N 18 th street	1485	1 unit	\$ 2,000.00	\$0	\$0	\$0	N/A
IL-18 Turnkey	Demolish building at 3811 Audubon	1485	1 unit	\$ 0.00	\$0	\$0	\$0	N/A
IL-18 Turnkey	Demolish building at 1276 N 35 th street	1485	1 unit	\$ 0.00	\$0	\$0	\$0	N/A
IL-20 Turnkey	Demolish building at 3216 Geitz Ave	1485	1 unit	\$ 5,000.00	\$5,000	\$0	\$0	Not Started
IL-20 Turnkey	Demolish building at 503 N 36 th street	1485	1 unit	\$ 0.00	\$0	\$0	\$0	N/A

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

PHA Name: Housing Authority of the City of East St. Louis		Grant Type and Number Capital Fund Program Grant No: IL06P001501-03 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
IL-20 Turnkey	Demolish building at 2900 Renshaw	1485	1 unit	\$ 0.00	\$0	\$0	\$0	N/A
IL-20 Turnkey	Demolish bldg at 4304 North Park Dr	1485	1 unit	\$ 5,000.00	\$5,000	\$0	\$0	Not Started
IL-20 Turnkey	Demolish bldg at 4312 North Park Dr	1485	1 unit	\$ 5,000.00	\$5,000	\$0	\$0	Not Started
IL-20 Turnkey	Demolish building at 779 N 54 th street	1485	1 unit	\$ 0.00	\$0	\$0	\$0	N/A
IL-22 Turnkey	Demolish building at 638 N 56 th street	1485	1 unit	\$ 0.00	\$0	\$0	\$0	N/A
IL07OrrWeathers	Phase 6 – Demo & abatement	1485	1 L.S.	\$350,000.00	\$190,000	\$182,191	\$1,635	In progress
IL07OrrWeathers	Relocation	1495		\$ 0.00	\$0	\$0	\$0	N/A
	MAINTENANCE WORKLOAD REDUCTION							
C. O./ 683/690 Bldg.	Parking lot repair/replace	1450	1 L.S.	\$ 80,716.00	\$120,716	\$114,195	\$78,953	In progress
North Park Towers	Site engineering	1450	1 L.S.	\$ 0.00	\$0	\$0	\$0	N/A
IL-03 John DeShields	Vacancy Reduction	1470	1 L.S.	\$400,000.00	\$159,780	\$159,780	\$25,902	In progress
IL-04 Roosevelt	Sidewalk repair/ replace	1450	1 L.S.	\$ 25,000.00	\$0	\$0	\$0	N/A
IL1-04 Roosevelt	Admin. Bldg. Reroof	1470	1	\$ 25,000.00	\$25,000	\$0	\$0	Not Started
IL1-5VillaGriffin	Admin. Bldg. Reroof	1470	1 L.S.	\$ 11,000.00	\$11,000	\$0	\$0	Not Started

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: Housing Authority of the City of East St. Louis		Grant Type and Number Capital Fund Program Grant No: IL06P001501-03 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
IL1-05 Villa Griffin	Tree trimming	1450	1 L.S.	\$ 5,575.00	\$0	\$0	\$0	N/A
IL1-03 J. DeShields	Tree trimming	1450	1 L.S.	\$ 5,575.00	\$0	\$0	\$0	N/A
IL1-04 Roosevelt	Tree trimming	1450	1 L.S.	\$ 5,575.00	\$0	\$0	\$0	N/A
IL1-01 Gompers	Tree trimming	1450	1 L.S.	\$ 5,575.00	\$1,833	\$1,833	\$1,833	Completed
IL1-08 Lansdowne	Tree trimming	1450	1 L.S.	\$ 5,576.00	\$0	\$0	\$0	N/A
IL1-07 Orr Weathers	D-1Plumbing/Electrical	1460	114 Units	\$ 0.00	\$0	\$0	\$0	N/A
IL1-08 Lansdowne	Plumbing/Electrical Improvements	1460	93 Units	\$ 0.00	\$0	\$0	\$0	N/A
IL1-05 Villa Griffin	Sidewalk repair/ replace	1450	1 L.S.	\$ 25,000.00	\$0	\$0	\$0	N/A
	DEVELOPMENT ENHANCEMENT							
IL1-27,28 Phoenix	Development signage	1450	73 units	\$ 95,000.00	\$500	\$499	\$499	Completed
IL1-1 Gompers	Renovate Admin Bldg	1470	1 L.S.	\$129,000.00	\$607	\$607	\$607	Completed

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

PHA Name: Housing Authority of the City of East St. Louis		Grant Type and Number Capital Fund Program Grant No: IL06P001501-03 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003	
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost	Total Actual Cost	Status of Work

IL1-7 Orr Weathers	E-2 8 th floor community space	1470	1 L.S.	\$175,000.00	\$175,000	\$122,350	\$122,350	Completed
IL1-7 Orr Weathers	E-2 Individual thermostat control	1460	108 units	\$162,000.00	\$0	\$0	\$0	N/A
IL1-7 Orr Weathers	E-2 corridor lighting	1460	1 L.S.	\$ 20,000.00	\$0	\$0	\$0	N/A
IL1-7 Orr Weathers	D-1 corridor painting	1460	1 L.S.	\$ 26,000.00	\$0	\$0	\$0	N/A
IL1-7 Orr Weathers	D-1 Individual thermostat control	1460	114 units	\$171,000.00	\$0	\$0	\$0	N/A
IL1-2 J. Robinson	Renovate Community Center	1470	1 Bldg.	\$0	\$160,000	\$0	\$0	Not Started
	Renovate Helen Davis Center	1470	1 Bldg.	\$0	\$125,000	\$0	\$0	Not Started
IL1-8,Lansdowne	Elevator Rehab	1470	3 Bldgs.	\$0	\$240,220	\$240,220	\$240,220	Completed
690 Bldg.	Signage and Canopies	1470	1	\$3,000	\$3,000	\$0	\$0	Not Started
Agency Wide	Purchase Tree Trimming Equipment	1475		\$34,000	\$34,000	\$34,000	\$34,000	Completed
Agency Wide	Purchase Trucks	1475	2	\$52,000	\$52,000	\$52,000	\$52,000	Completed
IL1-1 S. Gompers	Video Surveillance System	1475		\$382,983	\$382,983	\$0	\$0	In progress
TOTAL				\$3,132,616.00	\$3,132,616	\$2,033,000	\$1,463,849	

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

PHA Name: Housing Authority of the City of East St. Louis		Grant Type and Number Capital Fund Program No: Replacement Housing Factor No: IL06-P001501-03				Federal FY of Grant: 2003	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	09/16/05			09/16/07			
IL1-01	09/16/05			09/16/07			
IL1-02	09/16/05			09/16/07			
IL1-03	09/16/05			09/16/07			
IL1-04	09/16/05			09/16/07			
IL1-05	09/16/05			09/16/07			
IL1-07	09/16/05			09/16/07			
IL1-08	09/16/05			09/16/07			
IL1-09	09/16/05			09/16/07			
IL1-11	09/16/05			09/16/07			
IL1-13	09/16/05			09/16/07			
IL1-21	09/16/05			09/16/07			
IL1-25	09/16/05			09/16/07			
IL1-26	09/16/05			09/16/07			
IL1-27	09/16/05			09/16/07			
IL-28	09/16/05			09/16/07			
IL-38	09/16/05			09/16/07			
IL-39	09/16/05			09/16/07			
IL-40	09/16/05			09/16/07			
IL-41	09/16/05			09/16/07			
IL-45	09/16/05			09/16/07			
IL-46	09/16/05			09/16/07			

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part III: Implementation Schedule

PHA Name: Housing Authority of the City of East St. Louis		Grant Type and Number Capital Fund Program No: Replacement Housing Factor No: IL06-P001501-03			Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
IL-47	09/16/05			09/16/07			
IL-48	09/16/05			09/16/07			
IL-50	09/16/05			09/16/07			
IL-51	09/16/05			09/16/07			

FY 2005 ANNUAL PLAN

ATTACHMENT R
CAPITAL FUND PROGRAM GRANT IL-06-P001-502-03

Annual Statement/Performance and Evaluation Report

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

PHA Name: Housing Authority of the City of East St. Louis	Grant Type and Number Capital Fund Program Grant No: IL06P001502-03 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no: 3)
 Performance and Evaluation Report for Period Ending:
 Final Performance and Evaluation Report

Lin e 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				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	\$ 62,855.00	\$ 180,467.00		
10	1460 Dwelling Structures	\$ 660,000.00	\$ 517,388.00		
11	1465.1 Dwelling Equipment— Nonexpendable				
12	1470 Nondwelling Structures	\$0	\$ 25,000.00		
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				
	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$ 722,855.00	\$ 722,855.00		

Annual Statement/Performance and Evaluation Report

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

PHA Name: Housing Authority of the City of East St. Louis	Grant Type and Number Capital Fund Program Grant No: IL06P001502-03 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no: 3)
 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
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
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: Housing Authority of the City of East St. Louis		Grant Type and Number Capital Fund Program Grant No: IL06P001502-03 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
IL 1-3, John Deshields	Repair interior of water damaged units	1460	20 units	\$130,000.00	\$104,282.00			
IL1-1 S. Gompers	Repair Long Term Vacancies	1460		\$0	\$21,495.00			
IL1-2 John Robinson	Repair Long Term Vacancies	1460		\$0	\$25,360.00			
IL1-4 Roosevelt	Repair Long Term Vacancies	1460		\$0	\$17,272.00			
IL1-5 Villa Griffin Homes	Repair Long Term Vacancies	1460		\$0	\$19,909.00			
IL1-7	Repair Long Term Vacancies	1460		\$60,000.00	\$6,932.00			
IL1-8 Lansdowne	Repair Long Term Vacancies	1460		\$0	\$10,892.00			
IL1-9 Lansdowne	Repair Long Term Vacancies	1460		\$0	\$3,870.00			
IL1-11 Scat. Sites	Repair Long Term Vacancies	1460		\$0	\$2,260.00			
IL1-13	Repair Long Term Vacancies	1460		\$7,500.00	\$617.00			
IL1-21 N.E. Owens	Repair Long Term Vacancies	1460		\$75,000.00	\$31,335.00			
IL1-26 Roosevelt	Repair Long Term Vacancies	1460		\$0	\$12,731.00			
IL1-27 Phoenix ct	Repair Long Term Vacancies	1460		\$0	\$4,490.00			

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: Housing Authority of the City of East St. Louis		Grant Type and Number Capital Fund Program Grant No: IL06P001502-03 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Expended	
IL1-28 Phoenix ct	Repair Long Term Vacancies	1460		\$0	\$188.00			
IL1-41	Repair Long Term Vacancies	1460		\$7,500.00	\$2,447.00			
IL1-44	Repair Long Term Vacancies	1460		\$0	\$28,189.00			
IL1-21 Norman E. Owens	Roof Replacement	1460	16 bldgs.	\$160,000.00	\$155,753.00			
IL1-7, Orr-Weathers D-1, E-2	Individual heat controls	1460	2 bldgs.	\$142,612.00	\$0			
IL1-1	Roof / HVAC	1460		\$3,576.00	\$3,576.00			
IL1-2	Roof / HVAC	1460		\$3,278.00	\$3,278.00			
IL1-3	Roof / HVAC	1460		\$1,475.00	\$1,475.00			
IL1-4	Roof / HVAC	1460		\$3,027.00	\$4,876.00			
IL1-7	Roof / HVAC	1460		\$0	\$3,577.00			
IL1-11	Roof / HVAC	1460		\$8,889.00	\$8,889.00			
IL1-21	Roof / HVAC	1460		\$12,410.00	\$0			
IL1-25	Roof / HVAC	1460		\$6,652.00	\$25,614.00			
IL1-26	Roof / HVAC	1460		\$4,055.00	\$4,055.00			
IL1-28	Roof / HVAC	1460		\$1,258.00	\$1,258.00			
IL1-39	Roof / HVAC	1460		\$687.00	\$687.00			

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: Housing Authority of the City of East St. Louis		Grant Type and Number Capital Fund Program Grant No: IL06P001502-03 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Expended	
IL1-46	Roof / HVAC	1460		\$1,742.00	\$1,742.00			
IL1-51	Roof / HVAC	1460		\$1,269.00	\$1,269.00			
683 Bldg.	Roof / HVAC	1460		\$9,070.00	\$9,070.00			
IL 1-27, 1-28 Phoenix Cts.	Site Fencing	1450		\$62,855.00	\$10,000.00			
IL1-21	Replace sidewalks	1450		\$0	\$119,067.00			
IL1-3	Repair storm drain at manholes	1450		\$0	\$6,400.00			
IL1-3	Speed bumps, repair potholes	1450		\$0	\$45,000.00			
IL1-21	Renovation of Helen Davis Center	1470		\$0	\$25,000.00			
	Total			\$722,855.00	\$722,855.00			

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

PHA Name: Housing Authority of the City of East St. Louis	Grant Type and Number Capital Fund Program No: IL06P001502-03 Replacement Housing Factor No:	Federal FY of Grant: 2003
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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	
IL1-1	2/13/06			2/13/08			
IL1-2	2/13/06			2/13/08			
IL1-3	2/13/06			2/13/08			
IL1-4	2/13/06			2/13/08			
IL1-5	2/13/06			2/13/08			
IL1-7	2/13/06			2/13/08			
IL1-8	2/13/06			2/13/08			
IL1-9	2/13/06			2/13/08			
IL1-11	2/13/06			2/13/08			
IL1-13	2/13/06			2/13/08			
IL1-21	2/13/06			2/13/08			
IL1-25	2/13/06			2/13/08			
IL1-26	2/13/06			2/13/08			
IL1-27	2/13/06			2/13/08			
IL1-28	2/13/06			2/13/08			
IL1-41	2/13/06			2/13/08			
IL1-44	2/13/06			2/13/08			

ATTACHMENT S
REPLACEMENT HOUSING FACTOR GRANT IL-06-R001-501-03

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

PHA Name: Housing Authority of the City of East St. Louis	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: IL06-R001-501-03	Federal FY of Grant: 2003
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no: 1)
 Performance and Evaluation Report for Period Ending: 9/30/04 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	\$0	\$1,000		
4	1410 Administration	\$0	\$30,984		
5	1411 Audit	\$0			
6	1415 Liquidated Damages	\$0			
7	1430 Fees and Costs	\$0	\$10,500		
8	1440 Site Acquisition	\$0	\$3,650		
9	1450 Site Improvement	\$0			
10	1460 Dwelling Structures	\$0			
11	1465.1 Dwelling Equipment— Nonexpendable	\$0			
12	1470 Non-dwelling Structures	\$0			
13	1475 Non-dwelling Equipment	\$0			
14	1485 Demolition	\$0			
15	1490 Replacement Reserve	\$289,839	\$0		
16	1492 Moving to Work Demonstration	\$0			
17	1495.1 Relocation Costs	\$0			
18	1499 Development Activities	\$0	\$243,705		
19	1501 Collateralization or Debt Service	\$0			
20	1502 Contingency	\$0			
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$289,839	\$289,839		

Annual Statement/Performance and Evaluation Report

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

PHA Name: Housing Authority of the City of East St. Louis	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: IL06-R001-501-03	Federal FY of Grant: 2003
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no: 1)
 Performance and Evaluation Report for Period Ending: 9/30/04 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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ATTACHMENT T
CAPITAL FUND PROGRAM GRANT IL-06-P001-501-04

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

PHA Name: Housing Authority of the City of East St. Louis	Grant Type and Number Capital Fund Program Grant No: IL06P001501-04 Replacement Housing Factor Grant No:	Federal FY of Grant: 2004
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no: 3)
 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
1	Total non-CFP Funds				
2	1406 Operations	\$ 370,794.00	\$370,794.00		
3	1408 Management Improvements	\$555,000.00	\$555,000.00		
4	1410 Administration	\$370,794.00	\$370,794.00		
5	1411 Audit	\$1,500.00	\$1,500.00		
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$190,000.00	\$190,000.00		
8	1440 Site Acquisition				
9	1450 Site Improvement	\$50,987.00	\$50,987.00		
10	1460 Dwelling Structures	\$1,408,854.00	\$1,208,854		
11	1465.1 Dwelling Equipment— Nonexpendable	\$300,000.00	\$300,000.00		
12	1470 Non-dwelling Structures	\$31,013.00	\$228,513.00		
13	1475 Non-dwelling Equipment	\$20,000.00	\$22,500.00		
14	1485 Demolition	\$409,000.00	\$409,000.00		
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$ 3,707,942.00	\$3,707,942.00		
22	Amount of line 21 Related to LBP Activities				

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

PHA Name: Housing Authority of the City of East St. Louis	Grant Type and Number Capital Fund Program Grant No: IL06P001501-04 Replacement Housing Factor Grant No:	Federal FY of Grant: 2004
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no: 3)

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
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs	\$ 500,000.00	\$500,000.00		
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: Housing Authority of the City of East St. Louis		Grant Type and Number Capital Fund Program Grant No: IL06P001501-04 Replacement Housing Factor Grant No:				Federal FY of Grant: 2004		
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	Expended	
HA-Wide	Operations:	1406		\$	\$370,794.0			
				370,794.00	0			
	TOTAL			\$	\$370,794.0			
				370,794.00	0			
	Management Improvements:							
	Security Salaries & Benefits	1408		\$	\$500,000.0			
				500,000.00	0			
	Mod. Staff Training	1408		\$	\$			
				30,000.00	30,000.00			
	Resident Services Programs	1408		\$	\$			
				1,856.00	1,856.00			
	Resident Services Salaries & Benefits	1408		\$	\$			
				18,144.00	18,144.00			
	Resident Training	1408		\$	\$			
				5,000.00	5,000.00			
	TOTAL			\$	\$555,000.0			
					0			
	Administration:							
	Mod. Administrative Staff Salaries	1410		\$	\$360,794.0			
				360,794.00	0			
	Sundry	1410		\$	\$			
				10,000.00	10,000.00			

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: Housing Authority of the City of East St. Louis		Grant Type and Number Capital Fund Program Grant No: IL06P001501-04 Replacement Housing Factor Grant No:				Federal FY of Grant: 2004		
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 Expended		
	TOTAL			\$ 370,794.00	\$370,794.0 0			
	Audit Fees	1411		\$ 1,500.00	\$ 1,500.00			
	TOTAL			\$ 1,500.00	\$ 1,500.00			
	A & E Fees / Inspection Costs:							
	Energy Audit Consultant	1430		\$ 110,000.00	\$ 110,000.00			
	Construction Inspection Salaries	1430		\$ 80,000.00	\$80,000.00			
	TOTAL			\$ 80,000.00	\$190,000.0 0			

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

PHA Name: Housing Authority of the City of East St. Louis		Grant Type and Number Capital Fund Program Grant No: IL06P001501-04 Replacement Housing Factor Grant No:				Federal FY of Grant: 2004		
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	
IL1-1 Samuel Gompers	Bathroom Floor Replacement	1460	240	\$153,854.00	\$153,854.00			
IL1-1 Samuel Gompers	Floor Tile, Cove Base, Stair Tread Replacement	1460	120	\$58,800.00	\$58,800.00			
IL1-3 John Deshields	Floor Tile, Cove Base, Stair Tread Replacement	1460	120	\$ 58,800.00	\$58,800.00			
IL1-4 Roosevelt Homes	Floor Tile, Cove Base, Stair Tread Replacement	1460	138	\$ 67,620.00	\$ 67,620.00			
IL1-26, Roosevelt Homes	Floor Tile, Cove Base, Stair Tread Replacement	1460	95	\$46,550.00	\$46,550.00			
IL1-8 Lansdowne Towers	Floor Tile, Cove Base Replacement	1460	127	\$ 62,230.00	\$62,230.00			
	TOTAL FLOOR TILE REPLACEMENT			\$294,000.00	\$294,000.00			
IL1-21 Norman E Owens	Furnace Replacement	1465	72	\$146,000.00	\$146,000.00			
IL1-44 Norman E Owens	Furnace Replacement	1465	76	\$154,000.00	\$154,000.00			
	TOTAL FURNACE REPLACEMENT			\$300,000.00	\$300,000.00			
IL1-16 Turnkey III	Demolition – 1412 Trendley	1485	1 unit	\$4,500.00	\$4,500.00			

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

PHA Name: Housing Authority of the City of East St. Louis		Grant Type and Number Capital Fund Program Grant No: IL06P001501-04 Replacement Housing Factor Grant No:				Federal FY of Grant: 2004		
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	
IL1-20 Turnkey III	Demolition – 3216 Geitz	1485	1 unit	\$4,500.00	\$4,500.00			
IL1-3 John Deshields	Demolition – 6 bldgs.	1485	54 units	\$240,000.00	\$240,000.00			
IL1-5 Villa Griffin	Demolition – 5 bldgs.	1485	36 units	\$160,000.00	\$160,000.00			
	TOTAL DEMOLITION			\$409,000.00	\$409,000.00			
IL1-41 Forest Village	Landscaping, signage, storage sheds	1450	59 units	\$0	\$0			
IL1-5 Villa Griffin	Repair foundations	1460		\$200,000.00	\$0			
IL1-1 Samuel Gompers	Interior doors & jambs, Utility Room Doors, Closet Doors	1460	120	\$25,000.00	\$25,000.00			
IL1-3 John Deshields	Interior doors & jambs, Utility Room Doors, Closet Doors	1460	120	\$25,000.00	\$25,000.00			
IL1-4 Roosevelt Homes	Interior doors & jambs, Utility Room Doors, Closet Doors	1460	138	\$28,800.00	\$28,800.00			
IL1-26, Roosevelt Homes	Interior doors & jambs, Utility Room Doors, Closet Doors	1460	95	\$19,800.00	\$19,800.00			
IL1-8 Lansdowne Towers	Interior doors & jambs, Utility Room Doors, Closet Doors	1460	127	\$26,400.00	\$26,400.00			

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

PHA Name: Housing Authority of the City of East St. Louis		Grant Type and Number Capital Fund Program Grant No: IL06P001501-04 Replacement Housing Factor Grant No:				Federal FY of Grant: 2004		
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 INTERIOR DOORS			\$125,000.00	\$125,000.00			
IL1-1 Samuel Gompers	Drywall Repair	1460	71	\$28,571.00	\$28,571.00			
IL1-3 John Deshields	Drywall Repair	1460	71	\$28,574.00	\$28,574.00			
IL1-4 Roosevelt Homes	Drywall Repair	1460	71	\$28,571.00	\$28,571.00			
IL1-26, Roosevelt Homes	Drywall Repair	1460	71	\$28,571.00	\$28,571.00			
IL1-7 Orr-Weathers LR	Drywall Repair	1460	71	\$28,571.00	\$28,571.00			
IL1-21 Norman E Owens	Drywall Repair	1460	71	\$28,571.00	\$28,571.00			
IL1-44 Norman E Owens	Drywall Repair	1460	71	\$28,571.00	\$28,571.00			
	TOTAL DRYWALL REPAIR	1460		\$200,000.00	\$200,000.00			
IL1-7 Orr-Weather HR	Toilet Replacement	1460	209	\$16,300.00	\$16,300.00			
IL1-8 Lansdowne Towers	Toilet Replacement	1460	281	\$21,950.00	\$21,950.00			
IL1-9 Lansdowne Towers	Toilet Replacement	1460	84	\$6,750.00	\$6,750.00			
	TOTAL TOILET REPLACEMENT			\$45,000.00	\$45,000.00			

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

PHA Name: Housing Authority of the City of East St. Louis		Grant Type and Number Capital Fund Program Grant No: IL06P001501-04 Replacement Housing Factor Grant No:				Federal FY of Grant: 2004		
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	
IL1-7 Orr-Weathers HR	Asbestos Floor Tile Remove/Replace	1460	50	\$ 162,200.00	\$162,200.00			
IL1-8 Lansdowne Towers	Asbestos Floor Tile Remove/Replace	1460	50	\$ 162,200.00	\$162,200.00			
	TOTAL ASBESTOS FLOOR TILE REMOVAL/REPLACEMENT			\$ 324,400.00	\$324,400.00			
IL1-21 Norman E Owens	Electric Panel Replacement	1460	72	\$ 32,400.00	\$32,400.00			
IL1-44 Norman E Owens	Electric Panel Replacement	1460	76	\$ 34,200.00	\$34,200.00			
	TOTAL ELECTRIC PANEL REPLACEMENT			\$ 66,600.00	\$66,600.00			
Agency-Wide	Maintenance Tools	1475		\$ 10,000.00	\$10,000.00			
Agency-Wide	Purchase Office Furniture	1475		\$ 10,000.00	\$10,000.00			
IL1-3, John Deshields	Install speed bumps and signs, repair parking lots, access roads	1450		\$ 44,330.00	\$44,330.00			
IL1-1 Gompers	Video Surveillance Equipment	1450		\$ 6,657.00	\$6,657.00			
C.O., 683, 690 Bldgs.	Install new signs	1475		\$0	\$2,500.00			
C.O., 683, 690 Bldgs.	Install new signs	1470		\$ 2,500.00	\$0			
C.O. & 690 Bldgs.	Install ADA Door openers	1470		\$ 7,098.00	\$7098.00			

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

PHA Name: Housing Authority of the City of East St. Louis		Grant Type and Number Capital Fund Program Grant No: IL06P001501-04 Replacement Housing Factor Grant No:			Federal FY of Grant: 2004			
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	
683 Bldg.	Reinstall handrail in warehouse	1470		\$ 2,500.00	\$2,500.00			
IL1-7 Orr-Weathers H.R.	D-1 Replace compactor room doors	1470		\$ 715.00	\$ 715.00			
IL1-7 Orr-Weathers H.R.	E-2-8 th floor- Prepare rental space for occupancy	1470		\$ 18,200.00	\$18,200.00			
IL1-21, N. E. Owens	Renovate Helen Davis Center	1470		\$0	\$15,000.00			
IL1-21, N. E. Owens	Purchase modular building	1470		\$0	185,000.00			
	Total Budget			\$3,707,942.00	\$3,707,942.00			

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

PHA Name: Housing Authority of the City of East St. Louis		Grant Type and Number Capital Fund Program No: IL06P001501-04 Replacement Housing Factor No:			Federal FY of Grant: 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	
IL1-1	9/14/06			9/14/08			
IL1-2	9/14/06			9/14/08			

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

PHA Name: Housing Authority of the City of East St. Louis	Grant Type and Number Capital Fund Program No: IL06P001501-04 Replacement Housing Factor No:	Federal FY of Grant: 2004
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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	
IL1-3	9/14/06			9/14/08			
IL1-4	9/14/06			9/14/08			
IL1-5	9/14/06			9/14/08			
IL1-7	9/14/06			9/14/08			
IL1-8	9/14/06			9/14/08			
IL1-9	9/14/06			9/14/08			
IL1-16	9/14/06			9/14/08			
IL1-20	9/14/06			9/14/08			
IL1-21	9/14/06			9/14/08			
IL1-26	9/14/06			9/14/08			
IL1-41	9/14/06			9/14/08			
IL1-44	9/14/06			9/14/08			

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ATTACHMENT U
CAPITAL FUND PROGRAM GRANT IL-06-R001-501-04

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

PHA Name: Housing Authority of the City of East St. Louis	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: IL06-R001-501-04	Federal FY of Grant: 2004
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
X Performance and Evaluation Report for Period Ending: 3/31/05 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	\$0		\$0	\$0
4	1410 Administration	\$1,000		\$0	\$0
5	1411 Audit	\$0		\$0	\$0
6	1415 Liquidated Damages	\$0		\$0	\$0
7	1430 Fees and Costs	\$4,500		\$0	\$0
8	1440 Site Acquisition	\$1,047		\$0	\$0
9	1450 Site Improvement	\$0		\$0	\$0
10	1460 Dwelling Structures	\$0		\$0	\$0
11	1465.1 Dwelling Equipment— Nonexpendable	\$0		\$0	\$0
12	1470 Non-dwelling Structures	\$0		\$0	\$0
13	1475 Non-dwelling Equipment	\$0		\$0	\$0
14	1485 Demolition	\$0		\$0	\$0
15	1490 Replacement Reserve	\$0		\$0	\$0
16	1492 Moving to Work Demonstration	\$0		\$0	\$0
17	1495.1 Relocation Costs	\$0		\$0	\$0
18	1499 Development Activities	\$200,000		\$0	\$0
19	1501 Collaterization or Debt Service	\$0		\$0	\$0
20	1502 Contingency	\$0		\$0	\$0
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$206,547		\$0	\$0
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				

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

PHA Name: Housing Authority of the City of East St. Louis	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: IL06-R001-501-04	Federal FY of Grant: 2004
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 3/31/05
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
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				

FY 2005 ANNUAL PLAN

**ATTACHMENT W
CAPITAL FUND PROGRAM GRANT IL-06-R001-502-04**

Annual Statement/Performance and Evaluation Report

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

PHA Name: Housing Authority of the City of East St. Louis	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: IL06-R001-502-04	Federal FY of Grant: 2004
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)
X Performance and Evaluation Report for Period Ending: 3/31/05
 Final Performance and Evaluation Report

Lin e 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	\$0		\$0	\$0
4	1410 Administration	\$24,165		\$0	\$0
5	1411 Audit	\$0		\$0	\$0
6	1415 Liquidated Damages	\$0		\$0	\$0
7	1430 Fees and Costs	\$0		\$0	\$0
8	1440 Site Acquisition	\$0		\$0	\$0
9	1450 Site Improvement	\$0		\$0	\$0
10	1460 Dwelling Structures	\$0		\$0	\$0
11	1465.1 Dwelling Equipment— Nonexpendable	\$0		\$0	\$0
12	1470 Non-dwelling Structures	\$0		\$0	\$0
13	1475 Non-dwelling Equipment	\$0		\$0	\$0
14	1485 Demolition	\$0		\$0	\$0
15	1490 Replacement Reserve	\$0		\$0	\$0
16	1492 Moving to Work Demonstration	\$0		\$0	\$0
17	1495.1 Relocation Costs	\$0		\$0	\$0
18	1499 Development Activities	\$250,000		\$0	\$0
19	1501 Collateralization or Debt Service	\$0		\$0	\$0
20	1502 Contingency	\$0		\$0	\$0

Annual Statement/Performance and Evaluation Report

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

PHA Name: Housing Authority of the City of East St. Louis	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: IL06-R001-502-04	Federal FY of Grant: 2004
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 3/31/05
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$274,165		\$0	\$0
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
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: Housing Authority of the City of East St. Louis		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: IL06-R001-502-04			Federal FY of Grant: 2004			
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	
	Construct new single family housing units.	1499	1	\$250,000		\$0	\$0	
	Training for Special Project staff	1408				\$0	\$0	
	Salaries & Benefits for Special Projects					\$0	\$0	
	Staff	1410.1		\$24,165		\$0	\$0	
	Administrative Sundry	1410.19				\$0	\$0	
	A & E Fees	1430.1				\$0	\$0	
	Sundry Planning	1430.19				\$0	\$0	
	Land Acquisition	1440.1				\$0	\$0	
	Appraisals	1440.5				\$0	\$0	
	Title Information	1440.6				\$0	\$0	
	Legal Cost – Site	1440.8				\$0	\$0	
	Sundry Site Costs	1440.19				\$0	\$0	
						\$0	\$0	
						\$0	\$0	
						\$0	\$0	
						\$0	\$0	

Annual Statement/Performance and Evaluation Report									
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)									
Part II: Supporting Pages									
PHA Name: Housing Authority of the City of East St. Louis			Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: IL06-R001-502-04				Federal FY of Grant: 2004		
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		
						\$0	\$0		
	Total Grant Amount			\$274,165		\$0	\$0		

Annual Statement/Performance and Evaluation Report									
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)									
Part III: Implementation Schedule									
PHA Name: Housing Authority of the City of East St. Louis			Grant Type and Number Capital Fund Program No: Replacement Housing Factor No: IL06-R001-502-04				Federal FY of Grant: 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			
Replacement Units	TBD			TBD			No target dates established as yet. In accordance with PIH 2001-4, obligation deadlines are established upon approval of a development proposal.		

FY 2005 ANNUAL PLAN

ATTACHMENT X
CAPITAL FUND PROGRAM GRANT IL-06-P001-501-05

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

PHA Name: Housing Authority of the City of East St. Louis	Grant Type and Number Capital Fund Program Grant No: IL06P001501-05 Replacement Housing Factor Grant No:	Federal FY of Grant: 2005
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no: 1)
 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
1	Total non-CFP Funds				
2	1406 Operations	\$50,794	\$50,794		
3	1408 Management Improvements	\$655,000	\$655,000		
4	1410 Administration	\$370,794	\$370,794		
5	1411 Audit	\$1,500	\$1,500		
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$700,000	\$745,000		
8	1440 Site Acquisition		\$200,000		
9	1450 Site Improvement		\$310,000		
10	1460 Dwelling Structures	\$1,409,854	\$529,854		
11	1465.1 Dwelling Equipment— Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment	\$520,000	\$805,000		
14	1485 Demolition		\$20,000		
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs		\$20,000		
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$3,707,942	\$3,707,942		
22	Amount of line 21 Related to LBP Activities	\$400,000			
23	Amount of line 21 Related to Section 504				

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

PHA Name: Housing Authority of the City of East St. Louis	Grant Type and Number Capital Fund Program Grant No: IL06P001501-05 Replacement Housing Factor Grant No:	Federal FY of Grant: 2005
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no: 1)
 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
	compliance				
24	Amount of line 21 Related to Security – Soft Costs	\$600,000	\$600,000		
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: Housing Authority of the City of East St. Louis		Grant Type and Number Capital Fund Program Grant No: IL06P001501-05 Replacement Housing Factor Grant No:				Federal FY of Grant: 2005		
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 Funds Obligated Expended		
HA-Wide	Operations:	1406		\$	\$ 50,794			
	TOTAL			50,794.00	\$ 50,794			
				\$	\$ 50,794			
				50,794.00				
	Management Improvements:							
	Security Salaries & Benefits	1408		\$ 600,000	\$			
	Mod. Staff Training	1408		\$ 30,000	\$ 30,000			
	Resident Services Programs	1408		\$ 20,000	\$ 20,000			
	Resident Training	1408		\$ 5,000	\$ 5,000			
	TOTAL			\$ 655,000	\$655,000			
	Administration:							
	Administrative Staff Salaries	1410		\$ 358,794	\$			
	Sundry	1410		\$ 12,000	\$			
	TOTAL			\$ 370,794	\$			
					370,794			
	Audit Fees	1411		\$ 1,500	\$			
					1,500			

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: Housing Authority of the City of East St. Louis		Grant Type and Number Capital Fund Program Grant No: IL06P001501-05 Replacement Housing Factor Grant No:				Federal FY of Grant: 2005		
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
	TOTAL			\$ 1,500	\$ 1,500			
	A & E Fees / Inspection Costs:							
	Construction Inspection Salaries	1430		\$ 80,000	\$ 80,000			
	A & E Fees	1430		\$ 250,000	\$ 250,000			
	Consultant for HOPE VI application	1430		\$370,000	\$370,000			
	Consultant for Environmental Reviews	1430		\$45,000	\$45,000			
	TOTAL			\$745,000	\$745,000			
	Property acquisition for elderly development	1440		\$0	\$200,000			

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

PHA Name: Housing Authority of the City of East St. Louis		Grant Type and Number Capital Fund Program Grant No: IL06P001501-05 Replacement Housing Factor Grant No:				Federal FY of Grant: 2005		
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	
IL1-2, J. Robinson	Install backflow preventer in sewer	1450	1	\$0	\$10,000			
IL1-1, Samuel Gompers	Replace sidewalks, repair parking areas	1450		\$0	\$100,000			
IL1-3, John Deshields	Replace sidewalks, repair parking areas	1450		\$0	\$100,000			
IL1-5, Villa Griffin	Replace sidewalks, repair parking areas	1450		\$0	\$75,000			
IL1-25 Scattered Sites	Replace sidewalks	1450		\$0	\$25,000			
IL1-1, Samuel Gompers	LBP removal	1460	240 units	\$400,000	\$0			
IL1-41 Forest Village	Install storm doors/screens	1460	59 units	\$0	\$20,000			
IL1-11, Scattered Sites	Rehab for Transitional Housing	1460	1 bldg.	\$1,009,854	\$509,854			
IL1-7, Orr-Weathers HR	Security System, Card Readers	1475	2 bldgs.	\$40,000	\$0			
IL1-8, Lansdowne Towers	Security System, Card Reader	1475	3bldgs.	\$60,000	\$0			
IL1-9, Lansdowne Towers	Security System, Card Reader	1475	1bldg.	\$20,000	\$0			
IL1-3, John Deshields	Video Surveillance system	1475		\$400,000	\$400,000			
IL1-7, Orr-Weathers HR	Video Surveillance System	1475		\$0	\$285,000			
IL1-8, Lansdowne Towers	Video Surveillance System	1475		\$0	\$90,000			

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

PHA Name: Housing Authority of the City of East St. Louis		Grant Type and Number Capital Fund Program Grant No: IL06P001501-05 Replacement Housing Factor Grant No:				Federal FY of Grant: 2005		
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	
IL1-9, Lansdowne Towers	Video Surveillance System	1475		\$0	\$30,000			
IL1-25	Demolish 1804 Russell	1485	1 bldg.	\$0	\$5,000			
IL1-20	Demolish 4304 N. Park	1485	1 bldg.	\$0	\$5,000			
IL1-20	Demolish 4312 N. Park	1485	1 bldg.	\$0	\$5,000			
IL1-20	Demolish 1475 College	1485	1 bldg.	\$0	\$5,000			
IL1-3, John Deshields	Relocation	1495		\$0	\$10,000			
IL1-5, Villa Griffin	Relocation	1495		\$0	\$10,000			
	TOTAL BUDGET			\$3,707,942	\$3,707,942			
					2			

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

PHA Name: Housing Authority of the City of East St. Louis	Grant Type and Number Capital Fund Program No: IL06P001501-05 Replacement Housing Factor No:	Federal FY of Grant: 2005
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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	
IL1-1, Samuel Gompers	9/30/07			9/30/09			
IL1-2, John Robinson	9/30/07			9/30/09			
IL1-3, John Deshields	9/30/07			9/30/09			
IL1-5, Villa Griffin	9/30/07			9/30/09			
IL1-7, Orr-Weathers HR	9/30/07			9/30/09			
IL1-8, Lansdowne Towers	9/30/07			9/30/09			
IL1-9, Lansdowne Towers	9/30/07			9/30/09			
IL1-11 Scattered Sites	9/30/07			9/30/09			
IL1-20	9/30/07			9/30/09			
IL1-25 Scattered Sites	9/30/07			9/30/09			
IL1-41 Forest Village	9/30/07			9/30/09			

FY 2005 ANNUAL PLAN

**ATTACHMENT Y
CAPITAL FUND PROGRAM GRANT IL-06-R001-501-05**

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

PHA Name: Housing Authority of the City of East St. Louis	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: IL06-R001-501-05	Federal FY of Grant: 2005
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XOriginal 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
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	\$0			
4	1410 Administration	\$24,165			
5	1411 Audit	\$0			
6	1415 Liquidated Damages	\$0			
7	1430 Fees and Costs	\$0			
8	1440 Site Acquisition	\$0			
9	1450 Site Improvement	\$0			
10	1460 Dwelling Structures	\$0			
11	1465.1 Dwelling Equipment— Nonexpendable	\$0			
12	1470 Non-dwelling Structures	\$0			
13	1475 Non-dwelling Equipment	\$0			
14	1485 Demolition	\$0			
15	1490 Replacement Reserve	\$0			
16	1492 Moving to Work Demonstration	\$0			
17	1495.1 Relocation Costs	\$0			
18	1499 Development Activities	\$250,000			
19	1501 Collaterization or Debt Service	\$0			
20	1502 Contingency	\$0			
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$274,165			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				

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

PHA Name: Housing Authority of the City of East St. Louis	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: IL06-R001-501-05	Federal FY of Grant: 2005
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XOriginal 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
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				

ATTACHMENT Z
Capital Fund Program – Five Year Action Plan

CFP Funds Listed for 5-year planning		\$2,084,854	\$2,300,000	\$2,700,000	\$2,700,000

		Contingency			Contingency	
		Total Estimated Cost	\$2,084,854		Total Estimated Cost	\$2,300,000

Total Estimated Cost	\$2,700,000		Total Estimated Cost	\$2,700,000
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**ATTACHMENT AA
MIXED FINANCE PROPERTIES ADMISSIONS & CONTINUED
OCCUPANCY POLICY**

**MIXED-FINANCE PROPERTIES ADMISSIONS
& CONTINUED OCCUPANCY POLICY**

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MIXED-FINANCE PROPERTIES
Admissions and Continued Occupancy Policy
for HUD-Aided Public Housing

Explanatory Note 1: This Admissions and Continued Occupancy Policy (ACOP) is the policy of the Board of Commissioners of the Housing Authority of the City of East St. Louis (ESLHA) governing Public Housing occupancy in units for all Mixed-Finance Properties to which the ESLHA provides operating subsidy. The ACOP sets forth the Board's mandatory requirements for staff of the management agent performing occupancy-related work. The ACOP cannot be altered or amended by management agent or ESLHA staff. It can only be revised by Board resolution.

The ACOP is designed to be used with a series of procedures that are referenced throughout the text in **boldface type, italicized and underlined**. Note that the referenced procedures are property-specific, that is, a series of procedures will be finalized for each Mixed-Finance Property developed by ESLHA. The procedures are implementing requirements that describe how this policy is to be carried out. Operational details, forms, checklists, methods and systems are contained in procedures, rather than in this policy.

Explanatory Note 2: The citations to applicable HUD regulations (effective 4/03) follow the text they reference. Footnotes are denoted with superscript Arabic numbers and are presented at the end of each page.

I. Nondiscrimination

A. Complying with Civil Rights Laws

1. Civil rights laws protect the rights of applicants and residents to equal treatment by the Mixed-Finance Property in operating its programs. It is the policy of the East St Louis Housing Authority and Mixed-Finance Property to comply with all Civil Rights laws now in effect and subsequently enacted, including but not limited to:
 - a. Title VI of the Civil Rights Act of 1964, which forbids discrimination on the basis of race, color, religion, national origin or sex; **24 CFR § 1 and 100**
 - b. Title VIII of the Civil Rights Act of 1968 (as amended by the 1974 HCDA and the Fair Housing Amendments Act of 1988), which extends protection against discrimination based on disability and familial status, and spell out forms of prohibited discrimination; **24 CFR § 100**
 - c. Executive Order 11063;
 - d. Section 504 of the Rehabilitation Act of 1973, which describes specific housing rights of persons with disabilities; **24 CFR § 8**
 - e. Age Discrimination Act of 1975, which establishes certain rights of the elderly; **24 CFR § 146**
 - f. Title II of the Americans with Disabilities Act, otherwise Section 504 and the Fair Housing Amendments govern (Title II deals with common areas and public space, not living units.); and
 - g. Any applicable State laws or local ordinances.

2. The Mixed-Finance Property shall not discriminate because of race, color, national origin, sex, religion, familial status, or disability in the leasing, rental, occupancy, use, or other disposition of housing or related facilities, including land that is part of a development under the Mixed-Finance Property's jurisdiction covered by a public housing Annual Contributions Contract (ACC) with HUD. **24 CFR § 100**
3. The Mixed-Finance Property shall not deny admission to otherwise qualified applicants because of their membership in some group to which negative behavior may be imputed (e.g., families with children born to unmarried parents or families whose head or spouse is a student). Instead, each applicant who is a member of a particular group will be treated as an individual based on his or her attributes and behavior. **24 CFR § 960.203(a)**
4. The Mixed-Finance Property shall not permit these policies to be subverted to do personal or political favors. **24 CFR § 206(e)**
5. The Mixed-Finance Property will offer units only in the order prescribed by this policy, since any other method violates the policy, federal law, and the civil rights of the other families on the wait list. **24 CFR § 206(e)**

B. Reasonable Accommodations Policy

1. The Mixed-Finance Property, as a recipient of Federal subsidy for low rent housing to eligible families, has a legal obligation to provide "reasonable accommodations" to applicants and residents if they or any family members have a disability. **24 CFR § 8.4**
2. A reasonable accommodation is some modification or change the Mixed-Finance Property can make to units, buildings, or procedures that will assist an otherwise eligible applicant or resident with a disability to take full advantage of and use Mixed-Finance Property programs, including those that are operated by other agencies in the Mixed-Finance Property's public space. **24 CFR § 8.20**
3. An accommodation is not reasonable if it: **24 CFR § 8.21(b) and 24 CFR § 8.24(a)(2)**
 - a. Causes an undue financial and administrative burden; or
 - b. Represents a fundamental alteration in the nature of Mixed-Finance Property's program.
4. Examples of reasonable accommodations include, but are not limited to: **24 CFR § 8.4**
 - a. Making alterations to a Mixed-Finance Property adaptable unit to make it fully accessible so it could be used by a family member with a wheelchair;
 - b. Transferring a resident from a unit that cannot be made accessible to a unit that is accessible;
 - c. Widening the door of a community room or public restroom so a person in a wheelchair may use the facility;
 - d. Adding or altering unit or building features so they may be used by a family member with a disability, including but not limited to:
 - 1) Installing strobe-type flashing light smoke detectors in a unit for a family with a hearing impaired member;
 - 2) Adding structural grab bars in the bathroom;
 - 3) Changing the doorknobs to lever-type door handles;

- 4) Modifying for an accessible kitchen;
 - 5) Providing accessible kitchen appliances;
 - 6) Installing a magnifier over the thermostat;
 - 7) Modifying for an accessible bathroom; and
 - 8) Lowering the peephole on the door;
- e. Permitting a family to have an animal to assist a family member with a disability in a Mixed-Finance Property family development where no pets are allowed or the size of the animal is usually limited; **24 CFR § 8.20**
 - f. Providing a van to take the Mixed-Finance Property's resident children to and from their development, where the childcare facility is not accessible, to an accessible childcare facility; **24 CFR § 8.21**
 - g. Making sure that the Mixed-Finance Property processes are understandable to applicants and residents with sensory or cognitive impairments, including but not limited to: **24 CFR § 8.6**
 - 1) Making large type documents, Braille documents, cassettes or a reader available to an applicant or resident with a vision impairment during interviews or meetings with Mixed-Finance Property staff;
 - 2) Making a sign language interpreter available to an applicant or resident with a hearing impairment during interviews or meetings with the Mixed-Finance Property staff;
 - 3) Permitting an applicant or resident to be accompanied or represented by a family member, friend or advocate at all meetings and interviews with Mixed-Finance Property staff if the individual desires such representation;
 - 4) Permitting an outside agency or individual to assist an applicant or resident with a disability to meet the Mixed-Finance Property's applicant screening criteria.
 - h. An applicant or resident family that has a member with a disability must still be able to meet essential obligations of tenancy. They must be able **24 CFR § 8.3**
 - 1) to pay rent and other charges (e.g. utility bills) as required by the lease in a timely manner;
 - 2) to care for and avoid damaging the unit and common areas;
 - 3) to use facilities and equipment in a reasonable way;
 - 4) to create no health, or safety hazards, and to report maintenance needs;
 - 5) not to interfere with the rights and peaceful enjoyment of others, and to avoid damaging the property of others;
 - 6) not to engage in prohibited criminal activity that threatens the health, safety or right to peaceful enjoyment of the premises by other residents or staff; and not to engage in drug-related criminal activity; and
 - 7) to comply with necessary and reasonable rules and program requirements of HUD and the Mixed-Finance Property.
 - 8) but there is no requirement that they be able to do these things without assistance.

- i. If an applicant or resident family member needs assistance with one of the essential obligations of tenancy, the Mixed-Finance Property will, as a reasonable accommodation, make a referral to an individual or agency that can provide such assistance. **24 CFR § 8.20**
- j. If an applicant or resident receives a referral to an agency or individual who can assist the applicant or resident with complying with the essential obligations of tenancy, the applicant or resident is not obligated to accept the service, but if refusing service results in a lease violation, the Mixed-Finance Property may terminate the lease. **24 CFR § 8.2**
- k. At any time an applicant or resident family has a disability and needs or wants a reasonable accommodation, it may be requested. **24 CFR § 8.20**
- l. If an applicant or resident would prefer not to discuss his/her disability needs with the Mixed-Finance Property staff, that is his/her right. In this case, the Mixed-Finance Property has no obligation to provide reasonable accommodations.

C. Making Programs and Facilities Accessible to People with Disabilities

- 1. Subject to the undue burdens and fundamental alterations tests, the Mixed-Finance Property will correct physical situations or procedures that create a barrier to equal housing opportunity for all. To permit people with disabilities to take full advantage of the Mixed-Finance Property's housing program and non-housing programs, in accordance with Section 504 and the Fair Housing Amendments Act of 1988, Mixed-Finance Property shall comply with all requirements and prohibitions in applicable law.

Specific actions are described in the **Mixed-Finance Property Procedure on Civil Rights and Disability Rights**. **24 CFR § 8.4**

- 2. Facilities and programs used by applicants and residents shall be accessible to persons in wheelchairs, persons with sensory impairments and other persons with disabilities. Application and management offices, hearing rooms, community centers, day care centers, laundry facilities, craft and game rooms, etc. (to the extent that the Mixed-Finance Property has such facilities) will be usable by residents with a full range of disabilities. If the Mixed-Finance Property offers such facilities, and none is accessible, some¹ will be made so, subject to the undue financial and administrative burden test. **24 CFR § 8.21**
- 3. Documents and procedures used by applicants and residents will be accessible for those with vision, hearing or other sensory impairments. Also, all documents will be written simply and clearly to enable applicants with learning or cognitive disabilities to understand as much as possible. Methods used to ensure that communication is understandable by persons with disabilities are described in the **Mixed-Finance Property Procedure on Civil Rights and Disability Rights**. **24 CFR § 8.6**

D. Providing Information in Languages other than English

- 1. All forms, written materials and recorded voice-mail messages used to communicate with prospective applicants and residents shall be available in languages other than English as needed by applicants and residents. This includes the following documents related to registration, intake, marketing, outreach, certification, re-examination and inspections:

¹ It is not required that all public and common areas be made accessible so long as persons with disabilities have full access to all the types of facilities and activities available to persons without disabilities. Thus, not all laundry facilities need to be accessible so long as there are sufficient accessible laundry facilities for use by persons with disabilities at each development that provides laundry facilities.

- a. Forms;
 - b. Leases;
 - c. Posters;
 - d. Letters; and
 - e. Notices
2. At all Mixed-Finance Property offices, a notice will be available that states in multiple languages (and alphabets), "Please make a new appointment and bring someone with you who can interpret for you."

Applicants and residents with low English comprehension may furnish an interpreter to assist in communication with the Mixed-Finance Property. If they are unable to do so, the Mixed-Finance Property is required to pay for the costs of foreign language interpretation.

II. Eligibility for Admission and Processing of Applications

A. Affirmative Marketing 24 CFR §960.103

1. ESLHA will provide a wait list to the Management Agent at the Mixed-Finance Property no later than 90 days before the start of leasing activities for the Development. The Mixed-Finance Property will conduct affirmative marketing as needed so the wait list includes a mix of applicants with races, ethnic backgrounds, ages and disabilities proportionate to the mix of those groups in the eligible population of the area. The marketing plan will take into consideration the number and distribution of vacant units, units that can be expected to become vacant because of move-outs, and characteristics of families on the wait list. The Mixed-Finance Property will review these factors regularly to determine the need for and scope of marketing efforts. All marketing efforts will include outreach to those least likely to apply. The method to be used for Affirmative Marketing is described in the **Mixed-Finance Property Procedure on Affirmative Marketing**.

B. Qualifying for Admission

1. It is the Mixed-Finance Property's policy to admit **only** applicants who are qualified² according to the following criteria:
 - a. Are a family³, as defined in Section XIII of this policy;
 - b. Meet HUD requirements on citizenship or immigration status; **24 CFR § 5.5 (subpart E)**
 - c. Have an Annual Income (as defined in Section XII of this document) at the time of admission that does not exceed the income limits (maximum incomes by family size established by HUD) posted in the Mixed-Finance Property offices; **24 CFR § 960.102**
 - d. Provide documentation of Social Security numbers for family members age 6 or older, or certifies that they do not have Social Security numbers; and **24 CFR § 5.216**
 - e. Meet the Applicant Selection Criteria in Section II. F. of these policies, including completing a Mixed-Finance Property-approved pre-occupancy orientation session if requested. **24 CFR § 960.202 & 203**
1. The head of household of each applicant family must be either 18 years of age or older or an emancipated minor

C. The Preference System

Preferences establish the order of applicants on the wait list. An admission preference does not guarantee admission. Every applicant must still meet the Mixed-Finance Property's Selection Criteria before being offered a unit. Preferences will be granted to applicants who are otherwise qualified and who, at the time of the offer (immediately prior to execution of a lease), are verified to meet the definitions of the preferences described below. **24 CFR § 960.206**

The Mixed-Finance Property will give preference to persons and families in determining priority for admission to the Mixed-Finance Property. The preferences are defined and ranked according to following order:

² The term "qualified" refers to applicants who are eligible and able to meet the applicant selection standards. This term is taken from the 504 regs: **24 CFR § 8.3** definition of "Qualified Individual with Disability".

³ A family can be a single person.

- 1) At least one adult in the household is employed for a minimum of 30 hours per week;
- 2) At least one adult in the household is enrolled in an educational or work-related activity

A household shall be exempt from the requirements of paragraph C2 above if any and all adult members of the household are:

- 1) Disabled and receiving either social security or SSI disability payments;
- 2) Age 62 or older;
- 3) The primary caregiver to an infant under 2 years of age or of a disabled individual who is verified to need such care.

At initial lease-up, the Mixed-Finance Property staff will first apply the preferences to ESLHA's initial waiting list, in effect no later than 90 days before leasing begins. When the initial ESLHA waiting list is exhausted, there will be a local preference in effect for admission to the Mixed-Finance Property for residents of East St. Louis. A resident is defined as a person who lives, works or has been hired to work in East St. Louis. East St. Louis residents will also be subjected to the preferences outlined in paragraph C2.

In addition to the residency preference described above, there will be a preference for applicants with incomes below forty percent of Area Median Income over applicants with incomes above forty percent of Area Median Income.

The final preference in effect will be based on the date and time of application, with the oldest applications receiving consideration first.

Income Targeting: In accordance with Federal Regulations, at least forty percent of families admitted to Mixed-Finance Property in each fiscal year will be families with incomes less than thirty percent of Area Median Income. Since the eligible population of East St. Louis has extremely low income, it is considered likely that this target can be met without establishing a special preference.

D. Establishing and Maintaining the Wait list

1. The ESLHA and Mixed-Finance Property will use the **Selection of Applicants to be Processed for Initial Occupancy of Mixed-Finance Units Procedure**, to develop an initial waitlist for further processing and selection.
2. Further processing and selection of applicants for occupancy will be in accordance with the admissions criteria and preferences outlined in Section II of this document.
3. It is the policy of the Mixed-Finance Property to administer its wait list as required by HUD's regulations and the **Mixed-Finance Property Waiting List Policy and Procedures**. Wait lists will be opened and closed and applicant names will be removed from the wait list only in accordance with the **Mixed-Finance Property Waiting List Policy and Procedures**. 24 CFR § 960.206
4. The Mixed-Finance Property will periodically update each wait list

sublist by contacting all applicants in writing⁴.

- f. If an applicant's preference status changes while on the wait list, the applicant's position on the list will be adjusted in accordance with the **Mixed-Finance Property Procedure on Application Intake and Processing**.

E. Processing Applications for Admission

1. The Mixed-Finance Property will accept and process applications in accordance with applicable HUD Regulations, the Mixed-Finance Property Management Plan, and the **Mixed-Finance Property Procedure on Application Intake and Processing**. The Mixed-Finance Property will assume that the facts certified to by the applicant in the preliminary application are correct, although all those facts will be verified later in the application process.
2. Every application file for admission to public housing shall include the application number; applicant's race and ethnicity; eligibility determination; when eligible, the unit size(s) for which eligible; preference, if any; and the date, location, identification, and circumstances of each vacancy offered and accepted or refused. **24 CFR § 85.42**
3. As applicants approach the top of the wait list, they will be asked to come to the Mixed-Finance Property for an interview to complete their applicant file. Applicants who fail to attend their scheduled interview or who cannot be contacted to schedule an interview will have their applications withdrawn, subject to reasonable accommodations for people with disabilities.
 - a. The following information will be verified according to the **Mixed-Finance Property Procedure on Verification**, to determine qualification for admission to the Mixed-Finance Property' housing: **24 CFR § 960.259**
 - 1) Family composition and type (Elderly/Disabled/Near elderly /Non-elderly);
 - 2) Annual Income;
 - 3) Assets and Asset Income;
 - 4) Deductions from Income;
 - 5) Preferences;
 - 6) Social Security Numbers of all Family Members⁵;
 - 7) Applicant Screening Information; and
 - 8) Citizenship or eligible immigration status.

Third party written, faxed or electronic verification is the required form of documentation. Any other form of verification requires a note to the file explaining its use. **24 CFR § 960.259**

F. Screening Applicants for Admission

1. All applicants shall be screened in accordance with HUD's regulations and sound management practices. During screening, the Mixed-Finance Property will require applicants to demonstrate ability to comply with the essential provisions of the lease: **24 CFR§ 960.202 – 205**
 - a. to pay rent and other charges (e.g. utility bills) as required by the lease in a timely manner;

⁴ Or by the method designated at initial application by applicants with disabilities.

⁵ Or certification that they do not have a social security number, if the individual has no social security number.

- b. to care for and avoid damaging the unit and common areas;
 - c. to use facilities and equipment in a reasonable way;
 - d. to create no health, or safety hazards, and to report maintenance needs;
 - e. not to interfere with the rights and peaceful enjoyment of others, and to avoid damaging the property of others;
 - f. not to engage in prohibited criminal activity that threatens the health, safety or right to peaceful enjoyment of the premises by other residents or staff, and not to engage in drug-related criminal activity; and
 - g. to comply with necessary and reasonable rules and program requirements of HUD and the Mixed-Finance Property.
2. The Mixed-Finance Property will determine each applicant family's ability to comply with the essential lease requirements in accordance with the **Mixed-Finance Property Procedure on Applicant Screening**.
- a. Any costs incurred to complete the application process and screening will be paid by the Mixed-Finance Property.
 - b. Applicants who owe funds to the Mixed-Finance Property or any other housing authority for any program that the Mixed-Finance Property or another housing authority operates will be rejected. **24 CFR §203**
 - c. Applicants who owe funds or judgment debts to any utility companies or cannot obtain utilities in their own name will be rejected.
 - d. The Mixed-Finance Property is **required** to reject the applications of certain applicants for criminal activity or drug abuse by family members⁶:
 - 1) The Mixed-Finance Property is required to reject any applicant for three years from the date of eviction if any household member has been evicted from any federally assisted housing for drug-related criminal activity. However, the Mixed-Finance Property may admit the household if the Mixed-Finance Property determines that **24 CFR § 204(a)**:
 - a) The evicted household member who engaged in drug-related criminal activity has successfully completed a supervised drug rehabilitation program approved by the Mixed-Finance Property, or
 - b) The circumstances leading to the eviction no longer exist (for example, the criminal household member has died or is imprisoned).
 - c) The applicant household will not include the member involved in drug-related criminal activity
 - 2) The Mixed-Finance Property is **required** to reject the application of a household if the Mixed-Finance Property determines that:
 - a) Any household member is currently engaging in illegal use of a drug; or **24 CFR §**

⁶ Criminal history on children under age 18 who are charged as adults will be used.

960.204 (a) (2)⁷

- b) The Mixed-Finance Property has reasonable cause to believe that a household member's illegal use or pattern of illegal use of a drug may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents; or **24 CFR § 960.204 (a) (2)**
 - c) Any household member has ever been convicted of manufacture or production of methamphetamine on the premises of any federally assisted housing; or **24 CFR § 960.204 (a)(3)**
 - d) Any member of the household is subject to a lifetime registration requirement under a State sex offender registration program; or **24 CFR § 960.204(a)(4)**
 - e) Any member of the household's abuse or pattern of abuse of alcohol may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents. **24 CFR § 960.204.(a)(4)**⁸
- e. In addition to the HUD-required rejections for criminal activity, the Mixed-Finance Property will reject applicants if the Mixed-Finance Property can document via police arrest and/or conviction documentation that:
- 1) Any household member has ever been convicted of arson or child molestation; or **24 CFR § 960. 203. (c)(3)**
 - 2) Any household member has a criminal history in the past three years that involves crimes of violence to persons or property as documented by a police arrest and/or conviction documentation. **24 CFR § 960.203.(c)**
 - 3) Crimes of violence to persons or property would include but not be limited to homicide or murder, attempted murder, destruction of property or vandalism, burglary, robbery or theft, drug trafficking, manufacture, use or possession, threats or harassment, assault or fighting, domestic violence, weapons offenses, rape or attempted rape, home invasion. **24 CFR § 960.203**
 - 4) If the Mixed-Finance Property rejects an applicant based upon a police arrest report, the applicant's name will remain on the wait list until documentation is presented showing the outcome of the case.
- f. Heads of households will be required either to declare that all family members under age 18 have not been convicted of a crime as an adult or to consent to the release of police information to verify whether any such conviction exists.
- g. The Mixed-Finance Property will screen applicants for past performance in meeting financial obligations, especially rent by considering:
- 1) Consistent record of rent payment;
 - 2) No reported delinquent consumer debt balances exceeding \$500 (excluding medical

⁷ For purposes of this section a household member is "currently engaged in" the criminal activity if the person has engaged in the behavior recently enough to justify a belief that the behavior is current

⁸ Mixed-Finance Property must be able to show a relationship between the applicant household member's abuse of alcohol and behavior that threatens the health, safety, or right to peaceful enjoyment of other residents.

bills and student loans) within three months of the date of application or written off within one year of the date of application;

- 3) No history or pattern of substantial past due consumer debts (excluding medical bills and student loans) within the last 18 months with balances older than six months.
 - h. Applicants will receive a home visit with at least 48 hours' notice so that Management of the Mixed-Finance Property may check on the cleanliness and evidence of acceptable living standards for each applicant family.
 - i. An applicant's intentional misrepresentation of information related to eligibility, preference for admission, housing history, allowances, family composition or rent will result in rejection. Unintentional mistakes that do not confer any advantage to the applicant will not be considered misrepresentations.
 - j. Applicants must be able to demonstrate the ability and willingness to comply with the terms of the Mixed-Finance Property's lease, either alone or with assistance that they can demonstrate they will have at the time of admission.⁹ Availability of assistance is subject to verification by the Mixed-Finance Property. **24 CFR § 8.2, Definition, Qualified Individual with Handicaps**
3. Screening applicants who claim mitigating circumstances
 - a. If negative information is received about an applicant, the Mixed-Finance Property shall consider the time, nature, and extent of the applicant's conduct and factors that might indicate a reasonable probability of favorable future conduct. To be considered, mitigating circumstances must be verifiable. **24 CFR § 960.203(d)**.
 - b. The Mixed-Finance Property will consider whether individuals with negative behavior in their recent past can document that they have been rehabilitated.
 4. Qualified and Unqualified Applicants
 - a. Qualified families will be notified by the Mixed-Finance Property of the approximate date of admission insofar as that date can be determined; however, the date stated by Mixed-Finance Property is an estimate and does not guarantee that applicants can expect to be housed by that date. **24 CFR § 960.208**
 - b. Unqualified applicants will be promptly notified by a Notice of Rejection from the Mixed-Finance Property, stating the basis for such determination and offering an opportunity for mitigating circumstances review hearing. (see ***Mixed-Finance Property Procedure for Informal Hearing for Rejected Applicants***). At the Hearing, the applicant can offer information about mitigating circumstances or mistakes in fact upon which the Mixed-Finance Property's decision was based. Hearings for applicants are different from the resident grievance process. Applicants are not entitled to use of the resident grievance process. **24 CFR § 960.208(a)**

⁹ Applicants whose landlord, financial, criminal and other references demonstrate that they are already willing and able to comply with lease terms in their existing housing will be considered to have met this criterion, whether or not they are disabled. Applicants whose housing situations make it difficult for the Mixed-Finance Property to determine whether or not they are able and willing to comply with lease terms (e.g. because they are homeless, are living with friends or relatives, or have other non-traditional housing circumstances) will have to demonstrate ability and willingness to comply with lease terms whether or not they are disabled.

- c. Applicants known to have a disability who are eligible but fail to meet the Selection Criteria will be offered an opportunity for a second meeting to determine whether mitigating circumstances or reasonable accommodations will make it possible for them to be housed in accordance with the Screening Procedures.

G. Occupancy Guidelines: HUD Notice of Policy, Dec. 18, 1998 Federal Register

- 1. Units shall be occupied by families of the appropriate size. This policy maintains the usefulness of the units, while preserving them from excessive wear and tear and underutilization.

Minimum and Maximum-Number-of-Persons-Per Unit Standard		
<u>Number of Bedrooms</u>	<u>Min Persons/Unit (Largest Unit Size)</u>	<u>Max Persons/Unit (Smallest Unit Size)</u>
0BR	1	1
1BR	1	2
2BR	2	4
3BR	3	6
4BR	4	8

- 2. The following principles govern the size of unit for which a family will qualify. Generally, two people are expected to share a bedroom. Units will be assigned so that:
 - a. Children age six and under share a bedroom with any child or a parent, regardless of age or sex;
 - b. Two children between the ages of six and seventeen of the same sex share a bedroom;
 - c. Two children between the ages of six and seventeen of the opposite sex do not share a bedroom; although they may do so at the request of the family.
 - d. Adults (age eighteen and older) of the same sex share a bedroom;
 - e. Adults (age eighteen and older) of opposite sexes who are spouses or co-heads of household or living in a consensual relationship share a bedroom;
 - f. Adults (age eighteen and older) of opposite sexes who are not spouses or co-heads of household or living in a consensual relationship and adults of different generations do not share a bedroom although they may do so at the request of the family;
 - g. A single head of household parent shall not be required to share a bedroom with his/her child, although they may do so at the request of the family;
 - h. Exceptions to the largest permissible unit size may be made in case of reasonable accommodations for a person with disabilities;
 - i. The Mixed-Finance Property will count a child who is temporarily away from the home because the child has been placed in foster care, kinship care, or is away at school, so long as the family can document that the child will be living with the family in the Mixed-Finance Property unit;
 - j. A live-in aide may be assigned a bedroom. Single elderly or disabled residents with a live-in attendant will be assigned one or two bedroom units; and
- 3. The Local Housing Code of two persons per bedroom is the standard for the smallest unit a

family may be offered ¹⁰.

4. The largest unit size that a family may be offered would be one bedroom per family member, considering family size and composition.
5. When a family applies for housing and when the wait list is updated, some families will qualify for more than one unit size. These applicants will choose the wait sublist from which they will receive an offer. Based on the family's choice, they will be placed on the appropriate wait sublist by unit size.
 - a. If a family chooses a smaller unit than would normally be assigned under the largest unit size standard (because, for example, they will receive an offer sooner), the family shall agree in writing to occupy that unit until their family size or circumstances change.
 - b. When a family is actually offered a unit, if they no longer qualify for the unit size where they were sublisted, they will be moved to the appropriate sublist, retaining their preferences and application number. This may mean that they may have to wait longer for an offer.
 - c. The Mixed-Finance Property shall change the family's sublist at any time at the family's request.

¹⁰ Individual units with very small or very large bedrooms or other specific situations that inhibit or encourage lower or higher levels of occupancy may be permitted to establish lower or higher occupancy levels so long as the occupancy levels will not discriminate on the basis of familial status.

III. Tenant Selection and Assignment Plan

A. Organizing the Applicant Wait list

Site-based Wait lists **CFR § 903.7(b)(2)**

1. The Waiting List for the Mixed-Finance Property is a site-based waiting list. Initially, the list shall be composed of every applicant on the ESLHA wait list in effect no later than 90 days before leasing at the Mixed-Finance Property.
2. After the initial list of current ESLHA applicants is exhausted, applicants must apply for admission at the Mixed-Finance Property and their applications will be in effect only for this property.

B. Making Unit Offers

1. After initial occupancy, certain types of transferees will receive offers of housing before applicants from the wait list.
2. In all offers, the Mixed-Finance Property shall not discriminate on grounds of race, color, sex, religion, national origin, disability or familial status. (Also, see the **Mixed-Finance Property Procedure on Transfers.**)
3. Specifically, the following order of offers applies:
 - a. **First:** Emergency transfers; **24 CFR § 966.4 (h)**
 - b. **Second:** Administrative transfers in the following category order:
 - 1) Priority 1: Reasonable accommodations for residents with disabilities **24 CFR § 8.4**
 - 2) Priority 2: Overcrowding, over-housing **24 CFR § 966.4(c)**
 - c. **Third:** New Admissions from the wait list; and
4. To assure equal opportunity and nondiscrimination on grounds of race, color, sex, religion, national origin, disability or familial status is PLAN "A", the one-offer plan, will be used to make unit offers to applicants from wait lists. **24 CFR § 1.4(2)(ii)**
5. The first qualified applicant in sequence on the wait list is made one offer of a unit of appropriate size and type.
 - a. Applicants who refuse unit offers will be dropped to the bottom of the waiting list unless they refuse the offer with Good Cause. (see the **Mixed-Finance Property Procedure on Good Cause for Refusal of Unit Offers**)
 - b. Applicants who refuse two unit offers without good cause will be dropped from the waiting list and must re-apply when the waiting list is open.
6. The Mixed-Finance Property will first match the unit available to the highest-ranking applicant for a unit of that size, type and special features (if any). Preferences will then be used to determine the order of selection from the wait list. If two applicants need the same type and size of unit and have the same preference status, the applicant with the earlier date and time of application will receive the earliest offer. **24 CFR § 960.206(c)**
7. The applicant must accept any unit offered within 5 working days of the later of:

- a. the date the offer is communicated (by phone, mail, or the method of communication designated by an applicant with disabilities); or
 - b. the date they are shown the unit.
8. If the applicant does not accept the unit offer within the time in number 7 above, they will be dropped to the bottom of or removed from the wait list.
 9. All offers made over the phone will be confirmed by letter¹¹. If unable to contact an applicant by phone or first class mail, the Mixed-Finance Property will send a certified letter, return receipt requested.
 10. If more than one unit of the appropriate size and type is available, the first unit to be offered will be the unit that is or will be ready for move-in first. If two units are ready for move-in on the same day, the first unit to be offered will be the unit that became vacant first.
 - a. Names will be removed from the wait list in accordance with the **Mixed-Finance Property Waiting List Policy and Procedures**.

C. Accessible Units

1. Before offering an accessible unit to a non-disabled applicant, the Mixed-Finance Property will offer such units:
 - a. First, to a current public housing resident having a disability that requires the special features of the vacant unit. **24 CFR § 8.27(1) (a)**
 - b. Second, to an eligible qualified applicant on the wait list having a disability that requires the special features of the vacant unit. **24 CFR § 8.27(1) (b)**
2. When offering an accessible/adaptable unit to a non-disabled applicant, the Mixed-Finance Property will require the applicant to agree to move to an available non-accessible unit within 30 days when a current resident or an applicant with a disability needs the unit. This requirement is also reflected in the lease signed with the applicant. **24 CFR § 8.27 (2)**

D. Transfers

The Mixed-Finance Property has two possible types of transfers: Emergency and Administrative - Priorities 1 and 2. The definition of each is found in the Transfer section.

1. Emergency, and Administrative transfers take precedence over admissions.
2. Tenants (Residents) on the transfer list may refuse transfer offers for the “good cause” reasons cited in Section B above without losing their position on the transfer list.
3. Tenants (Residents) who refuse a transfer offer without good cause may be removed from the transfer list and tenants whose transfers are mandatory are subject to lease termination. **24 CFR § 955.4(c)**
4. Tenants (Residents) may use the Mixed-Finance Property Grievance Procedure if they are refused the right to transfer or if the Mixed-Finance Property is requiring them to transfer and they do not want to do so. **24 CFR § 966.50**

¹¹ Or by the communication method requested by an applicant with disabilities.

IV. Leasing Policies

A. General Leasing Policy

1. Units will be leased without regard to race, religion, sex, age, national origin, disability and family status. **24 CFR §§ 1.4 and 100**
2. All public housing units must be occupied by families whose sole residence is the public housing unit. **24 CFR § 966.4(f)**
3. All units must be occupied pursuant to a signed Mixed-Finance Property lease that complies with HUD's regulations. **24 CFR § 966.4**
4. The Mixed-Finance Property will not offer nor move a family into a unit that does not meet basic standards of habitability, including HUD occupancy standards. **24 CFR § 966.4(e)**
5. The lease shall be signed by the head and co-head of the household, if any and an authorized representative of the Mixed-Finance Property, or designated agent prior to actual admission **24 CFR § 966.4 (p)**
6. The property manager shall provide an explanation of the lease provisions either prior to move-in or at the time of move-in.
7. Changes in family composition, income or family status between the eligibility interview and leasing will be processed by the staff of the Mixed-Finance Property. Changes after leasing will be processed by the property manager.
8. The resident shall pay a security deposit at the time of leasing. The security deposit shall be the greater of \$100 or one month's rent, but never greater than \$150. Pet deposits are in addition to the security deposit, in accordance with the **Mixed-Finance Property Pet Procedure**. **24 CFR § 966.4(b)(5)**
9. If a resident transfers from one Mixed-Finance Property unit to another, a new lease will be executed for the dwelling into which the family moves. **24 CFR § 966.4 (a)(ii)**
10. If at any time during the life of the lease agreement, a change in the resident's status results in the need for changing or amending any provision of the lease, either: **24 CFR § 966.4(c)**
 - a. A new lease agreement will be executed, or
 - b. A Notice of Rent Adjustment will be executed, or
 - c. An appropriate rider will be prepared and made a part of the existing lease.All copies of such riders or insertions are to be dated and signed by the Resident and by an authorized representative of the Mixed-Finance Property. **24 CFR § 966.4 (o)**
11. At the time of leasing the new resident will receive a copy of the Mixed-Finance Property Lease and the Pet Policy
12. If, at any time, the head of household dies or leaves the unit for any reason (Institutionalization, incarceration, forming a new household elsewhere), the Mixed-Finance Property will permit the remaining members of the family to remain in the unit so long as:
 - a. The remaining family member(s) report the death or departure of the head within ten days of the occurrence;
 - b. There is still at least one family member who was listed on the lease for the unit;

- c. There is at least one person who is either an adult or an emancipated minor capable of executing a lease;
 - d. The remaining family member passes lease compliance screening and signs a new lease
 - e. There are no rent defaults or criminal activity violations.
13. Residents are not permitted to allow roomers or boarders to occupy their unit. Violation of this provision is grounds for lease termination;
 14. Residents are not permitted to allow a former resident of the Mixed-Finance Property or the ESLHA who has been evicted to occupy their unit. Violation of this provision is grounds for lease termination.
 15. Residents must advise the Mixed-Finance Property if they will be absent from the unit for more than 7 days. Residents shall notify the manager, secure the unit and provide a means for the Mixed-Finance Property to contact the resident in an emergency. Failure to advise the Mixed-Finance Property of an extended absence is grounds for termination of the lease.

B. Showing Units Prior to Leasing

1. Applicants shall have an opportunity to see the unit being offered before they accept the offer and lease the unit in accordance with the **Mixed-Finance Property Procedure on Showing Units Prior to Leasing.**
2. The Mixed-Finance Property will not show nor move a family into a unit that does not meet basic habitability standards, including applicable HUD occupancy standards.

C. Additions to and Deletions from the Resident Family and Household

1. Only persons listed on the most recent certification form and lease, or added in accordance with law or the **Mixed-Finance Property Procedure on Additions to Resident Families/Households,** shall be permitted to occupy a dwelling unit. (24 CFR § 966.4(a)(v))
2. Generally, the Mixed-Finance Property will approve the addition of a family or household member when that individual passes screening and does not overcrowd the family.
3. Residents who permit unauthorized individuals to occupy their units are subject to lease termination and eviction.

D. Visitors

1. Visitors are permitted in a dwelling unit in accordance with the **Mixed-Finance Property Procedure on Visitors** so long as they have no previous history of behavior on the Mixed-Finance Property premises that would be a lease violation.

Residents may accommodate guests or visitors (who reside in the local area) for periods not exceeding three (3) days within a six month interval without written permission. Out of town guests(s) must be approved in writing in advance for permission to stay up to seven (7) days within a six month interval. Out of town guest(s) must have identification for verification. Residents may not allow authorized guests to occupy the leased unit for a period exceeding 24 hours while Resident is away from the leased unit. Permission may be granted, upon written request to the Landlord, for an extension of these provisions. For the purpose of this Section, visitor/guest shall be defined as a person on housing premises with permission from the head of household or household member. Guests shall be subjected to the terms of the Landlord's Resident Rules and Regulations, including any Barred Persons list established by Landlord.

V. Transfer Policy

A. General Transfer Policy

1. Transfers are made without regard to race, color, national origin, sex, religion, or familial status. Residents can be transferred to accommodate a disability. Transfers will be made in accordance with the **Mixed-Finance Property Procedure on Transfers**. 24 CFR § 100.5
2. Residents will not be transferred to a dwelling unit of equal size except to alleviate hardship of the resident or other undesirable conditions as determined by the Management Agent or designee.
3. Residents will receive one offer of a transfer. Refusal of that offer without good cause will result in lease termination for mandatory transfers or the removal of the household from the transfer list for voluntary transfers. 24 CFR § 1.4(2)(ii)
4. There is no notice requirement for emergency transfers, since, by definition, these involve danger to residents. There is no notice requirement for administrative transfers in which the resident is in danger from criminal elements or domestic violence, but all other categories of transfers require at least 30 days written notice¹². 24 CFR § 966.4(h)

B. Types of Transfers

1. The order in which families are transferred shall be by hierarchy within each category set forth below.
 - a. **Emergency Transfers** are mandatory when the Mixed-Finance Property determines that unit or building conditions pose an immediate threat to resident life, health or safety or to resolve other problems of a life-threatening nature that are not related to building or unit conditions. Such conditions could involve crime, domestic violence, hate crimes, medical or disability issues, or other situations that put a resident's life in danger . 24 CFR § 966.4(h)
 - 1) The Mixed-Finance Property is not required to give prior notice of an emergency transfer;
 - 2) Emergency conditions that occur due to resident abuse or neglect will be grounds for emergency transfers, however resident will be charged for the damages caused to the unit¹³. 24 CFR § 966.4(h)
 - 3) Refusal to make an emergency transfer is grounds for lease termination and eviction.
 - b. **Administrative Transfers**: These transfers shall take priority over new admissions.
 - 1) **Priority 1** Voluntary administrative transfers to move residents with disabilities to accessible units or units with features that accommodate their disabilities better than those in their current units and involuntary transfers to move residents who have no disabilities from accessible units to make the units available to residents or applicants who need the accessible unit features. 24 CFR § 8.27(1)
 - 2) **Priority 2** Transfers for over- or under-housed families; 24 CFR § 966.4(c)

¹² Transfers under the Relocation Rights Contract require 120 to 180 days notice.

¹³ Resident may challenge any charges for damages by using the Mixed-Finance Property Grievance Procedure

Requests for these transfers will be made to the property manager with necessary documentation to substantiate the need for such transfers. Transfers may also be initiated by the Mixed-Finance Property (e.g. moving a person with mobility problems to a unit with accessible features or moving a resident from an accessible unit to a non-accessible unit).

2. Whenever feasible, transfers will be made within a resident's area or other location of the resident's choice.

C. Priorities for Transfers

1. Transfers will be sorted into their appropriate categories by the property management staff. Offers of units will be made in the following order:
 - a. **First:** Emergency transfers;
 - b. **Second:** Administrative transfers in the following category order:
 - 1) Priority 1: Reasonable accommodations for residents with disabilities
 - 2) Priority 2: Overcrowding, over-housing

D. Processing Transfers

1. Residents request transfers from the property managers and property managers prepare the paperwork justifying transfers. For details on processing, see the **Mixed-Finance Property Procedure on Transfers**.
2. Within each category, transfer applications will be sorted by the date the completed file (including any verification needed) is received from the property manager.
3. When a head of a household, originally housed in a bedroom by him/herself, has or adopts a child, the family will not be approved for a Priority 2 administrative transfer until the child is six (6) years of age. Exceptions: spouse or partner returns to the unit, marriage takes place, or family decides to remain in the unit and the unit is large enough (using the smallest-unit standard) to accommodate the number of persons now in the household.

E. Residents in Good Standing

1. In general, and in all cases of all resident-requested transfers, residents will be considered for transfers only if the head of household and other family members:
 - a. Are current on rent without unpaid balance at any time in the past year or current on a repayment agreement;
 - b. Are current on utility payments to the Mixed-Finance Property or to utility supplier or are current with any repayment agreement with the Mixed-Finance Property or utility supplier;
 - c. Are in compliance with the terms of the lease and any additional terms required to be added to that lease by Federal law. Violations of the lease must be documented by notices of lease violations or other evidence of serious or repeated violations of the material terms of the lease;
 - d. Meet reasonable housekeeping standards and have no housekeeping lease violations as documented by housekeeping inspection reports or work orders reflecting a pattern of damage caused by poor housekeeping; and
 - e. Have not destroyed, defaced, damaged or removed any part of a unit or the development as documented by housekeeping inspection reports or work orders reflecting a pattern of

damage or abuse.

2. Exceptions to the good record requirements may be made for emergency transfers or when it is to the Mixed-Finance Property's advantage¹⁴ to make the transfer. The exception to the good record requirement will be made by the Property manager.
3. Absent a determination of exception, the following policy applies to transfers:
 - a. If back rent is owed, the resident will not be transferred until a payment plan is established or, if prior payment plans have failed, back rent is paid in full.
 - b. A resident with housekeeping standards violations will not be transferred until he/she passes a follow-up housekeeping inspection.

F. Cost of Transfers

1. The Mixed-Finance Property will pay the cost of reasonable accommodations transfers.

¹⁴ e.g. A single person is living alone in a three-bedroom unit and does not want to move.

VI. Annual Re-examinations of Income and Family Circumstances

A. Eligibility for Continued Occupancy

Residents who meet the following criteria will be eligible for continued occupancy:

1. Qualify as a family as defined in Section XIII of this policy.¹⁵
2. Are in full compliance with the resident obligations and responsibilities as described in the dwelling lease. **24 CFR § 966.4(f)**
3. Whose family members, age 6 and older, each have Social Security numbers or have certifications on file indicating they have no Social Security number. **24 CFR § 5.216**
4. Who meet HUD standards on citizenship or immigration status or are paying a pro-rated rent. **24 CFR § 5.5**
5. Who are in compliance with the Mixed-Finance Property's 8 hour per month Community Service requirements.¹⁶
6. Who are in compliance with the property-specific work/activity requirements

B. Remaining Family Members and Prior Debt

1. If the head of household dies or leaves the unit, continued occupancy by remaining family members is permitted only if:
 - a. The family reports the departure (or death) of the head of household within 30 days of the occurrence; and
 - b. The family includes a member who can pass lease compliance screening and is either of legal age to execute a lease or is a Court recognized emancipated minor; and
 - c. The new head of household signs a new lease within 30 days after the remaining family member's approved to assume the lease obligations; and
 - d. There are no rent defaults and/or criminal activity violations.
2. Remaining family members age 18 years or older will be held responsible for arrearages incurred by the former head of household or spouse.
3. The Mixed-Finance Property will not hold remaining family members (other than the head or spouse) responsible for any portion of the arrearage incurred before the remaining member attained age 18.

C. Re-examinations

1. Regular re-examinations: The Mixed-Finance Property shall, at least once a year, re-examine the family composition and incomes of all resident families, except that families paying Flat Rent shall have their incomes reexamined only every three years. **24 CFR § 960.257**
2. Special Re-examinations: When it is not possible to estimate family income accurately, a temporary determination will be made with respect to income and a special re-examination will be scheduled every 90 days until a reasonably accurate estimate of income can be made. **24**

¹⁵ For purpose of continued occupancy, remaining family members qualify as a family so long as at least one of them is of legal age to execute a lease. Remaining family members can also include court recognized emancipated minors under age 18.

¹⁶ Applicable to certain adults who are neither elderly, disabled, working nor participating in qualifying educational or job training programs.

CFR § 5.609(d)

3. A special re-examination shall be conducted when there is a change in the head of household that requires a remaining family member to take on the responsibilities of a leaseholder. **24 CFR § 960.257**
4. Zero Income Families: Unless the family has income that is excluded for rent computation, families reporting zero income will have their circumstances examined every 90 days until they have a stable income. Monetary or non-monetary contributions from persons not residing in the dwelling unit for any purpose other than the payment or reimbursement of medical expenses shall be considered income. **24 CFR § 5.609**
5. If the Mixed-Finance Property is terminating the lease of a resident when the resident is scheduled for re-examination, the re-examination will be completed but a new lease will not be executed.
 - a. If the Mixed-Finance Property prevails in the lease termination action, a new lease will not be executed, and the resident will be evicted;
 - b. If the resident prevails in the lease termination action, a new lease will be executed.
6. If the Mixed-Finance Property discovers criminal activity by an adult family member when they perform the criminal history check for re-examination, they will begin lease termination action in accordance with number 5 above.
7. Action Following Re-examination: If there is any change in rent, the lease will be amended, a new lease will be executed, or a Notice of Rent Adjustment will be issued. **24 CFR § 966.4(a)(3)**
 - a. If any change in the unit size is required, the resident will be placed on a transfer list in accordance with the transfer criteria described above in this policy and moved to an appropriate unit when one becomes available. **24 CFR § 966.4(c)(3)**
 - b. The Notice of rent adjustment will include the current rent, the new rent, the date when the new rent takes effect, the reason for the rent adjustment, and the fact that the resident has the right to request a Grievance hearing if he/she disagrees with the new rent.
8. Effective Date of Adjustments
 - a. Residents will be notified in writing of any rent adjustment including the effective date of the adjustment.
 - b. Rent decreases go into effect the first of the month following the report of a change. Income decreases reported or verified after the tenant accounting cut-off date will be effective the first of the second month with a credit retroactive to the first month.
 - c. Rent increases (except those due to misrepresentation) require 30 days notice and become effective the first of the second month.
 - d. Rent increases due to misrepresentation are retroactive to the first of the month following the event that was misrepresented or not reported.

VII. Interim Rent Adjustments: Fixed Rent System

A. Adjusting Rent between Regular Re-examinations

1. **Residents are required to report all changes in family composition or status** to the property manager within 10 calendar days of the occurrence. Failure to report within the 10 calendar days may result in a retroactive rent increase, but not a retroactive credit or rent reduction. In order to qualify for rent reductions, residents must report income decreases promptly. **Residents are also required to report interim increases in income if they have been granted interim rent reductions.**
2. The Mixed-Finance Property wishes to encourage families to improve their economic circumstances, so most changes in family income between re-examinations will not result in a rent change. The Mixed-Finance Property will process interim changes in rent in accordance with the chart below:

<u>Income Change</u>	<u>Mixed-Finance Property ACTION</u>
(a) Decrease in income for any reason, <u>except</u> for decrease that lasts less than 30 days or is subject to Imputed Welfare Income rules ¹⁷ .	• Mixed-Finance Property will process an interim reduction in rent if the income decrease will last more than 30 days. 24 CFR § 5.609
(b) Increase in income following Mixed-Finance Property granting of interim rent decrease.	• Mixed-Finance Property will process an interim increase for income increases that follow interim rent reductions.
(c) Increase in earned income from the employment of a current household member.	• Mixed-Finance Property will either defer the increase to the next regular re-examination or, if the individual is eligible for an earned income disallowance, grant the disallowance. 24 CFR § 960.255
(d) Increase in unearned income (e.g. COLA adjustment for social security).	• Mixed-Finance Property will defer the increase to the next regular re-examination.
(e) Increase in income because a person with income (from any source) joins the household.	• Mixed-Finance Property will defer the increase to the next regular re-examination.
(f) Increase in monetary or non-monetary income after Resident claimed zero income.	• Mixed-Finance Property will process an interim rent increase.

3. The Mixed-Finance Property will process an interim increase in rent only if:
 - a. the resident has misrepresented or failed to report facts upon which rent is based, so the rent the Resident is paying is less than it should have been; or
 - b. the resident's income increases after the resident was granted and interim decrease in rent; or
 - c. the resident reported zero income and has a verified increase in income (which may be a

¹⁷ Decreases in welfare income resulting from welfare fraud or from cuts for failure to comply with economic self sufficiency requirements are not eligible for rent reductions. **24 CFR § 5.615**

non-monetary contribution).

The Mixed-Finance Property will apply any increase in rent retroactive to the month following the month in which the misrepresentation occurred.

4. Complete verification of the circumstances applicable to rent adjustments must be documented and approved by the property manager according to the **Mixed-Finance Property Procedure on Verification** 24 CFR § 960.259(c)
5. The Mixed-Finance Property will process interim decreases in rent as follows:
 - a. When a decrease in income is reported, and the Mixed-Finance Property verifies that the decrease will last less than 30 days, an interim adjustment will not be processed; or
 - b. Residents reporting decreases in income that are expected to last more than 30 days will have an interim adjustment processed.
6. Residents granted a reduction in rent are required to report for special re-examinations at intervals determined by the Property manager. Reporting is required until income increases or it is time for the next regularly scheduled re-examination, whichever occurs first.
7. If residents experience a decrease in income from public assistance because their grant is cut for one of the two following reasons, their rent will not be reduced:
 - a. Welfare department has reduced the grant because of welfare fraud; or
 - b. Welfare department has reduced the grant because the family failed to comply with economic self-sufficiency requirements.
8. If a resident challenges the welfare department's reduction of their grant, an interim reduction in rent will be processed until the matter is settled by the welfare department.
9. If the welfare department upholds the grant reduction, the resident shall owe a retroactive rent on the interim rent reduction granted in "8" above.
10. If the welfare department overturns the grant reduction, no retroactive balance is owed. (See **Mixed-Finance Property Procedure on Imputed Welfare Income**).

B. Interim changes in Family Composition

1. All changes in family composition must be reported within ten days of occurrence. These changes would include:
 - a. Someone listed on the lease leaving the unit; and
 - b. Birth, adoption or court-awarded custody of a child.
2. Additions of the following persons must be requested in writing and require written permission from the Mixed-Finance Property staff or the property manager before the persons may move into the unit:
 - a. Adult family member (including a new spouse);
 - b. Foster child or children;
 - c. Foster adult;
 - d. Live-in Aide; and
 - e. Child in kinship care.

3. All adults who are proposed for addition to a family or household must be screened by the occupancy department, and, with the exception of Live-in Aides, must not overcrowd the unit. (See **Mixed-Finance Property Procedure on Additions to and Deletions from the Household**).

C. Effective Date of Rent Adjustments

Residents will be notified in writing of any rent adjustment including the effective date of the adjustment.

1. Rent decreases go into effect the first of the month following the report of a change. Income decreases reported or verified after the tenant accounting cut-off date will be effective the first of the second month with a credit retroactive to the first month.
2. Rent increases (except those due to misrepresentation) require 30 days notice and become effective the first of the second month.

D. Earned Income Disallowances

1. If a resident goes to work or has new or additional earned income and qualifies under one of the following three criteria, that individual will receive an Earned Income Disallowance (EID) as described below and in the **Mixed-Finance Property Procedure on Earned Income Disallowances**:
 - a. Goes to work after having been unemployed for at least twelve months, or goes to work after having earned less than would be earned working ten hours per week for a fifty week year earning minimum wage; or
 - b. Receives new or increased earned income during participation in an education, job training, or other economic self sufficiency activity; or
 - c. Receives new or increased earned income within six months of having received a cash benefit or in-kind services funded through the program of Temporary Assistance to Needy Families. If an in-kind benefit (child care, clothing or transportation subsidies for example) was received it must be worth at least \$500 in the past six months.
2. During the first 12 months after the date when the resident qualified for the EID, the resident's rent will not be increased because of the new earned income. Rent during this period will be based on the resident's income before qualifying for the EID plus any increases in unearned income that may occur after qualifying for the EID.
3. During the second 12 months after the date the resident qualified for the EID, the resident's rent will be increased by an amount equal to fifty percent of what the increase would be if not for the EID.
4. The disallowance periods described in numbers 2 and 3 above only occur while the resident is employed. If the resident stops working for any reason the disallowance stops and resumes again when the resident goes back to work.
5. Even if the full 24 months of disallowance (12 months of full disallowance plus 12 months of 50% disallowance) have not been used, the EID will terminate 48 months from the date when the resident first qualified for the EID.
6. An EID is awarded to a person, not an entire family. More than one adult family member can receive an EID at the same time if they qualify as described under number 1 above.

7. No one receives more than one EID in a lifetime.

VIII. COMMUNITY SERVICE

A. Background

1. The Mixed-Finance Property is working to enable its residents to become fully economically independent. In support of this goal, the Mixed-Finance Property requires that all adult residents (18 years or older) of ELSHA meet monthly targets for community service or economic self-sufficiency, unless otherwise exempt as defined below in Section VIII.B.6.
2. The Community Service requirement is 8 hours per month for each non-exempt adult (not for each family with a non-exempt adult).
3. Compliance with community service activities is monitored by at the annual reexamination. If residents fail to comply with their responsibilities, the Property manager gives the family one-year to catch up before beginning lease enforcement.

B. Definitions

1. **Community Service** - unpaid work that benefits the property or the local neighborhood includes, but is not limited to:
 - a. Work at a local institution, including but not limited to: school, community center, hospital, hospice, recreation center, senior center, adult day care program, homeless shelter, meals or feeding program, library or bookmobile, before- or after-school education program, or child care center, etc.;
 - b. Work with a non-profit organization that serves the Mixed-Finance Property residents or their children, including but not limited to: Boy Scouts, Girl Scouts, Boys or Girls Club, 4-H Club, PAL, Garden Center, Neighborhood clean up programs, Beautification programs, etc.;
 - c. Work with a community arts program involving performing arts, fine arts, visual arts or crafts including but not limited to: community theater, dance, music (orchestra, voice, band, small ensemble, etc.), Gallery 37, etc.;
 - d. Work with any program funded under the Older Americans Act, including but not limited to: Green Thumb, Service Corps of Retired Executives, Meals on Wheels, etc.;
 - e. Work with service programs sponsored by churches so long as they do not involve religious education or the practice of religion (e.g. a meals program for the homeless sponsored by a church and provided in the parish hall would be acceptable, teaching Sunday School would not);
 - f. Work with other youth, disability service or advocacy, or senior organizations;
 - g. Work at the property to help improve physical conditions (for example as a grounds or building captain, or on a beautification program for the building or grounds);
 - h. Work at the property to help with children's programs;
 - i. Work at the property to help with senior programs;
 - j. Help neighborhood groups with special projects;
 - k. Work through the Resident Council to help other residents with problems, serving as an

officer in an Resident Council; and

- I. Care for the children of other residents so they may volunteer.
2. **Political activity** – activities to promote and elect candidates to hold an office of authority. This type of activity is excluded.
3. **Volunteer Work activity** - work that does not involve payment to the person participating. Volunteer work activity must not take the place of work performed by paid employees.
4. **Self Sufficiency activities** – programs and participation in activities that produce economic and social independence. Such activities include, but are not limited to:
 - a. Job training programs;
 - b. Skills training programs;
 - c. Higher education (Junior college or college);
 - d. Vocational education;
 - e. GED classes;
 - f. Verifiable job search activities;
 - g. Apprenticeships;
 - h. Substance abuse or mental health counseling;
 - i. English proficiency or literacy (reading) classes;
 - j. Parenting classes;
 - k. Budgeting and credit counseling;
 - l. Any kind of class that helps a person toward economic independence;
 - m. Carrying out any activity required by the Department of Public Assistance as part of welfare reform.
- n. The self-sufficiency hours counted toward the 40 hour per month requirement will be only hours when a non-exempt adult is actually attending class or engaged in job training. It will not include time in transit
5. Non-Exempt Adult-Any resident aged 18 years or older who does not meet the criteria of an Exempt Adult, as defined in the following definition.
6. Exempt Adult - an adult member of the family who:
 - a. Is 62 years of age or older;
 - b. Has a disability that can be verified to prevent him/her from being gainfully employed;
 - c. Is verified to be the fulltime caretaker of a disabled person;
 - d. Is working at least 30 hours per week;

C. Requirements of the Program

1. Each non-exempt adult in a family paying at least the minimum rent must contribute and document some combination of 8 hours per month of neighborhood service or self sufficiency

activity.

2. The 8 hours per month may be either volunteer work or self-sufficiency program activity or a combination of the two.
3. At least 8 hours of activity must be performed each month. An individual may not skip a month and then double up the following month, unless special circumstances warrant special consideration. The Mixed-Finance Property will make the determination of whether to allow or disallow a deviation from the schedule.
4. Activities must be performed within the neighborhood and not outside the jurisdictional area of the Mixed-Finance Property. The exception to this rule would be adults who are enrolled in full-time higher education or vocational training outside of East St Louis. Their hours of education would count toward the requirement.

D. Family Obligations

- 1) At lease execution or re-examination after the effective date of this policy, all adult members (18 or older) of a public housing resident family must:
 - a. provide documentation that they are exempt from Community Service requirement if they qualify for an exemption, and
 - b. sign a certification that they have received and read this policy and understand that if they are not exempt, failure to comply with the Neighborhood Service requirement will result in termination of their lease.
- 2) At each annual re-examination, non-exempt family members must present a completed documentation form (provided by the Mixed-Finance Property) of activities performed over the previous twelve months. Both forms will include places for signatures of supervisors, instructors, or counselors certifying to the number of hours contributed each month by month.
- 3) Change in exempt status:
 - a. If, during the twelve (12) month period, a non-exempt person becomes exempt, it is his/her responsibility to report this to the property manager and provide documentation of such.
 - b. If, during the twelve (12) month period, an exempt person becomes non-exempt, it is his/her responsibility to report this to the property manager.

E. Mixed-Finance Property Obligations

1. To the greatest extent possible and practicable, the Mixed-Finance Property and its property managers will:
 - a. provide names and contacts of agencies that can provide opportunities for residents, including those with disabilities, to fulfill their Neighborhood Service/Self Sufficiency obligations;
 - b. include a disabled person who is otherwise able to be gainfully employed, since such an individual is not exempt from the Neighborhood Service requirement; and
 - c. provide referrals for volunteer work or self-sufficiency programs.

2. The property manager will provide the family with exemption verification forms and recording/certification documentation forms and a copy of this policy at initial application and at lease execution.
3. The Mixed-Finance Property will make the final determination as to whether or not a family member is exempt from the Community Service/Self Sufficiency requirement. Residents may use **The Mixed-Finance Property Grievance Procedure** if they disagree with the Mixed-Finance Property's determination.

F. Noncompliance of a non-exempt family member

1. When a property manager learns of a non-exempt adult's failure to either report or complete the required activity, the property manager shall send a Notice of Lease Violation to the head of household.
2. The non-exempt adult will be granted one year to make up any lost hours.
3. If the lost hours are not made up in the subsequent year, the property manager shall send a Notice of Lease Termination to the head of household.
4. If the non-exempt adult who fails to make up the required hours is someone other than the head of household, the remaining family members may retain their tenancy if the noncompliant adult leaves the household.
5. The family may use the **The Mixed-Finance Property Grievance Procedure** to contest the lease termination.

IX. Lease Termination Procedures

A. General Policy: Lease Termination

1. Either the Mixed-Finance Property or the Resident may terminate tenancy at any time in accordance with all applicable Federal, State and local laws and the lease terms. **24 CFR § 966.4(I)**

B. Resident-initiated Lease Terminations

1. The resident (leaseholder) may terminate tenancy by providing 30 days written notice to the Mixed-Finance Property or the property manager in accordance with the **Mixed-Finance Property Procedure on Resident-Initiated Lease Terminations**.

C. Mixed-Finance Property-initiated Lease Terminations

1. The Mixed-Finance Property or its property manager terminates the lease only for serious or repeated violations of the material provisions of the lease. **24 CFR § 966.4(I)**
2. The Property manager shall give written notice of proposed lease termination in the form required by the lease and applicable regulations, or, in the case of a resident with disability, in the format requested by the resident. **24 CFR § 966.4(I)**
3. In accordance with the lease and grievance procedure, the Mixed-Finance Property shall notify resident in the lease termination notice of resident's grievance rights if the lease termination is subject to the **Mixed-Finance Property Grievance Procedure**.

D. Eviction Actions

1. The Mixed-Finance Property may evict a resident from the unit only by bringing a Court action.
2. The Sheriff's office or another legally authorized department is the only entity authorized to execute eviction.
3. If the Mixed-Finance Property files an eviction action against a resident, the resident will be liable for Court costs, excluding attorney's fees, unless the resident prevails in the action;
4. The Mixed-Finance Property is not required to prove that the resident knew or should have known that a family member, household member, guest, or other person under the resident's control was engaged in the action that violated the lease.
5. The resident may raise as a defense that the resident did not know nor should have known about the action that violated the lease. The resident must prove this defense by the preponderance of the evidence.
6. In deciding whether or not to evict for criminal activity, the Mixed-Finance Property may consider all the circumstances of the case, including the seriousness of the offense, the extent of participation by family members and the effect that the eviction would have on family members not involved in the proscribed activity.
7. In appropriate cases, the Mixed-Finance Property may permit continued occupancy by remaining family members and may impose a condition that the family members who engaged in the proscribed activity will neither reside in nor visit the dwelling unit.
8. The Mixed-Finance Property may require a resident who has engaged in the illegal use of drugs to present evidence of successful completion of a treatment program as a condition to be allowed to visit and/or reside in the dwelling unit.

9. The Mixed-Finance Property may require that the remaining family members live in strict compliance with the lease and that the family be placed on probation for an appropriate period of time.

E. Record keeping Requirements

1. A written record of every termination and/or eviction shall be maintained by the Mixed-Finance Property, and shall contain the following information:
 - a. Name of resident, race and ethnicity, number and identification of unit occupied;
 - b. Date of the Notice of Lease Termination and any other state or local notices required, which may be on the same form and run concurrently;
 - c. For lease terminations for criminal activity, a note in the file with the date, case number and source of information relating to the Notice of Arrest or Notice of the Incident;
 - d. For “for cause” lease terminations, copies of any occurrence reports, lease violation notices, or other appropriate documentation of the underlying facts surrounding the incident that is the subject of the eviction;
 - e. Specific reason(s) for the Notice(s), with section of the lease violated, and other facts pertinent to the issuing of the Notice(s) described in detail;
 - f. Date and method of notifying resident;
 - g. Summaries of any conferences held with resident including dates, names of conference participants and conclusions;
 - h. Copy of the served Termination Notice;
 - i. Copy of any agreed settlement orders; and
 - j. Copy of any post-judgment agreements.

X. Utilities

A. Resident-Paid Utilities 24 CFR § 965 & 966.4(b)(2)

The following requirements apply to residents living in developments with resident-paid utilities:

1. In units with resident-paid utilities, paying the utility bill in a timely manner is an obligation under the lease and failure to pay in a timely manner is a serious violation of the lease, subject to lease termination. **24 CFR § 960.253(c)(3) and 966.4(b)**
2. If a resident or applicant is unable to get utilities connected because of bad credit or a previous balance owed to the utility company at a prior address, the resident or applicant will not be permitted to move into a unit with resident-paid utilities. **24 CFR § 960.203**
3. When a resident makes application for utility service in his/her own name, he or she **shall** sign a third-party notification agreement so that the Mixed-Finance Property will be notified if the resident fails to pay the utility bill.
4. Each resident will receive a monthly utility allowance that reflects a reasonable amount of utilities for the specific size and type of unit occupied. **24 CFR § 5.609**
5. Residents who pay their utility bills directly and are paying an income-based rent have the amount of rent owed to the Mixed-Finance Property reduced by the amount of the utility allowance. In other words, the resident's Total Tenant Payment, less the utility allowance equals the Tenant Rent owed to the Mixed-Finance Property.
6. When a resident's Total Tenant Payment is less than the utility allowance, the Mixed-Finance Property will pay a utility reimbursement, equal to the difference between one month's total tenant payment and the utility allowance, to the utility company on the resident's behalf. **24 CFR § 5.632**
7. Residents on whose behalf utility reimbursements are paid to the utility company are required to pay the utility supplier for any use in excess of that covered by the Utility Allowance.
8. If the resident's actual utility bill is less than the utility allowance, the resident receives the saving in the form of a credit on the utility company's billing statement.
9. When the utility supplier offers a "Budget" payment plan, the property manager shall suggest that residents use this plan to protect the resident from seasonal fluctuations in utility bills.

C. Reasonable Accommodations 24 CFR § 8.4 and 966.7

1. Residents with disabilities may be entitled to higher than normal utility allowances or may not be charged for the use of certain resident-supplied appliances if there is a verified need for special equipment because of the disability.

XI. Flat Rents and Ceiling Rents

A. Flat Rents

- a. Flat rent is the Low Income Housing Tax Credit Rent

B Annual Update of Flat Rents

1. The Mixed-Finance Property shall review the Flat Rent structure annually and adjust the rents as needed.
2. When a resident chooses Flat rent, his/her rent shall be adjusted only at the next regular re-examination/ recertification rather than at the point the Flat rent may change.

C Choice of Rent

1. Once each year, beginning with admission, each family is offered a choice between paying the income-based rent and the Flat rent applicable to the unit they will be occupying.
2. Because of the way the Federal law is written, choice of Flat rent may only be offered at admission and annual re-examination.

D. Recertification of Families on Flat Rents

Families paying flat rents are required to recertify income only every three years, rather than annually, although they are still required to participate in an annual re-examination in order to ensure that unit size is still appropriate and Community Service requirements (if applicable) are met. **24 CFR § 960.257 (a)(2)**

E. Hardship Reduction in Flat Rents

1. If a resident who opted for Flat Rent experiences a decrease in income, the property manager will perform an interim re-examination of Income.
2. If the reduction in income will last more than 30 days, the property manager must reduce rent to the income-based rent based on verified income information. **24 CFR § 960.253 (f)**
3. If the Resident's income rises again before the annual re-examination, the resident can be placed on a ceiling rent with a utility allowance (if applicable) that is the equivalent of the Flat Rent.

F. Ceiling Rents

1. Ceiling rents provide an incentive to remain in public housing to families whose flat rents were reduced to income-based rents between annual recertifications because of a hardship and whose incomes then increased so that the income-based rent is unreasonable for the housing being provided.
2. The ceiling rent is in effect only for the portion of the year between the family's interim increase in rent and their next annual re-examination (when they can elect the Flat Rent).

G. Establishing Ceiling Rents

1. The Mixed-Finance Property has established ceiling rents for all dwelling units inventory-wide. Ceiling rents equal flat rent for the applicable unit plus the utility allowance (if any).
2. The Mixed-Finance Property may revoke or raise ceiling rents at any time after giving reasonable notice to the affected tenants. Generally, ceiling rents equal the Flat Rent plus any applicable utility allowance.

3. The ceiling rent schedule will be adjusted annually to reflect changes in the Flat Rent Schedule.

XII. Determining Income and Rent

A. Annual Income 24 CFR § 5,609

The Mixed-Finance Property shall use HUD's definition of Annual Income. Should this definition be revised, HUD's definition, rather than that presented below shall be used.

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

1. The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services;
2. The net income from operation of a business or profession, including any withdrawal of cash or assets from the operation of the business. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining the net income from a business. An allowance for the straight-line depreciation of assets used in a business or profession may be deducted as provided in IRS regulations. Withdrawals of cash or assets will not be considered income when used to reimburse the family for cash or assets invested in the business;
3. Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for the straight-line depreciation of real or personal property is permitted. Withdrawals of cash or assets will not be considered income when used to reimburse the family for cash or assets invested in the property;
4. If the Family has Net Family Assets in excess of \$5,000, Annual Income shall include the greater of the actual income derived from all Net Family Assets or a percentage of the value of such Assets based on the current passbook savings rate as determined by HUD;
5. The full amount of periodic payments received from social security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts (See B. 14. below for treatment of delayed or deferred periodic payment of social security or supplemental security income benefits.);
6. Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation, and severance pay (But see paragraph B. 3. below concerning treatment of lump-sum additions as Family assets.);
7. All welfare assistance payments (Temporary Assistance to Needy Families, General Assistance) received by or on behalf of any family member;
8. Periodic and determinable allowances, such as alimony and child support payments, and regular cash and non-cash contributions or gifts received from agencies or persons not residing in the dwelling made to or on behalf of family members; and
9. All regular pay, special pay, and allowances of a family member in the Armed Forces. (See paragraph B. 7. below concerning pay for exposure to hostile fire.)

B. Excluded Income 24 CFR § 5.609

Annual Income does not include the following:

1. Income from the employment of children (including foster children) under the age of 18 years;
2. Payments received for the care of foster children or foster adults (usually individuals with disabilities, unrelated to the resident family, who are unable to live alone);
3. Lump sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance, and worker's compensation), capital gains, one-time lottery winnings, and settlement for personal property losses (but see paragraphs 4 and 5 above if the payments are or will be periodic in nature);

(See paragraph 14. below for treatment of delayed or deferred periodic payments of social security or supplemental security income benefits.)

4. Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member;
5. Income of a live-in aide, provided the person meets the definition of a live-in aide (See Section 12 of these policies);
6. The full amount of student financial assistance paid directly to the student or the educational institution;
7. The special pay to a family member serving in the Armed Forces who is exposed to hostile fire;
8. Certain amounts received that are related to participation in the following programs:
 - a. Amounts received under HUD funded training programs (e.g. Step-up program: excludes stipends, wages, transportation payments, child care vouchers, etc. for the duration of the training);
 - b. Amounts received by a person with disabilities that are disregarded for a limited time for purposes of Supplemental Security Income and benefits that are set aside for use under a Plan to Attain Self-Sufficiency (PASS);
 - c. Amounts received by a participant in other publicly assisted programs that are specifically for, or in reimbursement of, out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) to allow participation in a specific program;
 - d. A resident services stipend. A resident services stipend is a modest amount (not to exceed \$200/month) received by a public housing resident for performing a service for the Mixed-Finance Property, on a part-time basis, that enhances the quality of life in public housing. Such services may include but are not limited to, fire patrol, hall monitoring, lawn maintenance, and resident initiatives coordination. No resident may receive more than one such stipend during the same period of time; and
 - e. Incremental earnings and/or benefits resulting to any family member from participation in qualifying state or local employment training program (including training programs not affiliated with the local government), and training of family members as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives, and are excluded only for a limited period as determined in advance by the Mixed-Finance Property;

9. Temporary, non-recurring, or sporadic income (including gifts);
10. Reparation payments paid by foreign governments pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era;
11. Earnings in excess of \$480 for each full-time student 18 years old or older (excluding the head of the household and spouse);
12. Adoption assistance payments in excess of \$480 per adopted child;
13. The incremental earnings and benefits to any resident 1) whose annual income increases due to employment of a family member who was unemployed for one or more years previous to employment; or 2) whose annual income increases as the result of increased earnings by a family member during participation in any economic self sufficiency or other job training program; or 3) whose annual income increases due to new employment or increased earnings of a family member during or within six months of receiving state-funded assistance, benefits or services, will not be increased during the exclusion period. For purposes of this paragraph, the following definitions apply:
 - a. State-funded assistance, benefits or services means any state program for temporary assistance for needy families funded under Part A of Title IV of the Social Security Act, as determined by the Mixed-Finance Property in consultation with the local agencies administering temporary assistance for needy families (TANF) and Welfare-to-Work programs. The TANF program is not limited to monthly income maintenance, but also includes such benefits and services as one-time payments, wage subsidies and transportation assistance – provided that the total amount over a six-month period is at least \$500.
 - b. During the 12-month period beginning when the member first qualifies for a disallowance, the Mixed-Finance Property must exclude from Annual Income any increase in income as a result of employment. For the 12 months following the exclusion period, 50% of the income increase shall be excluded.
 - c. Regardless of how long it takes a resident to work for 12 months (to complete the first exclusion) or the second 12 months (to qualify for the second exclusion), the maximum period for the disallowance (exclusion) is 48 months.
 - d. The disallowance of increased income under this section is only applicable to current residents and will not apply to applicants who have begun working prior to admission (unless their earnings are less than would be earned working ten hours per week at minimum wage, under which they qualify as unemployed);
14. Deferred periodic payments of supplemental security income and social security benefits that are received in a lump sum payment;
15. Amounts received by the family in the form of refunds or rebates under state or local law for property taxes paid on the dwelling unit;
16. Amounts paid by a State agency to a family with a developmentally disabled family member living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home; and
17. Amounts specifically excluded by any other Federal Statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that

includes assistance under the United States Housing Act of 1937. (A notice will be published by HUD in the Federal Register identifying the benefits that qualify for this exclusion. Updates will be published and distributed when necessary.)

The following is a list of benefits excluded by other Federal Statute:

- a. The value of the allotment provided to an eligible household for coupons under the Food Stamp Act of 1977; **7 USC 2017 (h)**
- b. Payments to volunteers under the Domestic Volunteer Service Act of 1973; **42 USC 5044 (g), 5088;**
- c. Examples of programs under this Act include but are not limited to:
 - the Retired Senior Volunteer Program (RSVP), Foster Grandparent Program (FGP), Senior Companion Program (SCP), and the Older American Committee Service Program;
 - National Volunteer Antipoverty Programs such as VISTA, Peace Corps, Service Learning Program, and Special Volunteer Programs; and
 - Small Business Administration Programs such as the National Volunteer Program to Assist Small Business and Promote Volunteer Service to Persons with Business Experience, Service Corps of Retired Executives (SCORE), and Active Corps of Executives (ACE);
- d. Payments received under the Alaska Native Claims Settlement Act; **43 USC.1626 (a)**
- e. Income derived from certain submarginal land of the United States that is held in trust for certain Indian tribes; **25 USC. 459e**
- f. Payments or allowances made under the Department of Health and Human Services' Low-Income Home Energy Assistance Program; **42 USC 8624 (f)**
- g. Payments received under programs funded in whole or in part under the Job Training Partnership Act; **29 USC 1552 (b)**
- h. Income derived from the disposition of funds of the Grand River Band of Ottawa Indians; **P. L. 94-540, 90 State 2503-04**
- i. The first \$2000 of per capita shares received from judgment funds awarded by the Indian Claims Commission or the Court of Claims **25 USC 1407-08**, or from funds held in trust for an Indian Tribe by the Secretary of Interior; and **25 USC 117b, 1407**
- j. Amounts of scholarships funded under Title IV of the Higher Education Act of 1965 including awards under the Federal work-study program or under the Bureau of Indian Affairs student assistance programs: **20 USC 1087(u)**
 - Examples of Title IV programs include but are not limited to: Basic Educational Opportunity Grants (Pell Grants), Supplemental Opportunity Grants, State Student Incentive Grants, College Work Study, and Byrd Scholarships;
- k. Payments received from programs funded under Title V of the Older Americans Act of 1965: **42 USC 3056 (f)**
 - Examples of programs under this act include but are not limited to: Senior Community Services Employment Program (CSEP), National Caucus Center on the Black Aged, National Urban League, Association National Pro Personas Mayores, National Council on Aging, American Association of Retired Persons, National Council on Senior Citizens, and Green Thumb;

- l. Payments received after January 1, 1989 from the Agent Orange Settlement Fund or any other fund established in the In Re Agent Orange product liability litigation;
- m. Payments received under Maine Indian Claims Settlement Act of 1980; P.L. 96-420,94 Stat. 1785
- n. The value of any child care provided or arranged (or any amount received as payment for such care or reimbursement for costs incurred for such care) under the Child Care and Development Block Grant Act of 1990; 42 USC 9858(q)
- o. Earned income tax credit refund payments received on or after January 1, 1991; 26 USC 32 (i)
- p. Payments by the Indian Claims Commission to the Confederated Tribes and Bands of Yakima Indian Nation or the Apache Tribe of Mescalero Reservation;
- q. Allowances, earnings and payments to AmeriCorps participants under the National and Community Service Act of 1990;
- r. Any allowance paid under the provisions of 38 U.S.C. 1805 to a child suffering from spina bifida who is the child of a Vietnam veteran;
- s. Any amount of crime victim compensation (under the Victims of Crime Act) received through crime victim assistance (or payment or reimbursement of the cost of such assistance) as determined under the Victims of Crime Act because of the commission of a crime against the applicant under the Victims of Crime Act; and
- t. Allowances, earnings, and payments to individuals participating in programs under the Workforce Investment Act of 1998.

C. Anticipating Annual Income 24 CFR § 5.609(d)

If it is not feasible to anticipate income for a 12-month period, the Mixed-Finance Property may use the annualized income anticipated for a shorter period, subject to an Interim Adjustment at the end of the shorter period. (This method would be used for school bus drivers or classroom aides who are only paid for 9 months, or for tenants receiving unemployment compensation.)

D. Adjusted Income (24 CFR § 5.611)

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

For All Families

1. **Child Care Expenses** — A deduction of amounts anticipated to be paid by the family for the care of children under 13 years of age for the period for which Annual Income is computed, BUT ONLY when such care is necessary to enable a family member to be gainfully employed, to seek employment or to further his/her education. Amounts deducted must be unreimbursed expenses and shall not exceed: (a) the amount of income earned by the family member released to work; or (b) an amount determined to be reasonable by Mixed-Finance Property when the expense is incurred to permit education or to seek employment.
2. **Dependent Deduction** — An exemption of \$480 for each member of the family residing in the household (other than the head of household, or spouse, Live-in Aide, foster adult or foster child) who is under eighteen years of age or who is eighteen years of age or older and disabled, or a full-time student.

3. **Work-related Disability Expenses** — a deduction of unreimbursed amounts paid for attendant care or auxiliary apparatus expenses for family members with disabilities where such expenses are necessary to permit a family member(s), including the disabled member, to be employed. In no event may the amount of the deduction exceed the employment income earned by the family member(s) freed to work.

Equipment and auxiliary apparatus may include but are not limited to: wheelchairs, lifts, reading devices for the visually impaired, and equipment added to cars and vans to permit their use by the disabled family member. Also included would be the annualized cost differential between a car and the cost of a van required by the family member with disabilities.

- a. For non-elderly families and elderly or disabled families without medical expenses: the amount of the deduction equals the cost of all unreimbursed expenses for work-related disability expense less three percent of Annual Income, provided the amount so calculated does not exceed the employment income earned.
- b. For elderly or disabled families with medical expenses: the amount of the deduction equals the cost of all unreimbursed expenses for work-related disability expense less three percent of Annual Income (provided the amount so calculated does not exceed the employment income earned) PLUS medical expenses as defined below.

For elderly and disabled families only:

4. **Medical Expense Deduction** — A deduction of unreimbursed Medical Expenses, including insurance premiums, anticipated for the period for which Annual Income is computed.

Medical expenses include but are not limited to: services of physicians and other health care professionals, services of health care facilities, health insurance premiums (including the cost of Medicare), prescription and non-prescription medicines, transportation to and from treatment, dental expenses, eyeglasses, hearing aids and batteries, attendant care (unrelated to employment of family members), and payments on accumulated medical bills. To be considered by the Mixed-Finance Property for the purpose of determining a deduction from income, the expenses claimed must be verifiable.

- a. For elderly or disabled families without work-related disability expenses: The amount of the deduction shall equal total medical expenses less three percent of annual income.
 - b. For elderly or disabled families with both work-related disability expenses and medical expenses: the amount of the deduction is calculated as described in paragraph 3 (b) above.
5. **Elderly/Disabled Household Exemption**— An exemption of \$400 per household. See Definitions in the next section.
 6. **Optional Deductions/Exemptions:** The Mixed-Finance Property may amend this policy and grant further deductions. Any such deduction would be noted here. HUD does not increase operating subsidy to offset additional deductions.

E. Computing Income-based Rent and Choice of Rent 24 CFR § 5.628

1. Total Tenant Payment (TTP)

- a. The first step in computing income-based rent is to determine each family's Total Tenant Payment.

- b. Then, if the family is occupying a unit that has tenant-paid utilities, the Utility Allowance is subtracted from the Total Tenant Payment.
- c. The result of this computation, if a positive number, is the Tenant Rent.
- d. If the Total Tenant Payment less the Utility Allowance is a negative number, the result is the utility reimbursement, which is paid directly to the utility company by the Mixed-Finance Property.

Total Tenant Payment (income-based rent) is the higher of:

- 30% of adjusted monthly income **or** 10% of monthly income **but**,
- The rent is never less than the Minimum Rent of \$50; **and**
- The rent is usually not more than the Flat Rent (if the family chooses a flat rent).

2. Tenant rent

- a. Tenant rent is computed by subtracting the utility allowance for tenant-supplied utilities (if applicable) from the Total Tenant Payment.
- b. In developments where the Mixed-Finance Property pays all utility bills directly to the utility supplier, Tenant Rent equals Total Tenant Payment. **24 CFR § 5.634**

3. Minimum Rent

The Minimum Rent shall be \$50 per month.

4. Minimum rent hardship exemption

A hardship exemption shall be granted to residents who can document that they are unable to pay the \$50 because of a long-term hardship (over 90 days). Examples of situations under which residents would qualify for the hardship exemption to the minimum rent are limited to the following: **24 CFR § 5.630**

- a. The family has lost eligibility for or is applying for an eligibility determination for a Federal, State or local assistance program;
 - b. The family would be evicted as result of the imposition of the minimum rent requirements;
 - c. The income of the family has decreased because of changed circumstances, including loss of employment; and
 - d. A death in the family has occurred;
- 5. If a family receives an exemption from paying the minimum rent as described above, the leaseholder shall have an obligation to perform additional neighborhood service as described in the Economic Independence Policy, contained herein.
 - 6. Being exempted from paying minimum rent does not mean the family automatically pays nothing. Instead, the family is required to pay the greater of 30% of Adjusted Monthly Income or 10 percent of monthly income.
- ## 7. Choice of Rent

At initial certification and at each subsequent annual re-examination the resident shall be offered a choice of paying either the income-based rent or the Flat Rent applicable to the unit they will be occupying.

XIII. Definitions of Terms Used in This Statement of Policies

1. Accessible dwelling units— When used with respect to the design, construction or alteration of an individual dwelling unit, means that the unit is located on an accessible route and when designed, constructed, altered, or adapted can be approached, entered, and used by individuals with physical disabilities. A unit that is on an accessible route and is adaptable and otherwise in compliance with the standards set forth in **24 CFR § 8.32 & § 40** (the Uniform Federal Accessibility Standards) is “accessible” within the meaning of this paragraph.

When an individual dwelling unit in an existing facility is being modified for use by a specific individual, the unit will not be deemed accessible, even though it meets the standards that address the impairment of that individual, unless it also meets the UFAS standards.

2. Accessible Facility - Means all or any portion of a facility other than an individual dwelling unit used by individuals with physical disabilities. **24 CFR § 8.21**
3. Accessible Route - For persons with a mobility impairment, a continuous unobstructed path that complies with space and reach requirements of the Uniform Federal Accessibility Standards. For persons with hearing or vision impairments, the route need not comply with requirements specific to mobility. **24 CFR § 8.3 & § 40.3.5**
4. Adaptability - Ability to change certain elements in a dwelling unit to accommodate the needs of disabled and non-disabled persons; or ability to meet the needs of persons with different types & degrees of disability. **24CFR § 8.3 & § 40.3.5**
5. Alteration - Any change in a facility or its permanent fixtures or equipment. It does not include: normal maintenance or repairs, re-roofing, interior decoration or changes to mechanical systems. **24 CFR § 8.3 & § 8.23 (b)**
6. Applicant – An individual or a family that has applied for admission to housing.
7. Area of Operation – The City of East St. Louis.
8. Assets - Assets means “cash (including checking accounts), stocks, bonds, savings, equity in real property, or the cash value of life insurance policies. Assets do not include the value of personal property such as furniture, automobiles and household effects or the value of business assets.” See the definition of Net Family Assets, for assets used to compute annual income. **24 CFR § 5.603**
9. Auxiliary Aids - Means services or devices that enable persons with impaired sensory, manual, or speaking skills to have an equal opportunity to participate in and enjoy the benefits of programs or activities. **24 CFR § 8.3**
10. Care attendant - A person that regularly visits the unit of a Mixed-Finance Property resident to provide supportive or medical services. Care attendants are not live-in aides, since they have their own place of residence (and if requested by Mixed-Finance Property must demonstrate separate residence) and do not live in the public housing unit. Care attendants have no rights of tenancy.
11. Citizen – Citizen (by birth or naturalization) or national of the United States. **24CFR § 5.504**
12. Co-head of household – One of two persons held responsible and accountable for the family.
13. Covered Families for Welfare Benefits – Families who receive welfare assistance or other public assistance benefits (welfare benefits) from a state or other public agency (welfare

agency) under a program for which federal, state or local law requires that a member of the family participate in an economic self sufficiency program as a condition for such assistance.

14. Covered Person – For the purposes of lease enforcement, covered person means a tenant, any member of the tenant’s household, a guest or another person under the tenant’s control. **24 CFR § 5.A**
15. Dependent - A member of the household, other than head, spouse, sole member, foster child, or Live-in Aide, who is under 18 years of age, or 18 years of age or older and disabled, or a full-time student. **24 CFR § 5.603**
16. Designated Family - Means the category of family for whom Mixed-Finance Property elects (subject to HUD approval) to designate a project (e.g. elderly family in a project designated for elderly families) in accordance with the 1992 Housing Act. **PL 96-120**
17. Designated housing (or designated project) - A project(s), or portion of a project(s) designated for elderly only or for disabled families only in accordance with **PL 96-106**.
18. Development – The whole of one or more residential structures and appurtenant structures, equipment, roads, walks, and parking lots that are covered by a single contract for federal financial assistance, or are treated as a whole for processing purposes, whether or not located on a common site. **24 CFR § 5.603**
19. Disability Assistance Expenses – Reasonable expenses that are anticipated during the period for which annual income is computed for attendant care or auxiliary apparatus for a disabled family member that are incurred to permit an adult family member (including the person with disability) to be employed, provided that the expenses are not paid to a family member, reimbursed by an outside source, and exceed 3 percent of Annual Income.
20. Disabled Family - A family whose head, spouse or sole member is a person with disabilities. (Person with disabilities is defined later in this section.) The term includes two or more persons with disabilities living together, and one or more such persons living with one or more persons including live-in aides determined to be essential to the care and well being of the person or persons with disabilities. A disabled family may include persons with disabilities who are elderly. **24 CFR § 5.403**
21. Displaced Person – A person who is displaced by governmental action or a person whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or formally recognized pursuant to federal disaster relief laws **24 CFR § 5.403(b)** For purposes of redevelopment activities, a family may also be displaced as defined in the Uniform Relocation Act. Such families have been displaced if they have been required to permanently move from real property for the rehabilitation or demolition of such property. These families may be entitled to specified benefits under the Uniform Relocation Act. **49 CFR § 24.2**
22. Divestiture Income - Imputed income from assets, including business assets, disposed of by applicant or resident in the last two years at less than fair market value. (See the definition of Net Family Assets **24 CFR § 5.603** in this section.)
23. Drug-Related Criminal Activity – The illegal manufacture, sale, distribution, use or possession of a controlled substance with intent to manufacture, sell, distribute, or use the drug. **24 CFR § 5.A**
24. Economic Self Sufficiency Program Any program designed to encourage, assist, train, or facilitate the economic independence of HUD-assisted families or to provide work for such

families. These programs include programs for job training, employment, counseling, work placement, basic skills training, education, English proficiency, workfare, financial or household management, apprenticeship, and any program necessary to ready a participant for work (including substance abuse or mental health treatment) or other work activities. **24 CFR § 5.603**

25. Elderly Family - A family whose head or spouse (or sole member) is at least 62 years of age. It may include two or more elderly persons living together, and one or more such persons living with one or more persons, including live-in aides, determined to be essential to the care and well-being of the elderly person or persons. An elderly family may include elderly persons with disabilities and other family members who are not elderly. **24 CFR § 5.403**
26. Elderly Person - A person who is at least 62 years of age. **42 USC 1437a(b)(3)**
27. Eligible Immigration Status – For a non-citizen, verification of immigration status eligible for assisted housing consisting of a signed certification and the original copy of an acceptable INS document. **24 CFR § 50508**
28. Emancipated Minor – A person under age 18 who does not live or intend to live with his/her parents, and who has been declared “emancipated” by a court of competent jurisdiction. An emancipated minor is eligible to be a head of household and sign a Mixed-Finance Property lease.
29. Extremely Low Income Family – A Family whose Annual Income is equal to or less than 30% of Area Median Income, as published by HUD adjusted for family size.
30. Family - Two or more persons (with or without children) regularly living together, related by blood, marriage, adoption, guardianship or operation of law who will live together in Mixed-Finance Property housing; **OR** two or more persons who are not so related, but are regularly living together, can verify shared income or resources who will live together in Mixed-Finance Property housing.

The term family also includes: Elderly family (Definition #25), Near elderly family (Definition #47) disabled family (Definition #20), displaced person (Definition #21), single person (Definition #58), the remaining member of a tenant family, or a kinship care arrangement (Definition #39). Other persons, including members temporarily absent (e.g. a child temporarily placed in foster care or a student temporarily away at college), may be considered a part of the applicant family’s household if they are living or will live regularly with the family. **24 CFR §§ 5 and 960**

Live-in Aides (Definition #38) may also be considered part of the applicant family’s household. However, live-in aides are not family members and have no rights as remaining family members.

Foster Care Arrangements include situations in which the family is caring for a foster adult, child or children in their home who have been placed there by a public child placement agency, or a foster adult or adults placed in the home by a public adult placement agency. These individuals are household members but are not family members and have no rights as remaining family members.

For purposes of continued occupancy: the term family also includes the remaining member of a resident family with the capacity to execute a lease.

31. Foster Adult – An adult (usually a person with disabilities) who is placed in someone’s home by a governmental agency so the family can help with his/her care. Foster adults may be members of Mixed-Finance Property households, but they have no rights as remaining family members. The income received by the family for the care of a Foster Adult is excluded from Annual Income.
32. Full-Time Student - A person who is carrying a subject load that is considered full-time for day students under the standards and practices of the educational institution attended. Educational institution shall include but not be limited to: college, university, secondary school, vocational school or trade school. **24 CFR 5.603**
33. Guest – For the purposes of resident selection and lease enforcement, a guest is a person temporarily staying in the unit with the consent of the resident or other member of the household who has express or implied authority to so consent on behalf of the resident. **24CFR § 5.A**
34. Head of the Household - Head of the household means the family member (identified by the family) who is held responsible and accountable for the family.
35. Imputed Welfare Income – The amount of Annual Income by which a resident’s welfare grant has been reduced because of welfare fraud or failure to comply with economic self sufficiency requirements that is, nonetheless, included in Annual Income for determining rent. **24 CFR § 5.615(b)**
36. Individual with Disabilities, Section 504 definition **24 CFR § 8.3**

Section 504 definitions of Individual with Handicaps and Qualified Individual with disabilities are not the definitions used to determine program eligibility. Instead, use the definition of person with disabilities as defined later in this section. Note: the Section 504, Fair Housing, and Americans with Disabilities Act (ADA) definitions are similar. ADA uses the term “individual with a disability”. Individual with disabilities means any person who has:

- a. A physical or mental impairment that:
 - substantially limits one or more major life activities;
 - has a record of such an impairment; or
 - is regarded as having such an impairment.
- b. For purposes of housing programs, the term does not include any individual who is an alcoholic or drug abuser whose current use of alcohol or drugs prevents the individual from participating in the program or activity in question, or whose participation, by reason of such current alcohol or drug abuse, would constitute a direct threat to property or the safety of others.
- c. Definitional elements:

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

Any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities. The term “physical or mental

impairment” includes, but is not limited to, such diseases and conditions as orthopedic, visual, speech and hearing impairments, cerebral palsy, autism, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, drug addiction and alcoholism.

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

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

“Is regarded as having an impairment” means has a physical or mental impairment that does not substantially limit one or more major life activities but that is treated by a recipient as constituting such a limitation; or

Has a physical or mental impairment that substantially limits one or more major life activities only as result of the attitudes of others toward such impairment; or

Has none of the impairments defined in this section but is treated by a recipient as having such an impairment.

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

- d. The 504 definition of disability does not include homosexuality, bisexuality, or transvestitism. Note: These characteristics do not disqualify an otherwise disabled applicant/resident from being covered.

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

37. Kinship care - An arrangement in which a relative or non-relative becomes the primary caregiver for a child or children but is not the biological parent of the child or children. The primary caregiver need not have legal custody of such child or children to be a kinship caregiver under this definition. (Definition provided by the Kinship Care Project, National Association for Public Interest Law) The primary caregiver must be able to document Kinship care, which is usually accomplished through school or medical records.
38. Live-in Aide - A person who resides with an elderly person(s), near elderly person(s) or person(s) with disabilities and who: (a) is determined by the Mixed-Finance Property to be essential to the care and well being of the person(s); (b) is not obligated to support the family member; and (c) would not be living in the unit except to provide the necessary supportive services. **24 CFR 5.403**
39. Low-Income Household - A family whose annual income does not exceed 80 percent of the median income for the area as determined by HUD with adjustments for smaller family size. **42 USC 1437a(b)**

40. Medical Expense Allowance - For purposes of calculating adjusted income for elderly or disabled families only, medical expenses mean the medical expense not compensated for or covered by insurance in excess of 3% of Annual Income. **24 CFR § 5.603**
41. Minor - A minor is a person less than 18 years of age. An unborn child will not be considered as a minor. (See definition of dependent.) Some minors are permitted to execute contracts, provided a court declares them “emancipated”.
42. Mitigating Circumstances Review Reviews the cases of applicants who wish to refute negative information that will likely result in the rejection of their applications for housing.
43. Mixed Family – A family with either citizen or eligible immigrant members and members that are neither citizens nor eligible immigrants. Such a family will be charged a pro-rated rent. **24 CFR § 5.504**
44. Mixed Population Project - Means a public housing project for elderly and disabled families. The Mixed-Finance Property is not required to designate this type of project.
45. Multifamily housing project - For purposes of Section 504, means a project containing five or more dwelling units. **24 CFR § 8.3**
46. National – A person who owes permanent allegiance to the United States, for example, as a result of birth in a United States territory or possession. **24 CFR § 5.504**
47. Near-elderly family - Means a family whose head, spouse, or sole member is a near-elderly person who may be a person with a disability. The term includes two or more near-elderly persons living together, and one or more such persons living with one or more persons who are determined to be essential to the care or well-being of the near-elderly person or persons. A near-elderly family may include other family members who are not near-elderly. **24 CFR § 5.403**
48. Near-elderly person - Means a person who is at least 50 years of age but below 62, who may be a person with a disability. **42 USC 1437a(b)(3)**
49. Net Family Assets - The net cash value, after deducting reasonable costs that would be incurred in disposing of: 24 CFR § 5.603
 - a. Real property (land, houses, mobile homes);
 - b. Savings (CDs, IRA or KEOGH accounts, checking and savings accounts, precious metals);
 - c. Cash value of whole life insurance policies;
 - d. Stocks and bonds (mutual funds, corporate bonds, savings bonds); AND
 - e. Other forms of capital investments (business equipment).

Net cash value is determined by subtracting the reasonable costs likely to be incurred in selling or disposing of an asset from the market value of the asset. Examples of such costs are: brokerage or legal fees, settlement costs for real property, or penalties for withdrawing saving funds before maturity.

Net Family assets also include the amount in excess of any consideration received for assets disposed of by an applicant or resident for less than fair market value during the two years preceding the date of the initial certification or re-examination. This does not apply to assets transferred as the result of a foreclosure or bankruptcy sale.

In the case of a disposition as part of a separation or divorce settlement, the disposition will not be considered to be less than fair market value if the applicant or resident receives important considerations not measurable in dollar terms.

50. Other Person Under the Resident's Control - For the purposes of resident selection and lease enforcement means that the person, although not staying as a guest in the unit is, or was at the time of the activity in question, on the premises because of an invitation from the resident or other member of the household who has express or implied authority to so consent on behalf of the resident. Absent evidence to the contrary, a person temporarily and infrequently on the premises solely for legitimate commercial purposes is not "under the resident's control". **24CFR § 5.A**
51. Person with disabilities¹⁸ **42 USC 1437a(b)(3)** means a person¹⁹ who —
- a. Has a disability as defined in Section 223 of the Social Security Act **42 USC 423** ; or,
 - b. Has a physical or mental impairment that:
 - Is expected to be of long continued and indefinite duration;
 - Substantially impedes his/her ability to live independently; and,
 - Is of such nature that such disability could be improved by more suitable housing conditions; or,
 - c. Has a developmental disability as defined in Section 102 (5) (b) of the Developmental Disabilities Assistance and Bill of Rights Act **42 USC 6001 (5)**.
52. Portion of Development - Includes, one or more buildings in a multi-building project; one or more floors of a development or developments; a certain number of dwelling units in a development or developments. **24CFR § 945.105**
53. Refusal of Housing – An applicant's choice not to accept a Mixed-Finance Property's offer of housing without good cause.
54. Rejection for Housing – A Mixed-Finance Property's determination not to accept an applicant either because of ineligibility or failing applicant screening.
55. Qualified Individual with Disabilities, Section 504 - means an individual with disabilities who meets the essential eligibility requirements and who can achieve the purpose of the program or activity without modifications in the program or activity that the Mixed-Finance Property can demonstrate would result in a fundamental alteration in its nature.
- a. Essential eligibility requirements include: ...stated eligibility requirements such as income as well as other explicit or implicit requirements inherent in the nature of the program or activity, such as requirements that an occupant of multifamily housing be capable of meeting the recipient's selection criteria and be capable of complying with all obligations of occupancy with or without supportive services provided by persons other than that of the Mixed-Finance Property.

¹⁸ NOTE: this is the program definition for public housing. The 504 definition does not supersede this definition for eligibility or admission. **24 CFR 8.4 (c) (2)**

¹⁹ A person with disabilities may be a child.

- b. For example, a chronically mentally ill person whose particular condition poses a significant risk of substantial interference with the safety or enjoyment of others or with his or her own health or safety in the absence of necessary supportive services may be “qualified” for occupancy in a project where such supportive services are provided by the Mixed-Finance Property as a part of the assisted program. The person may not be ‘qualified’ for a project lacking such services. **24 CFR § 8.3**
56. Service Provider - A person or organization qualified and experienced in the provision of supportive services, that is in compliance with applicable licensing requirements imposed by state or local law for the type of service to be provided. The service provider may be either a for-profit or a non-profit entity.
57. Single Person - A person who is not an elderly person, a person with disabilities, a displaced person, or the remaining member of a resident family.
58. Spouse - Spouse means the husband or wife of the head of the household.
59. Tenant Rent - The amount payable monthly by the Family as rent to the Mixed-Finance Property. If all utilities (except telephone) and other essential housing services are supplied by the Mixed-Finance Property, Tenant Rent equals Total Tenant Payment. If some or all utilities (except telephone) and other essential housing services are not supplied by the Mixed-Finance Property the cost thereof is not included in the amount paid as rent, and Tenant Rent equals Total Tenant Payment less the Utility Allowance **24 CFR § 5.6**.
60. Total Tenant Payment (TTP) - The TTP is calculated using the following formula:
 The greater of 30% of the monthly Adjusted Income (as defined in these policies) or 10% of the monthly Annual Income (as defined in these policies), but never less than the Minimum Rent. If the Resident pays utilities directly to the utility supplier, the amount of the Utility Allowance is deducted from the TTP. **24 CFR §5.6** See definition for Tenant Rent.
61. Uniform Federal Accessibility Standards - Standards for the design, construction, and alteration of publicly owned residential structures to insure that physically disabled persons will have ready access to and use of such structures. The standards are set forth in Appendix A to 24 CFR Part 40. See cross-reference to UFAS in 504 regulations, **24 CFR § 8.32 (a)**.
62. Utilities - Utilities means water, electricity, gas, other heating, refrigeration and cooking fuels, trash collection, and sewerage services. Telephone service is not included as a utility. **24 CFR § 965.473**
63. Utility Reimbursement - Funds reimbursed to the resident or the utility company on the resident’s behalf if the utility allowance exceeds the Total Tenant Payment. Families paying Flat rent do not receive Utility Allowances and, consequently, will never qualify for utility reimbursements.
64. Very Low-Income Family – A very low income family has an Annual Income less than 50 percent of the median Annual Income for the area, adjusted for family size, as determined by HUD.
65. Welfare Assistance– Welfare or other payments to families or individuals based on need, that is made under programs, separately or jointly, by federal, state or local governments.
66. Work Activities – As used in the HUD definitions at **24 CFR § 5.603** the term work activities means:

- a. Unsubsidized employment;
- b. Subsidized private sector employment;
- c. Subsidized public sector employment;
- d. Work experience (including work associated with the refurbishing of publicly assisted housing) if sufficient private sector employment is not available;
- e. On-the-job training;
- f. Job search and job readiness programs;
- g. Community service programs;
- h. Vocational educational training (< 12 months);
- i. Job skills training directly related to employment;
- j. Education directly related to employment, in the case of a recipient who has not received a high school diploma or certificate of high school equivalency;
- k. Satisfactory attendance at a secondary school or in a course of study leading to a certificate of general equivalence; or
- l. The provision of childcare services to an individual who is participating in a community service program.

FY 2005 ANNUAL PLAN – REVISION 1

**ATTACHMENT BB
RESIDENTIAL LEASE AGREEMENT FOR ACC-ASSISTED & PROJECT
BASED ASSISTANCE SECTION 8 UNITS**

EAST LAKE MANAGEMENT GROUP, INC.
RESIDENTIAL LEASE AGREEMENT
for ACC-ASSISTED and PROJECT BASED ASSISTANCE SECTION 8 UNITS
CENTRAL CITY APARTMENTS
THIS LEASE IN TWO PARTS:

Part I establishes the Terms and Conditions of the lease. These apply to all residents;

Part II is a lease contract. This is executed by the Resident and East Lake Management Group, Inc. (“Landlord”), acting as agent for East Lake / Central City, L.P. (“Owner”). This lease includes Part I Terms and Conditions (by reference) and Part II which includes the following information specific to each family’s circumstances:

- Identification of all members of Resident household by relationship to the Head of the Household, their social security numbers, ages (at the time of lease execution) and dates of birth (DOB);
- Unit address, occupancy, date, and unit number;
- Pro-rated and full monthly rent amount, security deposit required, pro-rated and full monthly utility allowance provided (if any), pro-rated and full monthly utility reimbursement (if any) and the amount of any other charges due under the lease;
- Utilities and appliances provided by the Landlord with the unit;
- All pamphlets or informational materials provided to Resident;
- Signature line for the parties to the lease (all adult members of Resident household must sign the lease);
- Emergency telephone number for Resident to use if maintenance problems arise with the unit outside of normal Landlord working hours.

**Part 1 of the RESIDENTIAL LEASE AGREEMENT for ACC-ASSISTED and
PROJECT BASED ASSISTANCE SECTION 8 UNITS:**

TERMS AND CONDITIONS

CENTRAL CITY APARTMENTS

THIS LEASE AGREEMENT (called the “Lease”) is between East Lake Management Group, Inc. (“Landlord”), and Resident named in Part II of this Lease (called “Resident”) for a dwelling unit in Central City Apartments (called the “Development”). [966.4(a)]. Landlord is acting as agent for East Lake / Central City, L.P. (“Owner”). Landlord and Resident acknowledge that the terms of this Lease are subject to the Housing Authority of the City of East St. Louis (“ESLHA”) Admissions and Continued Occupancy Policy, as amended from time to time (“ACOP”).

I. Description of the Parties and Premises: [966.4(a)]

- (a) The Landlord, using verified data about income, family composition, and needs, leases to Resident, the property (called “premises” or “dwelling unit”) described in Part II of this Lease Agreement, subject to the terms and conditions contained in this Lease. [966.4(a)]
- (b) Premises must be used only as a private residence, solely for Resident and the household members named in Part II of the Lease. The Landlord may, by prior written approval, consent to Resident’s use of the unit for legal profit-making activities incidental to the residential use subject to the Landlord’s policy on such activities. [966.4 (d) (1 & 2)]
- (c) Any additions to the household members named on the Lease, including Live-in Aides and foster children, but excluding natural births, adoptions, and children added through court-awarded custody require the advance written approval of the Landlord. Such approval will be granted only if the new family members pass the Landlord’s screening criteria and a unit of the appropriate size is available. Permission to add Live- in Aides and foster children shall not be unreasonably refused. [966.4(f)(3)]

Resident agrees to wait for the Landlord’s approval before allowing additional persons to move into the Premises. Failure on the part of the Resident to comply with this provision is a serious violation of the material terms of the Lease, for which the Landlord may terminate the Lease in accordance with Section XVI. [966.4(f)(3)]

- (d) Deletions (for any reason) from the household members named on the Lease shall be reported by the Resident to the Landlord in writing within 30 days of the occurrence. [966.4 (c)(1) & (2) & (f)(3)]

II. Lease and Amount of Rent

- (a) The initial term of this Lease shall begin on the Lease Commencement Date stipulated in Part II of this Lease, and shall continue for a period of twelve (12) months. Unless otherwise modified or terminated in accordance with Section XIV, this Lease shall automatically be renewed for successive terms of one year (12) months. [966.4 (a)(2)]

The rent amount is stated in Part II of this Lease. Rent shall remain in effect unless adjusted by Landlord in accordance with Section VII herein.

As a public housing assistance recipient, Resident has the option, upon lease commencement and annually thereafter at the annual recertification, to pay flat rent (market value) or income-based rent. The flat rent for the dwelling unit is listed in Part II of this Lease.

The amount of the income-based rent (Total Tenant Payment and Tenant Rent) shall be determined by Landlord in compliance with HUD regulations and requirements and in accordance with the Central City Apartments Management Plan and the ACOP as applicable.

- (b) **Rent is DUE and PAYABLE in advance on the first day of each month and shall be considered delinquent after the fifth calendar day of the month. FAILURE TO PAY RENT WHEN DUE HEREUNDER SHALL CONSTITUTE A MATERIAL VIOLATION OF THIS DWELLING LEASE.** Rent may include utilities as described in Section VI below, and includes all maintenance services due to normal wear and tear. [966.4 (b)(1), (e)(1) & (3)].

When the Landlord makes any change in the amount of Total Tenant Payment or Tenant Rent, the Landlord shall give written notice to the Resident. The notice shall state the new amount, and the date from which the new amount is applicable. Rent redeterminations are subject to the Central City Apartments Grievance Procedure for ACC-Assisted Units and the Central City Apartments Informal Review and Hearing Procedures for Project Based Assistance Section 8 Units. The notice shall also state that Resident may ask for an explanation of how the amount is computed by the Landlord. If Resident asks for an explanation, the Landlord shall respond in a reasonable time. [966.4(c) (4)]

- (c) Minimum Rent payable by the Resident is \$50. Provision will be made for exemption due to financial hardship as defined in the ACOP.
- (d) Additional information may be posted in the Management Office.

III. Other Charges

In addition to rent, Residents are responsible for the payment of certain other charges specified in this Lease. The types(s) and amount(s) of other charges are specified in Part II of this Lease Agreement. Other charges can include: [966.4 (b) (2)]

- (a) **Maintenance costs** – The cost for services or repairs due to intentional or negligent damage to the dwelling unit, common areas or grounds beyond normal wear and tear, caused by Resident, household members or by guests. When the Landlord determines that needed maintenance is not caused by normal wear and tear, Resident shall be charged for the cost of such service, either in accordance with the Schedule of Maintenance Charges posted by the Landlord or (for work not listed on the Schedule of Maintenance Charges) based on the actual cost to the Landlord for the labor and materials needed to complete the work. If overtime work is required, overtime rates shall be charged. [966.4 (b) (2)]
- (b) **Utility Surcharges** – In cases where utilities are provided by the Landlord, a charge shall be assessed for excess utility consumption due to the operation of major resident-supplied appliances. This charge does not apply to Residents who pay their utilities directly to a utility supplier. [966.4 (b) (2)]
- (c) **Late Charges** – If the tenant does not pay the full amount of the rent shown in Part II by the end of the 5th day of the month, Landlord may collect a fee of \$5 on the 6th day of the month. Thereafter, Landlord may collect \$1 for each additional day the rent remains unpaid during the month it is due up to a maximum cumulative charge of \$20. Landlord shall provide written notice of the amount of any charge in addition to Resident Rent, and when the charge is due. Charges in addition to rent are due no sooner than two weeks after Resident receives Landlord's written notice of the charge.

IV. Payment Location

Rent and other charges shall be paid by mail or personal service to Landlord's offices at _____. CASH PAYMENTS WILL NOT BE ACCEPTED. However, if needed as a reasonable accommodation, Landlord shall make other arrangements for payment of rent.

V. Security Deposit

- (a) **Resident Responsibilities:** Resident agrees to pay a Security Deposit in an amount equal to one month's Rent, or a minimum of \$100 if the monthly Rent is less than \$100. If Resident claims financial hardship (as defined in the ACOP), Landlord shall have discretion to waive amounts over \$100 or to develop with the

Resident a payment plan for that amount. The dollar amount of the Security Deposit is noted in Part II of this Residential Lease. [966.4 (b)(5)]

(b) **Landlord's Responsibilities:** The Landlord will use the Security Deposit at the termination of this Lease:

(1) To pay the cost of any rent or any other charges owed by Resident at the termination of this Lease.

(2) To reimburse the cost of repairing any intentional or negligent damages to the dwelling unit caused by Resident, household members, or guests.

(c) The Landlord shall not charge a higher security deposit for Residents with disabilities that use wheelchairs and/or have service or companion animals necessary as a reasonable accommodation.

The Security Deposit may not be used to pay rent or other charges while Resident occupies the dwelling unit. No refund of the Security Deposit will be made until unit Resident has vacated, and dwelling unit has been inspected by the Landlord.

The return of a security deposit shall occur within 60 days after Resident moves out and returns the keys to the premises. The Landlord agrees to return the Security Deposit to Resident when he/she vacates, less any deductions for any costs indicated above, so long as Resident furnishes the Landlord with a forwarding address. If any deductions are made, the Landlord will furnish Resident with a written statement of any such costs for damages and/or other charges deducted from the Security Deposit.

VI. Utilities and Appliances [966.4 (b)(1)]

(a) **Landlord—Supplied Utilities:** If indicated by an (X) on Part II (6) of the Lease Agreement, the Landlord will supply the indicated utility(ies): electricity, natural gas, heating fuel, water, or sewer service. The Landlord will not be liable for the failure to supply utility service for any cause whatsoever beyond its control.

If indicated by an (X) on Part II of the Lease Agreement, the Landlord will provide a cooking range and refrigerator. Other major electrical appliances, air conditioners, freezers, extra refrigerators washers, dryers, etc., may be installed and operated only with the written approval of the Landlord. A monthly utility surcharge will be payable by the Resident for the electricity used in the operation of such appliances, as shown in Part II (8) of this Lease and on the Schedule posted in the Management Office. [966.502 (c)]

(b) **Resident – Paid Utilities:** In cases where Landlord does not supply electricity, natural gas, or heating fuel, a Utility Allowance shall be established, appropriate for the size and type of dwelling unit for utilities. Resident pays directly to the utility supplier. The Total Tenant Payment less the utility allowance equals

Tenant Rent. If the Utility Allowance exceeds the Total Tenant Payment, the Landlord will pay a Utility Reimbursement to the Resident or the utility company each month. [5.603]

Landlord may change the Utility Allowance at any time during the term of the Lease, and shall give Resident 60 days written notice of the revised allowance along with any resultant changes in Tenant Rent or Utility Reimbursement. [965.502 (c)]

If Resident's actual utility bill exceeds the Utility Allowance, Resident shall be responsible for paying the actual bill to the supplier. If Resident's actual utility bill is LESS than the utility allowance, Resident shall receive the benefit of such saving.

- (c) Resident Responsibilities: Resident agrees to use in a reasonable manner and not waste the utilities provided by the Landlord and to comply with any applicable law, regulation, and guideline of any governmental entity regulating utilities or fuel. [966.4 (f)(8)]

Resident also agrees to abide by any local ordinance or Resident Rules and Regulations issued by Landlord restricting or prohibiting the use of space heaters.

- (d) If a Resident requires the use of specialized equipment because of the resident's disability, and such equipment uses utilities, the utility allowance shall be increased to cover the increased costs as a reasonable accommodation.

VII. Terms and Conditions

The following terms and conditions of occupancy are made a part of the Lease.

- (a) **Use and Occupancy of Dwelling:** Resident shall have the right to exclusive use and occupancy of the dwelling unit for Resident and other household members listed on the Lease. With the prior written consent of the Landlord, members of the household may engage in legal profit making activity in the dwelling unit incidental to the residential use. [966.4 (d)(1) & (2)]

This provision permits accommodation of Resident's guests or visitors (who reside in the local area) for periods not exceeding three (3) days within a six month interval without written permission. Out of town guests(s) must be approved in writing in advance for permission to stay up to seven (7) days within a six month interval. Out of town guests) must have identification for verification. Residents may not allow authorized guests to occupy the leased unit for a period exceeding 24 hours while Resident is away from the leased unit. Permission may be granted, upon written request to the Landlord, for an extension of these provisions. For the purpose of this Section, visitor/guest shall be defined

as a person on housing premises with permission from the head of household or household member. Guests shall be subjected to the terms of the Landlord's Resident Rules and Regulations, including any Barred Persons list established by Landlord.

- (b) **Ability to comply with Lease Terms:** If, during the term of this Lease, Resident, by reason of physical or mental impairment, is no longer able to comply with the material provisions of this Lease and cannot make arrangements for someone to aid him/her in complying with the Lease, and the Landlord cannot make any reasonable accommodation that would enable Resident to comply with the Lease; THEN, the Landlord will assist Resident, or designated members(s) of Resident's family, to find more suitable housing. If there are no family members who can or will take responsibility for moving Resident, the Landlord will work with appropriate agencies to secure suitable housing and will terminate the Lease in accordance with section XVI of this Lease.

At the time of admission, and re-examination, all Residents must identify family member(s) to be contacted if they become unable to comply with Lease terms, or in case of an emergency, and sign a release of authorization to do so.

- (c) **Redetermination of Rent, Dwelling Size, and Eligibility.** The rent amount as fixed in Part II of the Lease Agreement is due each month until changed as described below.

- (1) The status of each family is to be re-examined at least once a year or not less than once every three years for families paying a flat rent.
- (2) Resident promises to supply the Landlord, when requested, with accurate information about: family composition, age of family member, income, and source of income of all family members, assets, and related information necessary to determine eligibility, annual income, adjusted income, and rent.

Failure to supply such information when requested is a serious violation of the terms of the lease, and the Landlord may terminate the Lease.

All information must be verified. Resident agrees to comply with the Landlord's requests for verification by signing releases for third-party sources, presenting documents for review, or providing other suitable forms of verification. [966.4(c)(2)]

The Landlord shall give Resident reasonable notice of what action Residents must take of the date by which any such action must be taken for compliance under this section. This information will be used by the Landlord to decide whether the amount of the rent should be changed, and whether the dwelling size is still appropriate for Resident's needs.

This determination will be made in accordance with the ACOP, which is available in the Management Office. A copy of the ACOP can be furnished on request at the expense of the person making the request.

- (3) Rent will not change during the period between regular re-examinations, UNLESS during such period:
- (i) A person with income joins the household.
 - (ii) Resident can verify a change in his/her circumstances (such as decline in or loss of income) that would justify a reduction in rent.
If a reduction is granted Resident must report subsequent increases in income within 30 days may result in a retroactive rent charge.)
If a Resident paying flat rent experiences financial hardship (as defined in the ACOP), Landlord shall provide for the Resident to pay rent in the amount determined under income-based rent; Resident shall be given the option at the next annual reexamination whether to choose income-based or flat rent.
 - (iii) It is found that the Resident has misrepresented the fact upon which the rent is based so that the rent Resident is paying is less than the rent that he/she should have been charged. The Landlord then may apply an increase in rent retroactive to the first of the month following the month in which the misrepresentation occurred.
 - (iv) Rent formulas or procedures are changed by Federal law or regulation.
 - (v) A reduction in Resident income from Temporary Assistance for Needy Families (TANF) if not due to noncompliance with a self-sufficiency program or work activities requirements or act of fraud by a member under the law or program.
- (4) All Changes in family composition must be reported to the Landlord within 30 days of the occurrence. Failure to report within 30 days may result in a retroactive rent charge. [966.4 (c)(2)]

This Lease will NOT be revised to permit a change of family composition resulting from request to allow adult children to move back into the unit. An exception will be made if it is determined that the move-in of a single adult child is essential for the mental or physical health of the Resident.

- (d) **Rent Adjustments:** Resident will be notified in writing of any rent adjustment due to the situations described above. All notices will state the effective date of the rent adjustment.

- (1) In case of a rent decrease, the adjustment will become effective on the first day of the month following the reported change in circumstance or change in Federal law or regulations, provided Resident reported the change in a timely manner, as specified above (when change is based on new circumstances).

- (2) In case of a rent increase, when an increase in income occurs after a prior rent reduction and is reported within 30 days of the occurrence, the increase will become effective the first day of the second month following the month in which the change was reported.
- (3) In the case of a rent increase due to a change in Federal law or regulations, the increase will become effective the first day of the second month following the month in which the Landlord notifies the Resident of the law or regulatory change.
- (4) In the case of a rent increase after Resident's misrepresentation, failure to report a change in family composition, or failure to report an increase in income (after a reduction in rent per fixed rent policy), the Landlord shall apply the increase in rent retroactive to the first of the month in which the change of circumstances giving rise to the rent increase occurred.
- (5) If a Resident experiences an increase in earned income that qualifies for an Earned Income Disallowance (EID), the resident's rent will not be increased on account of that employment until the resident has been employed for twelve (12) months cumulatively. Rent will increase by an amount based on fifty percent (50%) of the increased earned income in the second cumulative twelve (12) months after the qualifying increase in employment income. Rent will increase by an amount based on one hundred percent (100%) of the increased earned income in the third cumulative twelve (12) months after the qualifying increase in employment income. The disallowance periods only occur while the resident is employed. If the resident stops working for any reason the disallowance stops and resumes again when the resident goes back to work. Even if the full 24 months of disallowance have not been used, the EID will terminate 48 months from initial receipt. Also, residents receive only one EID in a lifetime.

(e) Transfer [966.4 (c)(3)]

- (1) If the Landlord determines that the size or design of the dwelling unit is no longer appropriate to the Resident's needs, the Landlord shall send Resident written notice. Resident agrees to accept a new Lease for a different dwelling unit of the appropriate size or design.
- (2) The Landlord may move a Resident into another unit if it determined necessary to rehabilitate or demolish Resident's unit.
- (3) If a Resident makes a written request for special unit features in support of a documented disability, the Landlord shall modify Resident's existing unit. If the cost and extent of the modifications needed are the same as those required for a fully accessible unit, the Landlord may transfer Resident to another unit with the features requested at the Landlord's expense.

- (4) A Resident without disabilities who is housed in a handicapped accessible or adaptable unit must transfer to a unit without such features should a Resident with disabilities need the unit, upon thirty (30) days notice from the Landlord.
- (5) In the case of involuntary transfers, Resident shall be required to move into the dwelling unit made available by the Landlord. Resident shall be given five days time in which to move following delivery of the transfer notice. If Resident refuses to move, the Landlord may terminate the Lease. [966.4 (c) (4)]
- (6) Involuntary transfers for Residents of ACC-Assisted Units are subject to the Grievance Procedure, and no such transfers may be made until either the time to request a Grievance has expired or the procedure has been completed. [966.4 (c)(4)]
- (7) The Landlord will consider any Resident request for transfer in accordance with the transfer priorities established in the ACOP.

VIII. Landlord Obligations [966.4 (e)]

The Landlord shall be obligated:

- (a) To maintain the dwelling unit and the Development in decent, safe and sanitary condition; [966.4(e)(1)]
- (b) To comply with the requirements of applicable building codes, housing codes, and HUD regulations materially affecting health and safety; [966.4 (e)(2)]
- (c) To make necessary repairs to the dwelling unit; [966.4(e)(4)]
- (d) To keep Development building, facilities, and common areas, not otherwise assigned to Resident for maintenance and upkeep, in a clean and safe condition; [966.4 (e)(3)]
- (e) To maintain in good and safe working order and condition electrical, plumbing, sanitary, heating, ventilating, and other facilities and appliances, including elevators supplied or required to be supplied by the Landlord; [966.4 (e)(5)]
- (f) To provide and maintain appropriate receptacles and facilities (except container for the exclusive use of an individual tenant family) for the deposit of garbage, rubbish, and other waste removed from the premise by Resident as required by this Lease, and to provide disposal service for garbage, rubbish and other solid waste; [966.4(e)(6)]

- (g) To supply running water and reasonable amounts of hot water and reasonable amounts of heat at appropriate times of the year according to local custom and usage; EXCEPT where the building that includes the dwelling unit is not required by law to be equipped for that purpose, or where heat or hot water is generated by an installation within the exclusive control of Resident and supplied by a direct utility connection; [966.4 (e)(7)]
- (h) To notify Resident of the specifying grounds for any proposed adverse action by the Landlord. (Such adverse action includes, but is not limited to, a proposed Lease termination, transfer of Resident to another unit, or imposition of charges for maintenance and repair, or for excess consumption of utilities). For ACC-Assisted Units, when the Landlord is required to afford Resident the opportunity for a hearing under the Landlord's Grievance Procedure for a grievance concerning a proposed adverse action:
 - (1) The Notice of the proposed adverse action shall inform Resident of the right to request such hearing. In the case of Lease termination, a notice of Lease termination that complies with 966.4 (1)(3) shall constitute adequate notice of proposed adverse action.
 - (2) In the case of proposed adverse action other than a proposed Lease termination, the Landlord shall not take the proposed action until time to request such a hearing has expired and (if hearing was timely requested) the grievance process has been completed. [966.4 (e)(8)]
- (i) Reasonable Accommodations for Residents with Disabilities:

The Landlord must make reasonable accommodations in the Lease and other policy requirements when requested by a qualified resident with disabilities (as defined by Section 4 of the ACOP). The concept of reasonable accommodation involves helping a resident meet essential Lease requirements; it does not require the lowering or waiving of essential requirements. Accommodations are not reasonable if they require a fundamental alteration in the nature of the program or impose undue financial and administrative burden on the Landlord.

IX. Resident's Obligations

Resident shall be obligated:

- (a) Not to assign the Lease or sublease the dwelling unit. [966.4(f)(1)]
- (b)
 - (1) Not to give accommodation to boarders or lodgers; [966.4 (f)(2)]
 - (2) This provision permits accommodation of Resident's guests or visitors (who reside in the local area) for a period not exceeding three (3) days within a six month interval without our written permission. Out of town guest(s) must be approved in writing in advance for our written permission. Out of town

guest(s) must be approved in writing in advance for permission to stay up to seven (7) days within a six month interval. Out of town guest(s) must have identification for verification. Residents may not allow authorized guests to occupy unit for a period exceeding 24 hours while Resident is away from the Leased unit. For the purposes of this Section, visitor/guest shall be defined as a person on housing premises with permission from the head of household or household member.

- (c) To use the dwelling unit solely as a private dwelling for Resident and Resident's household as identified in PART II of the Lease, and not to use or permit its use for any other purpose. [966.4 (f)(3) & (d)(1 &2)] (See also Sec I (b)).

This provision does not exclude the care of foster children or live-in care of a member of Resident's family, provided the accommodation of such persons conforms to the ACOP, and so long as the Landlord has granted prior written approval for the foster child(ren), or live-in aide to reside in the unit. [966.4 (d) (3) (i)]

- (d) To abide by necessary and reasonable regulations promulgated by the Landlord for the benefit and well-being of the Development and Residents. These regulations shall be posted in a conspicuous manner in the Development office and incorporated by reference in this Lease. Violation of such regulations constitutes a violation of the Lease. [966.4 (f) (5)]
- (e) To comply with the requirements of applicable state and local building or housing codes, materially affecting health and/or safety of Resident and household [966.4 (f)(5)]
- (f) To keep dwelling unit and other such areas as may be assigned to Resident for exclusive use in a clean and safe condition. [966.4 (f)(6)] This includes keeping front and rear entrances and walkways for the exclusive use of the Resident, free from hazards and trash and keeping the yard free of debris and litter. Exceptions to this requirement may be made for Residents who are elderly, handicapped disabled and who have no household members able to perform such tasks because of an age or disability.
- (g) To dispose of all garbage, rubbish, and other waste from the dwelling unit in a sanitary and safe manner only in containers approved or provided by the Landlord. [966.4 (f)(7)] To refrain from, and cause members of Resident's household or guest to refrain from, littering or leaving trash and debris in common areas.
- (h) To use only in reasonable manner all electrical, sanitary, heating, ventilating, air-conditioning, and other facilities and appurtenances including elevators. [966.4 (f)(8)]

- (i) To refrain from, and to cause household and guests to refrain from destroying, defacing, damaging, or removing any part of dwelling unit or Development. [966.4 (f)(8)]
- (j) To pay reasonable charges (other than for wear and tear) for the repair of damages to the dwelling unit, Development buildings, facilities, or common areas caused by Resident household members or guests. [966.4 (f)(10)]
- (k) To act, and cause household members or guests to act in a manner that will:
 - (1) Not disturb other resident's peaceful enjoyment of their accommodations; and
 - (2) Be conducive to maintaining all the Development in a decent, safe, and sanitary condition. [966.4 (f)(11)]
 - (3) Comply with the Landlord Rules and Regulations and any Barred Persons list established by Landlord.
- (l) To assure that Resident, any member of the household, a guest, or another person under Resident's control, shall not engage in:
 - (1) Any criminal activity that threatens the health, safety, or right to peaceful enjoyment of the Development premises by other residents or employees of the Landlord, or;
 - (2) Any drug-related activity on or off the premises. Any criminal activity in violation of the preceding sentence shall be cause for termination of tenancy, and for eviction from the unit. (For the purposes of this Lease, the term drug-related criminal activity means the illegal possession, manufacture, sale, distribution, use or possession with intent to manufacture, sell, distribute, o use, of a controlled substance as defined in Section 102 of the Controlled Substances Act) [966.4 (f)(12)]
 - (3) Any abuse (or pattern of abuse) of alcohol or controlled substances which the Landlord determines interferes with the health, safety, or right to peaceful enjoyment of the premises by other Residents, employees of the Landlord, or persons legally on the premises.

VIOLATIONS OF THIS SECTION SHALL BE CONSIDERED A SERIOUS VIOLATION OF THE MATERIAL TERMS OF THIS LEASE. A CRIMINAL CONVICTION IS NOT NECESSARY FOR THIS LEASE TO BE TERMINATED AND FOR EVICTION ACTION TO BEGIN. CRIMINAL ACTIVITY OR DRUG RELATED CRIMINAL ACTIVITY IS CAUSE FOR EVICTION UNDER SECTION XIV WITHOUT AN ARREST OR CONVICTION.

- (m) To make no alterations or repairs or redecorations to the interior of the dwelling unit or to the equipment, nor to install additional equipment or major appliances without written consent of the Landlord. To make no changes to locks or install new locks on exterior doors without the Landlord's written approval. To use no

- nails, tacks, screws, brackets, or fasteners on any part of the dwelling unit (a reasonable number of picture hangers excepted) without authorization by the Landlord.
- (n) To give prompt prior notice to the Landlord of Resident's leaving dwelling unit unoccupied for any period exceeding five (5) days.
 - (o) To act in a cooperative manner with neighbors and the Landlord's staff. To refrain from and cause members of Resident's household or guests to refrain from acting or speaking in an abusive or threatening manner toward neighbors and the Landlord staff.
 - (p) Not to display, use, or possess or allow members of Resident's household or guests to display, use or possess any firearms, (operable or inoperable) or other offensive weapons defined by the laws and courts of the State of Illinois anywhere in the unit or elsewhere on the property of the Landlord.
 - (q) To take reasonable precautions to prevent fires and to refrain from storing or keeping flammable materials upon the premises.
 - (r) To avoid obstructing sidewalks, hallways, elevators, or stairs and to avoid using these for purposes other than going in and out of the dwelling unit.
 - (s) To refrain from erecting or hanging radio, television cable, television antennas or satellite dishes on or from any part of the dwelling unit, except that roof antennas and television cables may be installed in accordance with regulations set forth by the Landlord with the written approval of the Landlord.
 - (t) To refrain from placing signs of any type (except per present) in or about the dwelling.
 - (u) To insure that no member of the household keeps, maintains, harbors, or boards any dog, cat, livestock, or pet of any nature in the dwelling unit or on the grounds of the Development except in accordance with the Landlord's pet policy. However a person with a disability may keep a companion or service animal that is needed as a reasonable accommodation is not subject to the Landlord's pet policy, although it is subject to reasonable health and safety rules.
 - (v) To remove from the property any vehicles without a valid housing sticker, registration and inspection stickers. To refrain from parking any vehicle in any right-of-way or fire lane designated and marked by the Landlord. Any inoperable or unlicensed vehicle as described above will be removed from the property at Resident's expense. Automobile repairs are not permitted on Development property.
 - (w) To remove any personal property left on the property when Resident leaves, abandons, or surrenders the dwelling unit. Property left for more than 72 hours shall be considered abandoned and will be disposed of by the Landlord. Cost for disposal shall be assessed and payable by the former Resident.
 - (x) To use reasonable care to keep the dwelling units in such condition as to ensure proper health and sanitation standards for Resident, household members and neighbors. Resident **SHALL NOTIFY THE AUTHORITY PROMPTLY OF KNOWN NEED FOR REPAIRS TO THE DWELLING UNIT**, and of known unsafe or unsanitary conditions in the dwelling units or in common areas and grounds of the Development. Resident's failure to report the need for repairs in a timely manner shall be considered to contribute to any damage that occurs.

- (y)
 - (1) Not to commit any fraud in connection with any Federal housing assistance program, and
 - (2) Not to receive assistance for occupancy of any other unit assisted under any Federal housing program during the term of Lease.
- (z) To pay promptly any utility bills for utilities supplied to Resident by a direct connection to the utility company, and to avoid disconnection of utility service for such utilities.
- (aa) **Smoke Detector Maintenance.** To keep all smoke detectors and other fire detection devices (“Smoke Detectors”) located in the unit operating at all times, including, but not limited to, replacing batteries as needed, refraining from disconnecting or damaging the Smoke Detectors for any reason, reporting any malfunction of the Smoke Detectors immediately. A \$50.00 fine will be assessed for each instance of fire alarms due to resident neglect or disconnected smoke detector. If the smoke detector malfunctions or assistance is needed in replacing the batter, resident must notify the Landlord immediately. Residents, who fail to comply with these rules, will be assessed applicable fines. If the resident fails to comply with these rules a second time, the Landlord will seek eviction.
- (bb) To perform all seasonal maintenance or other maintenance tasks where performance of such tasks by Residents of dwelling units of a similar design and construction is customary. Residents unable to perform such tasks because of disability or age are exempt from this obligation.
- (cc) To inform Landlord in writing of the utilization of a babysitter in the unit for the purpose of working or attending school. Information must include: Name of the Sitter, Address, Age, Picture ID, and the time in which the baby-sitting will occur.
- (dd) To park motorized vehicles only in designated parking areas & never on grass areas; not to display vehicles for sale; not to grease, change oil, wash, or make major repairs to such vehicles; not to leave or park motorized vehicles in an inoperative condition.
- (ee) To refrain from allowing persons listed by the Landlord as being under a “No Trespassing” notice in or near the dwelling unit where Resident has been informed of the “No Trespassing” notice.
- (ff) To provide the Landlord with thirty (30) calendar days advanced notice of Intent to Vacate and terminate this agreement. The notice shall be in writing and delivered to the Management Office. Upon termination of this Lease, Resident agrees that the dwelling shall not be considered “vacated” for rental charge purposes only until such time as the keys are returned and the Landlord accepts the unit.

X. Defects Hazardous to Life, Health or Safety

In the event that the dwelling unit is damaged to the extent that conditions are created which are hazardous to the life, health, or safety of the occupant(s): [966.4 (h)]

Landlord Responsibilities:

- (a) The Landlord shall be responsible for repair of the unit within a reasonable period of time after receiving notice from Resident and/or staff. If the damage was caused by Resident, household members, or guests, the reasonable cost of the repairs shall be charged to Resident. [966.4 (h)(3)(h)]
- (b) The Landlord shall offer Resident a replacement dwelling unit, if available, if necessary repairs cannot be made within a reasonable time or if unit cannot be repaired while occupied. The Landlord is not required to offer Resident a replacement unit if the hazardous condition was caused by Resident, household member or guest [966.4 (h)(3)]
- (c) Resident shall accept any replacement unit or alternative accommodations offered by the Landlord.
- (d) In the event repairs cannot be made by the Landlord, as described above, or alternative accommodations are not provided, then rent shall be abated in accordance with the severity of the damage. No abatement of rent shall be offered if Resident rejects alternative accommodations or if the damage was caused by Resident, household members, or guests. [966.4 (h)(4)]
- (e) If the Landlord determines that the dwelling unit is uninhabitable because of imminent danger to the life, health, and safety of Resident, and alternative accommodations are refused by Resident, this Lease shall be terminated, and any rent paid will be refunded to Resident.

Resident Responsibilities:

If a Resident rejects an offer of alternative accommodations, and/or causes the damages to occur, the Resident will be responsible for full payment of rent charged for the entire period the premises are occupied.

XI. Inspections

- (a) Move-in Inspection: The Landlord and Resident or representative shall inspect the dwelling unit prior to occupancy by Resident. The Landlord will give Resident a copy of the Inspection Form indicating the condition of the dwelling unit, both inside and outside, and note any appliances provided with the unit. The Inspection Form shall be signed by a Landlord representative and Resident and a copy of the statement retained in Resident's folder. [966.4 (I)] Any deficiencies noted on the inspection report will be corrected by the Landlord, at no charge to Resident
- (b) Housing Quality Standards (HQS) Inspections – The Landlord will inspect the unit at least annually to check needed maintenance, resident housekeeping, and other lease compliance matters. Resident will receive a written statement of the charges, if any, for repairs or removal of non-approved alterations to the unit, and/or referral to Social Services department.
- (c) Move-out Inspection—The Landlord will inspect the unit at the time Resident vacates once charges are determined, the Resident will receive a written statement of the charges, if any, for which Resident is responsible. Resident and/or representative may join in such inspection, unless Resident vacates without notice to the Landlord. [966.4 (I)] Residents are responsible for notifying the Landlord

to pick-up Landlord-owned appliances before the resident moves out of the dwelling unit.

- (d) **Preventative Maintenance Inspections**—The Landlord will perform preventative maintenance inspections on a regular basis, and will provide a 48 hour notification to the Resident. Refer to the notice provisions of Section XII of the Lease concerning entry of premises during residency.
- (e) **Property Manager Inspection**—The Landlord representative may perform random home visits to ensure property is being maintained in a decent, safe and sanitary condition and inquire on specific needs of the family for the purpose of referrals to appropriate agencies for assistance. Refer to the notice provisions of Section XII of the Lease concerning entry of premises during residency.
- (f) **Special Inspections**—Representatives from the U.S. Department of Housing and Urban Development and/or other Government officials may visit the Development to monitor operations. Refer to the notice provisions of Section XII of the Lease concerning entry of premises during residency.

XII. Entry of Premises During Residency

(a) Resident Responsibilities

- (1) Resident agrees that the duly authorized agent, employee, or contractor of the Landlord will be permitted to enter Resident's dwelling during reasonable hours (7:00 A.M. to 6:00 P.M.) for the purpose of performing routine maintenance, making improvements or repairs, inspecting the unit, or showing the unit for releasing. [966.4 (j)(1)]
- (2) When Resident calls to request maintenance on the unit, the Landlord shall attempt to provide such maintenance as per established guidelines. If Resident is absent from the dwelling unit when the Landlord comes to perform maintenance, Resident's request for maintenance shall constitute permission to enter.

(b) Landlord's Responsibilities –

- (1) Landlord shall give Resident at least 48 hours written notice that the Landlord intends to enter the unit. Landlord may enter only between 7:00 a.m. and 6:00 p.m. Monday through Friday, except in the case of #2 or when the resident has abandoned or surrendered the premises or given the Landlord permission to enter [966.4 (j)(1)]
- (2) The Landlord may enter Resident's dwelling unit at any time without advance notification when there is reasonable cause to believe that an emergency exists or pursuant to a court order, or when the Resident has abandoned or surrendered the premises. [966.4 (j)(2)]
- (3) If Resident and all adult members of the household are absent from the dwelling unit at the time of entry, Landlord shall leave in the dwelling unit a written statement specifying the date, time and purpose of entry prior to leaving the dwelling unit. [966.4 (j) (3)]

XIII. Notice Procedures

- (a) Resident Responsibility—Any notice to Landlord must be in writing, delivered to the Management Office, or sent prepaid first-class mail, properly addressed to Landlord. [966.4 (k)(1)(ii)]
- (b) Landlord Responsibility—Notice to Resident must be in writing, delivered to Resident or to any adult member of the household residing in the dwelling unit, or by prepaid first class mail addressed to Resident. {966.4 (k)(1)(i)}
- (c) Unopened, cancelled, first class mail returned by the Post Office shall be sufficient evidence that notice was given.
- (d) If Resident is visually impaired, all notices must be in an accessible format [966.4 (k)(2)] or sent to a person Resident states is responsible for receiving the mail.

XIV. Termination of the Lease

In terminating the Lease the following procedures shall be followed by the Landlord and Resident:

- (a) This Lease may be terminated only for serious or repeated violations of material terms of the Lease, such as failure to make payments due under the lease or to fulfill Resident obligations set forth in Section IX above, or for other good cause. [966.4 (1)(2)] Such serious or repeated violation of terms shall include but not be limited to:
 - (1) The failure to pay rent or other payments when due; [966.4 (1)(2)]
 - (2) Repeated late payment, which shall be defined as failure to pay the amount of rent or other charges due by the 5th calendar day of the month. [966.4(1)(2)] Two such late payments within a 12 month period shall constitute the Resident as a chronic delinquent rent payer. [966.4 (1)(2)]
 - (3) Failure to pay utility bills when Resident is responsible for paying such bills directly to the supplier to utilities; [966.4 (4)(1)(2)]
 - (4) Misrepresentation of family income, assets, or composition; [966.4 (c)(2)]
 - (5) Failure to supply, in a timely fashion, any certification, release, information, or documentation on Family income or composition needed to process annual reexaminations or interim redeterminations. [966.4 (c)(2)]
 - (6) Serious or repeated damages to the dwelling unit, creation of physical hazards in the unit, common areas, grounds, or parking areas of any Development site. [966.4(1)(2)]
 - (7) Criminal activity by Resident, household member, guest, or other person under Resident's control, including criminal activity on or off the premises. [966.4(1)(2)]
 - (8) Alcohol abuse that the Landlord determines interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents.
 - (9) Weapons or illegal drugs seized in an Development unit by a law enforcement officer; [966.4(1)(2)]
 - (10) Any fire and/or property damages caused by the Resident, household members or guests' actions or neglect; 966.4 (1)(2)]
 - (11) Possession of firearms by the Resident, household member or guests on the Development.

- (12) Assignment of the Lease or subletting of the premises or unauthorized person(s) living in the unit.
 - (13) Two or more violations of the Dwelling Section IX (aa) on Smoke Detector Maintenance.
 - (14) Failure to cooperate and comply with the Landlord's Visitor's Guidelines and Barred Policy by Resident(s), guest(s), household member(s) or other persons under the Resident's control.
 - (15) Refusal to accept and execute an amendment or written rider to lease after Landlord provides at least 60 days notice of the proposed effect of the amendment or written rider and provides the Lessee a reasonable time to respond to the offer to accept and execute the amendment or written rider;
 - (16) Fleeing to avoid prosecution, or custody confinement after conviction, for a felony;
 - (17) Violating a condition of probation or parole imposed under Federal or State law;
- (b) The Landlord shall give written notice of the proposed termination of the Lease as follows:
- (1) 3 Day Notice-Possession Only, Health or Safety Threat;
 - (2) Criminal Activity: Minimum notice allowable under State law;
 - (3) 14 Day Notice-Rent Due
 - (4) 30 Day Notice- Other than Rent Due, or Criminal Activity, and/or Health, Peaceful Enjoyment, or Safety Threat.
- (c) The notice of termination:
- (1) The notice of termination to Resident shall state specific reasons for the termination. The notice shall inform Resident of his/her right to make such reply as he/she may wish, and of Resident's right to examine Landlord documents directly relevant to the termination or eviction. [966.4 (1)(3)(ii)]
 - (2) When the Landlord is required to offer Resident the opportunity for a grievance hearing (for Residents of ACC Assisted Units only) or informal hearing (for Residents of Project Based Assistance Section 8 Units only), the notice shall also inform Resident of the right to request such a hearing in accordance with the Landlord's Grievance or Informal Hearing Procedure. [966.4(1)(3)(ii)]
 - (3) Any notice to vacate (or quit) which is required by State or local law may be combined with, or run concurrently, with the notice of Lease termination under this section [966.4(1)(3)(iii)]. The notice to Vacate must be in writing, and specify that if Resident fails to quit the premises within the applicable statutory period, appropriate action will be brought against Resident, and Resident may be required to pay the costs of court and attorney's fees.
 - (4) When the Landlord is required to offer Resident the opportunity for a grievance hearing under the Landlord's Grievance Procedure for ACC Assisted Units or Informal Hearing Procedures for Residents of Project Based

Assistance Section 8 Units, the tenancy shall not terminate (even if any Notice to Vacate under State or local law has expired) until the period to request a hearing has expired, or (if a hearing is requested) the grievance or informal hearing process has been completed. [966.47(1)(3)(iv)]

- (5) When the Landlord is not required to offer Resident the opportunity for a hearing under the Grievance or Informal Hearing Procedure and the Landlord has decided to exclude such grievance from Landlord Grievance or Informal Hearing Procedure, the notice of Lease termination shall (a) state the Resident is not entitled to a grievance or informal hearing on the termination; (b) specify the judicial eviction procedure to be used by the Landlord for eviction and state that HUD has determined that this eviction procedure provides the opportunity for a hearing in a court, that contains the basic elements of due process as defined in HUD regulations; and (c) state whether the evictions for a criminal activity that threatens health or safety of Residents or staff or for drug-related criminal activity. [966.4 (1)(3)(v)]
- (d) The Landlord will pursue eviction by court action under the laws of the State of Illinois. Residents evicted by the court may be required to pay court costs and attorney fees [966.4 (1)(4)(i)(iii)].
- (e) Resident may terminate this Lease at any time by giving 30 days written notice as described in Section XIII, above. Failure to do so will result in rent being charged up to 30 additional days from the date management takes possession of the unit.
- (f) In deciding to evict for criminal activity, the Landlord shall have discretion to consider all of the circumstances of the case including the seriousness of the offense, the extent of participation by or awareness of family members, and the effects that the eviction would have both on family members not involved in the prescribed activity and on the family's neighbors. In appropriate cases, the Landlord may permit continued occupancy by remaining family members and may impose a condition that family member(s) who engage in the illegal use of drugs to present credible evidence of successful completion of a treatment program as a condition to being allowed to reside in the unit. [966.4 (1)(5)]
- (g) When the Landlord evicts a tenant from a dwelling unit for criminal activity, the Landlord shall notify the local post office servicing that dwelling unit that such individual or family is no longer residing in the unit so the post office will stop mail delivery for such persons and they will have no reason to return to the unit. [966.4 (1)(5)(ii)]

XV. Waiver

Resident agrees that Landlord's failure to enforce any of the provisions of this Lease Agreement shall not constitute a waiver of the Landlord's right to subsequent enforcement of such provisions.

XVI. Housekeeping Standards

In an effort to improve the livability and conditions of the apartments owned and managed by the Landlord, uniform standards for Resident housekeeping have been developed for all Resident families.

- (a) **Landlord Responsibility:** The standards that follow will be applied fairly and uniformly to all Residents. The Landlord will inspect each unit at least annually, to determine compliance with the standards. Upon completion of an inspection, the Landlord will notify Resident in writing if he/she fails to comply with the standards. The Landlord will advise Resident of the specific correction(s) required to establish compliance, and indicate that a **Mandatory Housekeeping Class** must be attended. Within a reasonable period of time, the Landlord will schedule a second inspection. Failure of a second inspection will constitute a violation of the lease terms.
- (b) **Resident Responsibility:** Resident is required to abide by the standards set forth below. Failure to abide by the Housekeeping Standards that results in the creation or maintenance of a threat to health or safety is a violation of the Lease terms and can result in eviction.
- (c) **Housekeeping Standards: Inside the Apartment**

General—

- (1) Walls: should be clean, free of dirt, grease, holes, cobwebs, and fingerprints.
- (2) Floors: Should be clean, clear, dry and free of hazards and swept and mopped regularly.
- (3) Ceilings: should be clean and free of cobwebs. All light fixture globes must be intact.
- (4) Windows: must be cleaned and not nailed shut. Shades or blinds must be intact. No paper, aluminum foil, sheets or blankets are allowed to cover windows in place of shades, blinds, curtains or drapes.
- (5) Woodwork: should be clean, free of dust, gouges, or scratches.
- (6) Doors: should be clean, free of grease and fingerprints. Doorstops must be present. Doorknobs must not be removed.
- (7) Heating units: must be dusted and access to furnace room uncluttered.
- (8) Trash: must be disposed of properly and not left in the unit.
- (9) Entire unit must be free of rodent or insect infestation
- (10) Outlet covers must be in place.

Kitchen –

- (11) Stove: should be clean and free of food and grease (including oven and stove eyes). Stove fixtures must be intact (i.e. knobs, racks, etc.)
- (12) Refrigerator: must be clean. Freezer door should close properly and freezer have no more than one inch of ice. Never use ice pick or sharp instruments to remove ice from freezer.
- (13) Cabinets: should be clean and neat. Cabinet surfaces and countertop should be free of grease and spilled food. Cabinets should not be overloaded. Storage under the sink should be limited to small or lightweight items to

permit access for repairs. Heavy pots and pans should not be stored under the sink.

- (14) Exhaust Fan: should be free of grease and dust.
- (15) Sink: should be clean, free of grease and garbage. Dirty dishes should be washed and put away in a timely manner.
- (16) Food storage areas: should be neat and clean without spilled food.
- (17) Trash/garbage: should be stored in a covered container until removed to the disposal area.

Bathroom –

- (18) Toilet and tank: should be clean and odor free.
- (19) Tub and shower: should be clean and free of excessive mildew and mold. Where applicable, shower curtains should be in place, and of adequate length.
- (20) Lavatory: should be clean
- (21) Exhaust fans: should be free of dust.
- (22) Floor: should be clean and dry

Storage Areas—

- (23) Linen closet: should be neat and clean.
- (24) Other closets: should be neat and clean. No highly flammable materials stored in unit.
- (25) Other storage areas: must be clean, neat and free of hazards.

Bedrooms—

- (26) Clothes: should be properly hung in closets and not strewn through the apartment.
- (27) Mattresses and box springs: Should be placed on bed frames and located in bedrooms only.

(d) Housekeeping Standards: Outside the Apartment

Some of the following standards apply only when the area noted is for the exclusive use of Resident;

- (1) Yards: should be free of debris, trash, and abandoned cars. Exterior walls should be free of graffiti.
- (2) Porches (front and rear): should be clean and free of hazards.
- (3) Steps: (front and rear): should be clean, and free of hazards.
- (4) Sidewalks: should be clean and free of hazards.
- (5) Storm doors: should be clean, with glass or screens intact.
- (6) Parking lot: should be free of abandoned cars. There should be no car repairs in the lots. All vehicles must have a Development Parking Sticker if parked on the Development parking lot with the exception of delivery of medical or other services or authorized use.

(e) Common Areas

- (1) Hallways: should be clean and free of hazards.
- (2) Stairwells: should be clean and unlettered
- (3) Laundry areas: should be clean and neat. Remove lint from dryers after use.

- (4) Utility room: should be free of debris, motor vehicle parts vehicle parts, and flammable materials

(f) Housekeeping Standards—Yard Maintenance

If noted in Part II of the Lease, Resident may be required to maintain certain areas within the Development including yards and outdoor common areas. Such maintenance includes, but is not limited to:

- (1) Cutting or mowing of grass with frequency and to height required by local custom or city ordinance.
- (2) Maintaining and trimming of all outdoor vegetation.
- (3) Removal of Leaves during fall.
- (4) Removal of snow and ice from walkways during winter.

XVII. Costs of Enforcement of Lease

If the Landlord brings an action in court for the enforcement of the terms of this Lease Agreement, and the Landlord prevails in said action, Resident agrees to pay all costs and expenses of said action, including a reasonable attorney fee.

XVIII. Resident Rules and Regulations

The Resident Rules and Regulations attached to this Lease as Exhibit A contain additional material terms and conditions of the Lease. Resident agrees that non-compliance with said Rules and Regulations may constitute grounds for termination of this Lease.

XIX. Grievance Procedure

The ESLHA has adopted procedures governing complaints, grievances, and appeals by Residents of ACC Assisted Units. This Lease specifically incorporates those procedures. The procedures are incorporated as Exhibit B attached hereto and made a part hereof. The Grievance Procedure does not apply to Residents of Project Based Assistance Section 8 Units. Residents of Project Based Assistance Section 8 Units will be subject to the Informal Review and Hearing Procedures for Project Based Assistance Section 8 Units. These procedures are incorporated as Exhibit C attached hereto and made a part hereof.

XX. Modifications

Resident and Tenant hereby acknowledge that this Lease Agreement, including all attachments and/or exhibits, constitutes the entire agreement of the parties. The Landlord gives to all residents and resident organizations at least (30) days notice of any proposed change(s) and an opportunity for presentation written comments. All comments made by the residents and resident organizations regarding the proposed changes shall be taken into consideration by the Landlord prior to the effective date of any changes. No changes to this Lease Agreement shall be made except in writing, dated and executed by both the

Landlord and Resident, except that changes may be made in rent, household composition, and Rules and Regulations as specified herein.

XXI. Governing Law

This Lease Agreement shall be governed and interpreted under the terms of federal law, the Code of Federal Regulations, and the laws of the State of Illinois.

XXII. Severability.

If any provision of this Lease Agreement is determined to be illegal, invalid, or unenforceable under law, said provision, to the extent that it is illegal, invalid, or unenforceable, shall no longer be a part of this Lease Agreement, but shall not invalidate the remaining provisions of this Lease.

RESIDENT AGREES THAT ALL THE PROVISIONS OF THIS LEASE HAVE BEEN READ AND ARE UNDERSTOOD AND FURTHER AGREES TO BE BOUND BY ITS PROVISIONS AND CONDITIONS AS WRITTEN. (SIGNATURE REQUIRED ON PART II OF THE LEASE).

**PART II of the RESIDENTIAL LEASE AGREEMENT
for ACC-ASSISTED and PROJECT BASED ASSISTANCE SECTION 8 UNITS:**

CENTRAL CITY APARTMENTS

THIS AGREEMENT is executed between East Lake Management Group, Inc. (hereinafter called "Landlord"), acting as agent for East Lake / Central City, L.P. ("Owner") and _____ (hereinafter called "Resident" or "You"), becomes effective as of this date: _____ [966.4(a)]. Landlord and Resident agree as follows:

- (1) **Unit:** The Landlord, relying upon the representations of Resident as to Resident's income, household composition and housing need, leases to Resident, (upon Terms and Conditions set forth in Part I of this Lease agreement) the dwelling unit LOCATED at Central City Apartments (and hereinafter called the "premises" or "Development") to be occupied exclusively as a private residence by Resident and household. The Resident UNIT NUMBER or ADDRESS IS: _____ . [966.4 (a)]

- (2) **Household Composition:** The Resident's household is composed of the individuals listed below. (Other than the Head or Spouse) each household member should be listed by age, oldest to youngest. [966.4 (a)(2)] All members of the household over age 18 shall execute the Lease.

Name	Relationship	Age, Birth date	Social Security #
1.	Head	____, __/__/__	____-____-____
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

If any household member moves out of this unit, you must inform Landlord within 30 days. If you propose to have any additions to the household, you must inform Landlord in advance and obtain Landlord's approval, as described in our Admissions and Continued Occupancy Policy, available in the Management and incorporated herein by reference

(3) **Term:** The term of this Lease shall be twelve (12) months, renewed as stipulated in Part I of the Lease.

(4) **Rent Determination:** (Resident to place a check (√) and their initials by their choice of rent.

_____	_____	Flat Rent for Unit	=	\$ _____
_____	_____	Ceiling Rent for Unit	=	\$ _____
_____	_____	Income-Based Rent	=	\$ _____
_____	_____	Minimum Rent	=	\$ <u>50.00</u>

(5) **Rent:** Initial rent (prorated for partial month) shall be \$ _____. Thereafter, rent in the amount of \$ _____ per month shall be payable in advance on the first day of each month and shall be delinquent after the 5th calendar day of said month. [966.4 (b)(1)]

(6) **Utilities and Appliances: Landlord-Supplied Utilities [966.4 (b)(1)]**

If indicated by an (X) below, the Landlord provides the indicated utility as part of the rent for the premises:

() Electricity () Natural Gas () Heating Fuel () Other: _____
() Water () Sewer () Trash Pick-up

If indicated by an (X) below, the Landlord shall provide the following appliances for the premises:

(X) Cooking Range (X) Refrigerator

(7) **Utility Allowances: Resident-Paid Utilities [913.102]**

If indicated by an (X) below, the Landlord shall provide Resident with a Utility Allowance in the monthly amount totaling \$ _____ (or prorated for partial month) for the following utilities paid directly by the Resident to the utility supplier:

() Electricity () Gas () Heat () Water () Sewage

(8) **Security Deposit:** Resident agrees to pay a security deposit in accordance to Part I, Section V (a) of this Lease.

(9) **Execution:** By Resident's signature below, Resident and household agree to the terms and conditions of Part I and II of this Lease and all additional documents made a part of the Lease by reference.

By the signature(s) below, I/we acknowledge that the Provisions of Part I of this Lease Agreement have been received and thoroughly explained to me/us.

Head of Household: _____

Date: _____

Co-Head: _____

Date: _____

Landlord Representative: _____

Date: _____

EMERGENCY MAINTENANCE TELEPHONE NUMBER: _____

EXHIBIT A – Resident Rules and Regulations

EXHIBIT B – Central City Apartments ACC Assisted Units Grievance Procedure

EXHIBIT C – Central City Apartments Informal Review and Hearing Procedures for Project Based Assistance Section 8 Units.

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**ATTACHMENT CC
RESIDENT RULES AND REGULATIONS**

RESIDENT RULES AND REGULATIONS

The following Resident Rules and Regulations shall be applicable to all tenancies and leases, whether memorialized in writing or not, at Central City Apartments, East St. Louis, Illinois:

GENERAL

1. The Resident is responsible for the proper conduct of family members and guests and for seeing that they understand and observe all rules and regulations.
2. An adult must be accessible to Management at all times when children are playing outside or on the grounds of the property.
3. Residents are expected to keep disturbing noises to a minimum. Reasonable consideration of one's neighbors is, therefore, important. In that regard, consideration shall be given to the following:
 - No Resident shall play, or allow to be played, any TV, radio, hi-fi, organ, piano or other musical instrument at a sound level that may annoy or disturb occupants of other units. Particular care must be exercised in this respect between the hours of 9:30 p.m. and 9:00 a.m. However, excessive noise should be avoided at all times.
 - No Resident shall make or permit any disturbing noises in the building or adjacent grounds by him/herself, his/her family or visitors, not permit anything by such persons that will interfere with the rights, comforts or convenience of other Residents.
 - Hallways, parking lots, elevators, laundry rooms and storage areas are not playing areas for children and should not be used as such. They should be used only for the purpose for which they were originally intended.
4. Aerials, satellite dishes or antennas of any kind shall not be attached to the building and shall not be permitted outside of any apartment or other living unit.
5. Common areas of buildings such as stairs, stairwells, halls lobbies, etc., are to be used only for the purpose intended. No personal items should be kept in such areas. Boots should not be left in corridors nor should

doormats capable of causing a tripping hazard be placed outside the front door of any apartment.

6. To prevent water damage, Residents should close all windows tightly when leaving their apartments. When the Resident is absent from the unit during the winter heating season, the apartment thermostat, if applicable, shall be placed at a minimum 62-degree setting to avoid freezing pipes and resulting damage.
7. A minimum of one unit inspection will be required of each Resident each year. Written notice of the date and approximate time of the inspection(s) will be given by Management.
8. Resident shall cooperate with the efforts of Management to maintain an effective insect and rodent control program at the property. Access to apartments shall be allowed for the purpose of allowing designated contractors to perform exterminating services. The date and time of such extermination services shall be provided to Residents no less than two days before the services are provided.
9. Waterbeds are not permitted in any apartment without prior written approval of Management. Management may establish conditions for the approval of waterbeds, including the condition that insurance be procured by the Resident to protect the property from injury or loss.
10. Washers and dryers shall not be installed in any apartment without express written approval from Management.
11. Residents shall not store anything in their apartment or storage room that can create a fire hazard. Such articles include, but are not limited to containers with flammable liquids, fireworks, tires, discarded newspapers, etc.
12. The sale or use of fireworks on the property is prohibited.
13. Soliciting of any type will not be permitted upon the grounds of the Property at any time, except by individual appointment with a Resident.
14. Any use of any outside water faucets by Residents is prohibited.
15. Residents and household members shall not distribute common area or apartment keys to any unauthorized person. Lost keys shall be reported to Management immediately.

16. The cost of any lost keys or unreturned keys after move-out will be charged to the Resident.
17. No charge will be assessed for the initial lock-out service request received from a unit. Thereafter, a Lock-Out Charge of \$ 25.00 will be assessed for all lock-out calls received between the hours of 8:30 a.m. and 5:00 p.m. and \$ 45.00 between 5:01 p.m. and 8:29 a.m.
18. Persons identified on the Barred List for the property are considered as trespassers and shall be denied access to the grounds and common areas of the property, as well as the apartment units. Residents and household guests determined to have facilitated the efforts of Barred Persons to enter upon the property shall be subject to lease termination proceedings.
19. Residents shall obtain utility service in his/her name within (3) three working days of lease execution.
20. Residents shall not use extension cords or other devices to obtain electrical service from common area building outlets or outlets from other apartments. Violators will be subject to lease termination or arrest, in appropriate cases.
21. Residents shall not keep pets of any kind unless authorized by Management, in accordance with any applicable pet policy.

PATIOS AND BALCONIES

1. Mops, cloths, rugs brooms, vacuum cleaner bags, etc., must not be dusted nor shaken from apartment windows, halls or stairwells.
2. Smoking in the common areas (e.g., lobbies, stairwells, elevators, laundry rooms, etc) of the building(s) at the property is prohibited.
3. The use of grills in the apartments and on the balconies of the property is prohibited.
4. Residents, household members and their guests shall refrain from tampering with locks, alarms systems and intercom systems at the property.
5. Residents shall not sweep or throw, or permit anyone to sweep or throw from apartments or balconies, any dirt, cigarettes, cigars, ashes, water, paper or other matter or material.

VEHICLES

1. No vehicle belonging to a Resident or a member of the Resident's family, guest or employee shall be parked in such a manner as to impede passage away from fire lanes, to the other areas of the parking lot, nor shall the vehicle prevent egress the street or to prevent ready access through the adjoining alley, if any. Parking in unauthorized areas is strictly prohibited and towing at the Owner's expense could result.
2. Cars, trucks, motorcycles or other vehicles shall not be driven on the lawns or in any area other than parking areas, streets or driveways. It is recommended that all items be stored on wooden pallets or bricks in case of water leakage.
3. Valuable items should not be kept in the storage lockers or rooms, if such facilities are available at the property. Lockers are in a low traffic area of the building and hence are more easily accessible to burglars. Report any suspicious person around the area to the Police and Management.

LAUNDRY FACILITIES

1. In consideration for other Residents, common laundry facilities should be utilized only between the hours of 7:00 a.m. and 9:00 p.m. (if common laundry facilities are available).
2. Any equipment failure or system malfunction should be immediately reported to Management.

WINDOWS

1. All windows should be draped with curtains, shades drapes, or blinds, Blankets and sheets are not suitable unless converted to drapes or curtains. Blankets or sheets tucked or hung over drapery rods shall not be permitted.
2. Nothing shall be placed or permitted in the windows that may be blown from them. Additionally, no signage or foreign objects shall be hung from any window.

INDIVIDUAL APARTMENT CARE

1. No hot objects are to be placed on countertops.

2. No stickers, scratches, dents, crayon or other markings or holes shall be allowed in or on walls or doors or other parts of the apartment.
3. Freezers should be defrosted when necessary, but never scraped with sharp objects. Damages to freezers caused by the use of such objects will be assessed to the Residents.
4. After move-in, Residents are responsible for shampooing of their carpets.
5. All apartment entry doors have deadbolt locks installed. Residents desiring additional locks shall contact Management. Management will then install additional locks at a cost of \$ 65.00. Management will retain a copy of a key to the new lock.
6. Residents shall not install any new lock without prior written approval of Management.
7. The installation of alarm systems or new locks without approval of Management is strictly prohibited. Alarm codes and duplicate keys must be presented to Management.
8. No alterations, additions or improvements shall be made to any apartment without prior written approval of Management. Contact paper, wall tile, stick-on mirrors and wallpaper shall not be installed in any apartments.
9. Residents shall use small picture nails only for wall hangings.

MISCELLANEOUS

1. No damage to unit (beyond normal wear and tear).
2. The Resident shall clean his/her apartment prior to move-out. The entire unit must be left clean; this includes ALL appliances, windows, carpets, etc. Charges will be assessed for damages in the apartment that are determined to be beyond normal wear and tear.
3. Garbage shall be securely wrapped in plastic bags before it is deposited into the garbage container or trash chute. Under no circumstances shall garbage be discarded in the common areas or left outside of any apartment door.
4. Sink and toilets shall not be used for the disposal of grease, trash, paints, poisonous liquids or any other form of garbage. Additionally, lighted

cigarettes should never be thrown into garbage dumpsters or trash chutes.

5. Residents shall be expected to leave their forwarding address (es) with Management at the conclusion of their lease.
6. Resident is responsible for arranging for a final gas/electric reading with all utility companies.
7. A "ZERO TOLERANCE TO DRUGS, FIREARMS AND ILLEGAL ACTIVITY POLICY" is in effect at the property. Any known or suspected activity falling within that policy will be reported to the police. Additionally, Residents shall be responsible for the actions of their household members and guests while upon the grounds of the property or the common areas or any apartment. Lease termination proceedings and/or arrest will be pursued against all violators of the policy.
8. No Resident, household member or guest shall unlawfully remove, tamper with or damage any carbon monoxide detector, smoke detector or fire alarm or fire suppression device located anywhere upon the property, including apartment units. For Residents with battery-powered smoke detectors, batteries shall be replaced, as needed, at their cost. Lease termination proceedings and/or arrest will be pursued against all violators.
9. Damages will be assessed against the Resident for the full cost of repair/replacement for any fire alarm or suppression device that is determined to have been damaged by a Resident, household member or guest.
10. Moving of furniture to and from any apartment must be scheduled with the Management Office between the hours of 8:00 a.m. and 3:00 p.m. on weekdays and Saturdays only. Moving is not permitted on Sundays or holidays. Notice should be given to your Manager concerning your moving plans so as to ensure that appropriate moving arrangements are made, including the disposal of personal items. Only the freight elevator, service hallway, etc. may be used for moving.
11. Apartments at the property are made available, managed, and operated regardless of the person's race, color, national origin, sex ancestry, age, marital status, physical or mental disability, familial status or any other class protected by article 3 of the Illinois Human Rights Act. Management agrees to comply with all applicable federal, state, and local fair housing laws. MANAGEMENT'S GOAL IS TO MAINTAIN A CONSISTENT PROCEDURE FOR SELECTING QUALIFIED APPLICANTS BASED UPON

CLEAR OBJECTIVES AND TO COMPLY WITH ALL FAIR HOUSING GUIDELINES.

_____, as Resident has read the above terms and conditions and agrees to be bound by them. Resident acknowledges Management's right to update and amend the Rules and Regulations from time to time.

Dated this _____ day of _____, 200____.

RESIDENT _____

RESIDENT _____

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ATTACHMENT DD
GRIEVANCE PROCEDURE FOR ACC ASSISTED UNITS

EAST LAKE MANAGEMENT GROUP, INC.

CENTRAL CITY APARTMENTS
East St. Louis, IL

GRIEVANCE PROCEDURE for ACC ASSISTED UNITS

Section 1. Purpose and Scope

This Grievance Procedure sets forth the requirements, standards, and criteria established to assure the residents of the ACC Assisted Units at the Central City Apartments (“Residents”) an opportunity for a hearing if he or she disputes any action or failure to act by East Lake Management Group, Inc. (“Landlord”) involving the Resident’s lease or Landlord regulations which adversely affect the individual resident’s rights, duties, welfare, or status.

Section 2. Applicability

- A. This procedure applies to all grievances between individual residents and the Landlord as Defined in Section 3A below.
- B. This Grievance Procedure does not apply to:
 - 1. Disputes between residents in which the Landlord is not involved:
 - 2. Any changes in Landlord policies and procedures. This procedure is not intended as a forum for initiating or negotiating policy changes between a resident or group of residents and the Landlord.
 - 3. Class grievances.
 - 4. Termination of residency or eviction that involves:
 - a. Any criminal activity (including sex offenders) that threatens the health, safety, or right or peaceful enjoyment of the premises of other residents or employees of Landlord: OR
 - b. Any drug-related criminal activity on or off the premises, and not just on or near the premises:

Section 3. Definitions

For the purpose of this Grievance Procedure, the following definitions apply:

- A. Grievance – Any dispute which a resident may have with respect to the Landlord action or failure to act in accordance with the individual Resident’s lease or the Landlord regulations which adversely affect the individual Resident’s rights, duties, welfare, or status.
- B. Complainant – Any Resident whose grievance is presented to the Landlord Management Office in accordance with Section 4 and 5 of this procedure.
- C. Elements of Due Process – Legal proceedings carried out in accordance with established rules. Any eviction or termination proceeding requires:
 - 1. Adequate notice to the Resident of the grounds for terminating his or her lease and for eviction.
 - 2. The right of the Resident to be represented by legal counsel.
 - 3. The opportunity for the Resident to disagree with the evidence presented by the Landlord including the right to confront and cross-examine witnesses and to present any affirmative legal or fair defense which the resident may have.
 - 4. A decision on the merits.
- D. Hearing Officer—A person selected to hear grievances and make a decision.
- E. Resident—Shall mean the adult person (or persons) other than a live-in aide who:
 - 1. Resides in the ACC Assisted unit and who executed the lease with the Landlord as lessee of the dwelling unit; or
 - 2. If no such person now resides in the unit, an adult who currently resides in the unit who would qualify as the remaining member of the resident family.
- F. Resident Organization -- includes Resident Councils (if applicable).
- G. Informal Settlement—Meeting held with complainant and the Landlord in an attempt to resolve the grievance before going to a formal grievance hearing.
- H. Summary of Discussion—Result of informal hearing giving detailed information in writing of the major points discussed in the informal hearing and the Landlord’s decision of the complaint.

- I. Escrow—Money held by a third person as a good faith promise until a determination is made on what to do with the money.
- J. Waiver—To release a right or claim.
- K. Trial De Novo—The right to a new trial.
- L. Development – Central City Apartments, East St. Louis, IL

Section 4. Informal Settlement of Grievance

- A. Before a Complainant can request a Hearing by a Hearing Officer the grievance must be submitted first for an Informal Settlement.
- B. If the Complainant can show good cause why he or she has failed to follow the procedure for Informal Settlement to the Hearing Officer, the Informal Settlement may be waived by the Hearing Officer.
- C. Any grievance shall be personally presented, either orally or in writing, within ten (10) business days after the grievable event to the Management Office of the Development so that the grievance may be discussed informally and settled without a Hearing. This informal meeting must be held within ten (10) business days of receipt of the grievance.
- D. A Summary of Discussion shall prepared within ten (10) business days of the informal meeting by the Landlord specifying:
 - 1. Names of the participants.
 - 2. Date of meeting.
 - 3. Nature of proposed deposition of the complainant.
 - 4. Specific reason for proposed disposition of the complainant.
 - 5. Procedures by which a Hearing may be obtained if the Complainant is not satisfied.
 - 6. That the complainant has ten (10) business days from the date of the Summary of Discussion to request a hearing.
- E. Copies of the Summary of Discussion will be distributed as follows:
 - 1. One copy will be sent to the complainant by Registered or Certified Mail given personally and a signed receipt obtained from the complainant.
 - 2. One copy will be retained in the Complaint's file.

Section 5. Procedure to Obtain a Hearing

If the complainant is dissatisfied with the final results of the Informal Settlement, he or she must submit a written request to the Landlord Management Office within ten (10) business days after the receipt of the Summary of Discussion pursuant to Section 4. The written request for Formal Hearing must specify the reasons(s) for the grievance and the action or relief sought.

Section 6. Failure to Request a Hearing

If the complainant does not request a Hearing within ten (10) business days following the date of the Summary of Discussion:

- A. The Landlord's disposition of the grievance under Section 4 as stated in the Summary of Discussion becomes final and effective at the close of business on the tenth(10 business day following the date of the Summary of Discussion.
- B. The failure to request a Hearing does not waive the complainant's right to contest the Landlord's decision in an appropriate judicial proceeding.

Section 7. Payment of Rent Amounts Due

Before a Hearing can be requested for a grievance involving the amount of rent as defined in the Lease, the complainant must:

- A. Deposit into an Escrow account the full amount of rent, calculated by the Landlord, which was due on the first of the month preceding the month in which the grievance occurred; and
- B. Deposit this same amount of rent due into an Escrow account every month until the complaint is resolved by the Hearing Officer's decision.

If the Complainant fails to comply with A and B above, the grievance process will be terminated. Failure to follow A and B above, however, does not waive any of the Complainant's rights to contest the Landlord's disposition of the grievance in an appropriate judicial proceeding.

The requirement to deposit rent due into an Escrow account as described in A and B above shall not apply in grievances involving a Tenant's request for a hardship exemption from minimum rent. The requirements described in this Section 7 of this Grievance Procedure may also be waived by the Landlord in other extenuating circumstances.

Section 8. Selection of Hearing Officer

A grievance hearing shall be conducted by an impartial person appointed by the Landlord other than a person who made or approved the Landlord action under review or a subordinate of such person.

The Landlord shall annually submit a list of prospective hearing officers. This list shall be provided to the Resident Organization (if applicable) for comments or recommendations. Any comments or recommendations by the Resident Organization will be submitted in a reasonable time and considered by the Landlord.

From this list a hearing officer shall be selected.

Section 9. Schedule of Hearings

If the complainant has met the informal hearing requirements, properly requested a Formal Hearing, and made any necessary rental payments to the Landlord and to an Escrow account (when applicable), then the following will take place:

- A. A hearing will be promptly scheduled by the Hearing Officer.
- B. The hearing will be scheduled for a time and place reasonably convenient to both the Complainant and the Landlord.
- C. Written notification will be delivered to the Complainant and appropriate Landlord staff, by Registered or Certified mail, or delivered promptly with a receipt notice.
- D. The written notification will specify:
 - 1. Time of Hearing
 - 2. Place of Hearing
 - 3. Procedures governing the Hearing

Section 10. Failure to Appear at the Hearing

- A. If either party fails to appear at the Hearing, the Hearing Officer will determine that the one-appearing party has waived the right to a Hearing.
- B. The Complainant and the Landlord will both be notified in writing of this determination by the Hearing Officer.
- C. Failure of the Complainant to appear at the Hearing and a determination that he or she has waived the right to a Hearing does not waive the

Complainant's right to argue the case in an appropriate judicial proceeding.

Section 11. Procedure Governing Hearing

- A. The Hearing shall be held before the Hearing Officer.
- B. The Complainant shall be afforded a fair Hearing, which shall include:
 - 1. The opportunity to examine before the Hearing, any documents, including records and regulations that are directly relevant to the Hearing. The Complainant shall be allowed to copy and documents at his or her own expense. If the Landlord does not make the document available for examination upon request by the Complainant, the Landlord may not rely on the documents at the hearing.
 - 2. The right to be represented by counsel or other person chosen as his or her representative and to have this person make statements on the Complainant's behalf;
 - 3. The right to a private hearing unless the Complainant request a public hearing;
 - 4. The right to present evidence and arguments in support of his or her complaint to object to irrelevant evidence and request that such evidence be excluded, and to confront and cross-examine all witnesses on whose testimony or information the Landlord relies; and
 - 5. A decision based solely and exclusively upon the facts presented at the Hearing and all applicable state and federal statutes and regulations.
- C. The Hearing Officer may render a decision without holding the Hearing if the Hearing Officer determines that the issue has been previously decided in another proceeding.
- D. At the Hearing, the Complainant must first show that he or she is entitled to the relief sought, after which the Landlord must justify the action or failure to act as cited in the complaint.
- E. The Hearing shall be conducted informally by the Hearing Officer and oral or documentary evidence pertinent to the facts and issues mentioned in the complaint may be received without regard to admissibility under the rules of evidence applicable in judicial proceedings.

- F. The Hearing Officer shall require the Landlord, the Complainant, counsel and other participants or spectators to conduct themselves in an orderly fashion.
- G. Failure to comply with the Hearing Officer's call for order may result in removal of the offending person from the proceedings, termination of the Hearing, or the entry of judgment by default against the offending person.
- H. The Complainant or the Landlord may arrange in advance and at the expense of the party making the arrangement for a transcript of the Hearing. Any interested person may purchase a copy of the transcript.
- I. Accommodation of Persons with Disabilities
 - 1. The Landlord will take steps to insure that reasonable accommodation for persons with disabilities is provided so that participation in any Hearing is possible. Reasonable accommodation may include qualified sign language interpreters, readers, accessible locations, or attendants.
 - 2. If the Complainant is visually impaired, any notice which is required under this Grievance Procedure must be in an accessible format.

Section 12. Decision of Hearing Officer

- A. The Hearing Officer will prepare a written decision, with the reasons, within ten (10) business days after the Hearing.
- B. A copy of the decision will be sent to the Complainant and the Landlord at the same time. The Landlord Management office shall retain a copy of the decision in the Resident's folder.
- C. A copy of the decision, with all names and identifying references deleted will also be maintained on file by the Landlord and made available for inspection by a prospective Complainant, his or her representative of the Hearing Officer.
- D. The decision of the Hearing Officer will be binding on the Landlord which will take all actions, necessary to carry out the decision unless HUD's Housing Authority Representative determines within a thirty (30) day period, and promptly notifies the Complainant of its determination, that:
 - 1. The grievance does not concern any act or failure to act on the part of the Landlord involving the Complainant's lease or Landlord regulations which adversely affect the Complainant's rights, duties, welfare, or status.

2. The decision of the Hearing Officer is contrary to applicable Federal, State and/or Local law, HUD regulations or requirements of the Annual Contributions Contract between the Department of Housing and Urban Development and the Housing Authority of the City of East St. Louis.
3. A decision by the Hearing Officer or HUD's Housing Authority Representative in favor of the Landlord, or which denies the relief requested by the Complainant in whole or in part, does not waive or affect any rights the complainant may have to a trial de nova or judicial review in any judicial proceedings, which may thereafter be brought in the matter.

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**ATTACHMENT EE
INFORMAL REVIEW AND HEARING PROCEDURES FOR PROJECT-BASED
ASSISTANCE SECTION 8 UNITS**

EAST LAKE MANAGEMENT GROUP, INC.

CENTRAL CITY APARTMENTS
East St. Louis, IL

INFORMAL REVIEW AND HEARING PROCEDURES FOR
PROJECT-BASED ASSISTANCE SECTION 8 UNITS

Section 1. Purpose and Scope

Applicants for Project-Based Section 8 Units at Central City Apartments (“Applicants”) and residents of the Project-Based Section 8 Units at Central City Apartments (“Residents”) have an opportunity for an informal review (“Informal Review”) or informal hearing (“Informal Hearing”) if he or she disputes any action or failure to act by East Lake Management Group, Inc. (“Landlord”) involving the Applicant’s application for tenancy or the Resident’s lease which adversely affect the individual resident’s rights, duties, welfare, or status.

Section 2. Informal Review Procedures for Applicants

- A. **Applicability.** Applicants are entitled to an Informal Review if the Landlord has rejected their application for tenancy. An Applicant may be rejected if (i) the Applicant fails to meet the required income, eligibility, or screening criteria set forth in the Section 8 Administrative Plan and/or the Central City Apartments Management Plan; or (ii) the Applicant was not initially approved for admission by the Landlord, as the case may be, after consideration of mitigating circumstances as described in the Section 8 Administrative Plan and/or the Central City Apartments Management Plan. Informal Reviews are not required for Landlord’s established policies and procedures.
- B. **Procedure for an Informal Review.** The Landlord will promptly notify a rejected Applicant in writing of its rejection, stating the reason thereof and advising the Applicant of its right to request a meeting with the Landlord within fourteen (14) days. The Landlord may conduct the review by any person or persons designated by the Landlord, other than a person who made or approved the decision under review or subordinate of this person. The review may be conducted in person, by mail, and/or by telephone.

Applicants have the right to present oral or written objections to the decision. Both the Landlord and Applicant may present evidence and witnesses. The Applicant may use an attorney or other representative to assist them at their own expense.

The Landlord will give the Applicant a final decision, in writing, within five (5) days following the Applicant's Informal Review. The letter shall include the Landlord's reasons for the decision. If the Landlord determines that the Applicant is not an acceptable resident for Central City Apartments, the Landlord will remove the application with justification for denial from its active file.

Section 3. Informal Hearing Procedures for Residents

- A. **Applicability.** Residents are entitled to an opportunity for an Informal Hearing for decisions related to any of the following Landlord determinations:
1. Determination of the family's annual or adjusted income and the computation of the housing assistance payment.
 2. Appropriate utility allowance used from schedule.
 3. Family unit size determination under the Housing Authority of the City of East St. Louis's subsidy standards.
 4. Determination to pay Landlord claim for damages, unpaid rent or vacancy loss.
 5. Determination to terminate assistance at any time except for termination of residency or eviction that involves:
 - a. Any criminal activity (including sex offenders) that threatens the health, safety, or right or peaceful enjoyment of the premises of other residents or employees of Landlord; OR
 - b. Any drug-related criminal activity on or off the premises, and not just on or near the premises.

Informal Hearings are not required for Landlord's established policies and procedures.

- B. **Procedure for an Informal Hearing.** When the Landlord receives a notice for an Informal Hearing, a hearing shall be scheduled within fourteen (14) days. The Landlord may conduct the review by any person or persons designated by the Landlord, other than a person who made or approved the decision under review or subordinate of this person. The review may be conducted in person, by mail, and/or by telephone.

Residents have the right to present oral or written objections to the decision. They also have the opportunity to examine before the Informal Hearing, any documents, including records and regulations that are directly relevant to the Informal Hearing. The Resident shall be allowed to copy documents at his or her own expense. The Landlord and Resident may present evidence and witnesses. The Resident may use an attorney or other representative to assist them at their own expense.

The Landlord will give the Resident a final decision, in writing, within five (5) days following the Resident's meeting with the Landlord. The letter shall include the Landlord's reasons for the decision.

**ATTACHMENT FF
PET POLICY**

EAST LAKE MANAGEMENT GROUP, INC.

CENTRAL CITY APARTMENTS

PET POLICY

This Pet Policy applies to all units at Central City Apartments. The Policy has been designed to protect both pet-owners and non-pet-owners, and Management will strictly enforce its terms. 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.

1. Permission to keep a pet is granted at Management's sole discretion and is subject to Residents' strict adherence to all aspects of this Pet Policy.
2. Only common household pets will be allowed. These include dogs, cats, fish, birds, rabbits, and rodents (such as gerbils, guinea pigs and hamsters). No snakes or large reptiles, or insects are allowed. No Resident will be allowed to keep more than **one (1)** pet (i.e. one pet total, not one of each kind of animal). Any exception to this rule will be at Management's sole discretion.
3. Dogs may not exceed 12 pounds. Unacceptable breeds include, but are not limited to, German Shepard, Rottweiler, Pit Bull, Chow Chow, Doberman, Mastiff, and other breeds or mixtures of breeds of a vicious nature. In approving a Resident's request to keep a dog, Management will take into account the dog's temperament and size, as well as arrangements the Resident has made for training and exercising of the dog. Size limitations shall not apply to assistive animals.
4. Pets are to be kept inside the Resident's apartment. **Dogs going in and out of the building must be on leash and under the Resident's control at all times.** No dog houses will be allowed on the premises. Birds must be kept in regular bird cages and not allowed to fly throughout the unit. Dishes or containers for food and water will be located within the pet owner's apartment.
5. Residents are responsible for keeping all areas where pets are housed clean, safe, and free of parasites, including fleas. Dog owners must **immediately pick up and dispose of, in a sanitary manner, all dog waste deposited on the lawn, street or sidewalk.** Cat owners must place soiled cat litter in strong, tied, plastic bags and dispose of the bags in the refuse cans provided by Management.
6. The pet owner is responsible for the pet's health and condition. All adult dogs and cats must be spayed or neutered, unless a veterinarian certifies that health problems prevent the dog or cat from being spayed or neutered. All pets must receive proper veterinary care, including all appropriate inoculations; must be well groomed; and must be given a healthy diet and exercised according to their needs. All pets must also be maintained in accordance with applicable state and local laws. Dogs and cats must wear identification tags at all times.
7. Residents may not leave pets alone for a period longer than that which is appropriate in light of the needs of the individual pet. While this period may vary depending on the pet in question, landlord and Resident understand that, in general, dogs should not be left alone for more than 9 hours, and other pets for more than 24 hours, on a regular basis. When Management has reasonable cause to believe that a pet is alone in an apartment and either that pet is creating a disturbance or any other emergency situation appears to exist with respect to that pet, Management will attempt to contact the Resident to remedy the

situation. If Management is unable to contact the Resident within a reasonable period of time, Management may enter Resident's apartment and make any necessary arrangements for the pet's care,

including removing the pet and placing it in a temporary home, such as a boarding kennel. Any costs incurred will be deducted from Resident's pet fee.

8. Residents are responsible for ensuring that their pet does not disturb or annoy other Residents or neighbors. Residents whose pet is determined by Management to be disturbing others must remedy the situation immediately. A Resident who fails to remedy the situation after **two written warnings** will receive a **30-day notice to remove the pet from the premises**. If the Resident fails to remove the pet, the Resident will be considered in breach of Resident's Lease and may be required to vacate the premises.
9. Residents are responsible for and must immediately pay for all damages or injuries caused by their pet. In addition, each Resident who wishes to keep a pet must pay a fee of **\$300.00 for a dog, and \$150.00 for all other types of pets** (except fish and turtles for which no deposit is required) upon signing the Pet Agreement Lease Addendum. After Resident vacates the apartment, if the cost of repairing any damages caused by the pet exceeds the pet fee, Management may use funds from the Resident's regular security deposit to cover the excess. If Management uses all or any portion of the pet fee or security deposit to cover any pet-related damages or expenses incurred by Management during the Resident's tenancy, the Resident must immediately restore the security deposit and pet fee to their full, original amounts. The pet fee will be waived for a disabled Resident with an assistive animal, however, such Residents will still be liable for the cost of repairing any damages caused by the pet. If the Resident claims financial hardship, Management shall have discretion to develop with the Resident a payment plan for the amount of the pet fee. Management shall reasonably consider such claims of financial hardship and make decisions on a case-by-case basis, considering all relevant mitigating circumstances.
10. When the Resident vacates the apartment or permanently relocates the pet, Management will refund the pet fee by half of the amount paid (**\$150.00 for a dog; \$75.00 for all other pets**) if the Management determines that there are no damages or other expenses caused by the pet or the Resident.
11. Pet owners will be responsible and liable for any and all bodily harm to other residents or individuals. Destruction of personal property belonging to others caused by owner's pet will be the financial obligation of the pet owner.
12. Management will make reasonable accommodations to this Pet Policy to accommodate persons with a documented disability who has a disability-related reason for needing an assistive animal. For these individuals, Management may require documentation from a qualified medical professional limited to: 1) Verification that the person making the request is a person with a disability; 2) Verification that the animal is needed by a person with a disability, either to provide a service or to act as a companion; 3) Verification that the animal owned by the individual with a disability will meet the need identified; and 4) Verification that someone in the household is able to care for the animal or that alternative arrangements that will not impair the animal's health or safety have been made.
13. Pet owners must provide the name, address, and telephone number of one or more responsible parties who will care for the pet if the pet owner dies, is incapacitated, or is otherwise unable to care for the pet.
14. In order to keep an approved type of pet in his/her apartment, a Resident must make application to Management. Each Resident will be required to execute a Lease Addendum for Pets, which enforces the terms of this policy, and any other case-specific requirements imposed by Management.

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EAST LAKE MANAGEMENT GROUP, INC.

CENTRAL CITY APARTMENTS

LEASE ADDENDUM FOR PETS

In connection with that certain Lease Agreement dated _____, or any extension thereafter, for unit at Central City Apartments known as _____ and subject to conditions stated therein, Management Agent hereby grants permission to Resident to keep, in Residents Apartment only, the pet described below upon the following terms and conditions:

- 1. Resident agrees to all terms of the East Lake Management Group, Inc. Pet Policy for Central City Apartments, and by signature below acknowledges that s/he has received a copy of such Policy.
- 2. Resident hereby represents and warrants that the below-described pet is registered. Registration includes a certificate signed by a licensed veterinarian or State/local authority that: 1) the pet has received all inoculations required by State or local law; 2) that the pet has no communicable disease(s) and is pest-free, and 3) that the pet has been neutered or spayed. Registration also includes any licensing requirements of state or local government. Resident agrees to maintain such registration requirements. Management must be furnished with evidence thereof prior to occupancy, and on an annual basis with lease renewal and recertification.

3. PET'S NAME: _____ TYPE: _____

BREED: _____ COLOR: _____ WEIGHT: _____ HEIGHT: _____

SEX: _____ MALE _____ FEMALE _____ LICENSE #, CITY: _____

OTHER PHYSICAL CHARACTERISTICS: _____

(ATTACH PHOTO)

- 4. Resident warrants that the pet has no history of causing physical harm to persons or property, such as biting, scratching or chewing or defecating/urinating on carpet, walls or floors. Resident further warrants that the pet has no vicious history or tendencies.
- 5. The fee under the Pet Policy does not limit Resident's liability for property damages, cleaning, deodorization, defleaing, property replacement, or personal injury.
- 6. Name, address and phone number of person able to care for pet in case of Resident's permanent or temporary inability to care for animal:

NAME: _____

ADDRESS:

PHONE:

—

7. Resident's failure to comply with the terms and provisions of this Lease Addendum, the Pet Policy, or violation of any representation or assurance contained in this Lease Addendum shall constitute a default permitting termination of the Lease Agreement.

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In case of conflict between the provisions of this Addendum and any other provisions of the Lease, the provisions of the Addendum shall govern.

The undersigned hereby agree to and understand all of the above.

By: Authorized Agent for Owner

Date

Resident Signature

Date

Resident Signature

Date

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**ATTACHMENT GG
LEASE ADDENDUM FOR PROJECT-BASED ASSISTANCE SECTION 8
TENANCIES AND LEASES ONLY**

**EAST LAKE MANAGEMENT GROUP, INC.
DWELLING LEASE FOR
ACC-ASSISTED/PROJECT BASED ASSISTANCE SECTION 8 UNITS
CENTRAL CITY APARTMENTS**

LEASE ADDENDUM FOR
PROJECT BASED ASSISTANCE SECTION 8 TENANCIES AND LEASES ONLY

This Lease Addendum is executed and made effective as of this _____ day of _____, 200__ and amends the certain Dwelling Lease for ACC-Assisted/ Project-Based Assistance Section 8 Units at Central City Apartments, dated as of _____, 200__ (the "Lease") and entered into by and between East Lake Management Group, Inc., as Landlord and _____, as Resident, for the premises commonly known as Unit _____ at Central City Apartments, at _____, East St. Louis, Illinois.

In consideration for the mutual promises and covenants herein and other good and valuable consideration, the receipt and sufficiency of which are acknowledged, Landlord and Lessee(s) hereby agree to amend the Lease as follows:

Part I, Section XIV (**Termination of the Lease**), Paragraph (c) is hereby DELETED in its entirety and replaced with the following:

"(c) Landlord shall give written notice of the proposed termination of the Lease in accordance with federal, State and local laws, and the terms of this Lease."

Part I, Section II (**Lease and Amount of Rent**) is hereby amended to include the following:

"For Project-Based Assistance Section 8 Units, if the remaining term of the Housing Assistance Payments (HAP) Contract between the Owner of the Development and the ESLHA is less than one year, the term of this Lease shall end on the expiration date of the Contract."

All references to the Grievance Procedure shall not apply to Residents of Project Based Assistance Section 8 Units.

Landlord and Resident shall execute HUD Form 52530 C (**U.S. Department of Housing and Urban Development, Section 8 Housing Assistance Payments Program, Section 8 Certificate Program, Project-Based Assistance, Lease Addendum**) as attached and such form is specifically incorporated herein.

But for the above amendments, the Lease shall remain in full force and effect as originally written.

LANDLORD:

RESIDENT(S):

EAST LAKE MANAGEMENT GROUP, INC.

BY: _____

TITLE: _____

This Addendum has not been prepared or approved, either as to form or content, by the Illinois Housing Development Authority (IHDA) and IHDA assumes no responsibility for its content.

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**ATTACHMENT HH
COMMUNITY SERVICE RIDER/ECONOMIC SELF-SUFFICIENCY RIDER
DWELLING LEASE PROJECT –BASED ASSISTANCE SECTION 8 UNITS**

**COMMUNITY SERVICE/ECONOMIC SELF-SUFFICIENCY RIDER for
EAST LAKE MANAGEMENT GROUP, INC.
DWELLING LEASE FOR
PROJECT BASED ASSISTANCE SECTION 8 UNITS
CENTRAL CITY APARTMENTS**

This COMMUNITY SERVICE/ECONOMIC SELF-SUFFICIENCY REQUIREMENT LEASE RIDER ("Rider") is executed and made effective as of this _____ day of _____, 200__ and is attached to the certain Dwelling Lease for Project-Based Assistance Section 8 Units at Central City Apartments, dated as of _____, 200__ (the "Lease") and entered into by and between East Lake Management Group, Inc., as Landlord and _____, as Resident, for the premises commonly known as Unit _____ at Central City Apartments, East St. Louis, Illinois.

AUTHORITY

Public housing authorities are permitted to establish criteria or preferences for occupancy of Project Based Assistance Section 8 Units pursuant to 24 CFR § 983.251(c)(3). Since the Housing Authority of the City of East St. Louis ("ESLHA") is working to enable its residents to become fully economically independent, ESLHA requires that all adult residents (18 years or older) of Central City Apartments meet monthly targets for community service or economic self-sufficiency, unless otherwise exempt as defined below. All residents of the Project Based Assistance Section 8 Units are required to sign this Rider. This Rider shall be executed in accordance with the provisions detailed in ESLHA's Section 8 Administrative Plan.

The Landlord and Resident(s) hereby agree to the following:

1. The Resident acknowledges that in order to maintain continued occupancy in a Unit, all adults (age 18 or over) in the household must meet the following community service/self-sufficiency requirements:

Participate in at least 8 hours per month of community service and/or self-sufficiency activity.

2. Definitions:

Community Service -Community Service is unpaid work that benefits the property or the local neighborhood. This includes, but is not limited to:

- a. Work at local institutions or non-profit organizations (library, hospital, recreation center, senior center, adult day care program)
- b. Work with service programs sponsored by churches so long as they do not involve religious education or the practice of religion
- c. Work at Central City Apartments that helps improve physical conditions or provide services for property residents

Self-sufficiency Activity- Self-sufficiency activities refer to programs and participation in activities that produce economic and social independence. Such activities include, but are not limited to:

- a. Job or skills training programs
- b. Higher education, GED classes
- c. Job-search activities
- d. Substance abuse or mental health counseling
- e. Budgeting and credit counseling classes
- f. Activities required by the Department of Public Assistance as part of welfare reform

3. Exemptions

- a. Any adult shall be exempt from the requirement if he/she:
 - 1. Is Employed for 30 hours per week; or
 - 2. Has a disability that can be verified to prevent him/her from being gainfully employed; or
 - 3. Is verified to be the fulltime caretaker of a disabled person; or
 - 4. Is 62 years of age or older

- b. In order to claim exempt status, the Resident must:
 - 1. Request in writing, from the Landlord, an exemption;
 - 2. Provide Landlord with third party verification that they are a member of an above-listed exempt category.

4. Compliance

Resident acknowledges that Landlord may pursue termination or transfer proceedings for any Resident not exempt under the terms of this Rider, who are unable to meet the Community Service/Self-Sufficiency requirements. Compliance with community service activities is monitored by at the annual reexamination. If residents fail to comply with their responsibilities, the Property manager gives the family one-year to catch up before beginning lease enforcement.

5. Conflict

If any part of this Rider is in conflict with the terms of the Lease, the terms of the Lease shall prevail.

BY SIGNATURE, THE RESIDENT AND LANDLORD AGREE TO THE REQUIREMENTS OF THIS COMMUNITY SERVICE/SELF-SUFFICIENCY REQUIREMENT RIDER.

RESIDENT:

LANDLORD:

By: _____

By: _____

Name: _____ Name: _____

Date: _____ Title: _____

Date: _____

This Rider has not been prepared or approved, either as to form or content, by the Illinois Housing Development Authority (IHDA) and IHDA assumes no responsibility for its content.

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ATTACHMENT II
ADDENDUM TO ESLHA SECTION 8 ADMINISTRATIVE PLAN

Addendum to the East St. Louis Housing Authority Section 8 Administrative Plan

The Housing Authority of East Saint Louis (ESLHA) is authorized to implement Project Based Assistance Section 8 units at its Mixed-Finance Property(s). In accordance with 24 CFR Part 983, this addendum addresses policies that are applicable to residents of ESLHA's Project Based Assistance Section 8 Program.

A. TERMINOLOGY

"Project Based Assistance Section 8 Program" refers to the program as defined by 24 CFR Part 983 whereby a PHA can attach up to 20 percent of its voucher assistance funds to specific housing units if the owner agrees to either rehabilitate or construct the units, or the owner agrees to set-aside a portion of the units in an existing development. The voucher assistance remains attached to the specific property at all times and tenants in project-based units are assisted as long as they live in the unit and continue to qualify for the program.

B. TENANT SCREENING

For admission to the project-based Section 8 units at the Mixed-Finance Properties, the following screening factors shall be taken into consideration:

1. An applicant's past performance in meeting financial obligations, especially rent, will be considered in determining if there is a reasonable risk that such applicant will not fulfill rent obligations. Factors to be considered are as follows:
 - a. Consistent record of rent payment;
 - b. No material (over \$500) reported delinquent consumer debt balances (excluding medical bills and student loans) within three months of the date of application or written off within one year of date of application; and
 - c. No history or pattern of substantial past due consumer debts (excluding medical bills and student loans) within the last 18 months with balances older than six months.
2. Criminal record check, as allowed by law, with respect to all adult applicants for occupancy in the Development, showing no record of criminal activity as follows:
 - a. No record of drug-related criminal activity;
 - b. No record of criminal activity that would be a threat to the life, health or safety of any other resident, staff member or neighbor;
 - c. No record of criminal activity that would be a threat to the quality of life or financial health of the property.
3. Declaration from the head of household that all family members under age 18 have not been convicted of any of the above-described crimes as an adult.

Permission by the head of household to verify whether any family members under age 18 have been convicted of such crimes.

4. Satisfactory home visit to the applicant's home by a representative of the Management. The applicant will be given at least 48 hours notice of such visit.

Mitigating circumstances to be considered by the Manager of the Mixed-Finance Properties if unfavorable screening information would otherwise result in the applicant's rejection shall include:

1. The time, nature and extent of the applicant's conduct (including any reasonable explanation therefore) and factors that might indicate a reasonable probability of favorable future conduct or financial prospects such as the following:
 - a. Negative credit information can be mitigated through third party verification of information that
 - The family has entered into a payment plan and made timely payments on such plan for not less than sixty days; or
 - The applicant has disputed such debt and can provide verification of such dispute
 - b. Record of unsuitable rental history or behavior can be mitigated if the applicant can show evidence of rehabilitation or participation in rehabilitation. If the evidence relates to a change in a disabling condition, the Agent shall have the right to verify the allegations made by the applicant;
 - c. Evidence of completion of rehabilitation or verification of current rehabilitation can mitigate a history of drug or alcohol abuse;
 - d. Participation in an ESLHA family self sufficiency program with specific emphasis on lease compliance, property rules and regulations and other policies regarding property management can mitigate past behavior that has not been lease compliant;
 - e. Evidence provided by the applicant that they are or will participate in social services or other appropriate counseling service programs.

C. APPLYING FOR ADMISSIONS

When filling vacant project-based units at the Mixed-Finance Properties, families of the appropriate size for the vacant units will be referred to the Manager at the Mixed-Finance Properties for application processing.

Applicants whose preferences are verified and whose applications are referred to the Mixed-Finance Properties will be required to complete an application provided by the Manager of the Mixed-Finance Properties. All information needed to determine eligibility and verify income, deductions from income, and rent will be verified using the standards applicable to all providers of federally assisted housing.

D. PREFERENCES

First preference for admission to these units shall be granted to families on the ESLHA's Section 8 waiting list, in the order created by the preferences listed above below:

- 1) At least one adult in the household is employed for a minimum of 30 hours per week;
- 2) At least one adult in the household is enrolled in an educational or work-related activity

If the Section 8 waiting list is exhausted, second preference for admission to the project-based units at the Mixed-Finance Properties shall be granted to applicants who qualify as "residents of East St. Louis". A resident is a person/family who lives, works or has been hired to work in East St. Louis.

E. CRITERIA FOR CONTINUED OCCUPANCY

A. Background

1. The Mixed-Finance Property is working to enable its residents to become fully economically independent. In support of this goal, the Mixed-Finance Property requires that all adult residents (18 years or older) of ELSHA meet monthly targets for community service or economic self-sufficiency, unless otherwise exempt as defined below in Section B.
2. The Community Service requirement is 8 hours per month for each non-exempt adult (not for each family with a non-exempt adult).
3. Compliance with community service activities is monitored by at the annual reexamination. If residents fail to comply with their responsibilities, the Property manager gives the family one-year to catch up before beginning lease enforcement.

B. Definitions

1. **Community Service** - unpaid work that benefits the property or the local neighborhood includes, but is not limited to:
 - a. Work at a local institution, including but not limited to: school, community center, hospital, hospice, recreation center, senior center, adult day care program, homeless shelter, meals or feeding program, library or bookmobile, before- or after-school education program, or child care center, etc.;
 - b. Work with a non-profit organization that serves the Mixed-Finance Property residents or their children, including but not limited to: Boy Scouts, Girl Scouts, Boys or Girls Club, 4-H Club, PAL, Garden Center, Neighborhood clean-up programs, Beautification programs, etc.;
 - c. Work with a community arts program involving performing arts, fine arts, visual arts or crafts including but not limited to: community theater, dance, music (orchestra, voice, band, small ensemble, etc.), Gallery 37, etc.;
 - d. Work with any program funded under the Older Americans Act, including but not limited to: Green Thumb, Service Corps of Retired Executives, Meals on Wheels, etc.;

- e. Work with service programs sponsored by churches so long as they do not involve religious education or the practice of religion (e.g. a meals program for the homeless sponsored by a church and provided in the parish hall would be acceptable, teaching Sunday School would not);
 - f. Work with other youth, disability service or advocacy, or senior organizations;
 - g. Work at the property to help improve physical conditions (for example as a grounds or building captain, or on a beautification program for the building or grounds);
 - h. Work at the property to help with children's programs;
 - i. Work at the property to help with senior programs;
 - j. Help neighborhood groups with special projects;
 - k. Work through the Resident Council to help other residents with problems, serving as an officer in an Resident Council; and
 - l. Care for the children of other residents so they may volunteer.
2. **Political activity** – activities to promote and elect candidates to hold an office of authority. This type of activity is excluded.
 3. **Volunteer Work activity** - work that does not involve payment to the person participating. Volunteer work activity must not take the place of work performed by paid employees.
 4. **Self Sufficiency activities** – programs and participation in activities that produce economic and social independence. Such activities include, but are not limited to:
 - a. Job training programs;
 - b. Skills training programs;
 - c. Higher education (Junior college or college);
 - d. Vocational education;
 - e. GED classes;
 - f. Verifiable job search activities;
 - g. Apprenticeships;
 - h. Substance abuse or mental health counseling;
 - i. English proficiency or literacy (reading) classes;
 - j. Parenting classes;
 - k. Budgeting and credit counseling;
 - l. Any kind of class that helps a person toward economic independence;
 - m. Carrying out any activity required by the Department of Public Assistance as part of welfare reform.

n. The self-sufficiency hours counted toward the 40 hour per month requirement will be only hours when a non-exempt adult is actually attending class or engaged in job training. It will not include time in transit

5. Non-Exempt Adult-Any resident aged 18 years or older who does not meet the criteria of an Exempt Adult, as defined in the following definition.

6. Exempt Adult - an adult member of the family who:

- a. Is 62 years of age or older;
- b. Has a disability that can be verified to prevent him/her from being gainfully employed;
- c. Is verified to be the fulltime caretaker of a disabled person;
- d. Is working at least 30 hours per week:

C. Requirements of the Program

1. Each non-exempt adult in a family paying at least the minimum rent must contribute and document some combination of 8 hours per month of neighborhood service or self sufficiency activity.
2. The 8 hours per month may be either volunteer work or self-sufficiency program activity or a combination of the two.
3. At least 8 hours of activity must be performed each month. An individual may not skip a month and then double up the following month, unless special circumstances warrant special consideration. The Mixed-Finance Property will make the determination of whether to allow or disallow a deviation from the schedule.
4. Activities must be performed within the neighborhood and not outside the jurisdictional area of the Mixed-Finance Property. The exception to this rule would be adults who are enrolled in full-time higher education or vocational training outside of East St Louis. Their hours of education would count toward the requirement.

D. Family Obligations

- 1) At lease execution or re-examination after the effective date of this policy, all adult members (18 or older) of a project-based unit must:
 - a. provide documentation that they are exempt from Community Service requirement if they qualify for an exemption, and
 - b. sign a certification that they have received and read this policy and understand that if they are not exempt, failure to comply with the Neighborhood Service requirement will result in termination of their lease.
- 2) At each annual re-examination, non-exempt family members must present a completed documentation form (provided by the Mixed-Finance Property) of activities performed over the previous twelve months. Both forms will include places for signatures of supervisors, instructors, or

counselors certifying to the number of hours contributed each month by month.

3) Change in exempt status:

- a. If, during the twelve (12) month period, a non-exempt person becomes exempt, it is his/her responsibility to report this to the property manager and provide documentation of such.
- a. If, during the twelve (12) month period, an exempt person becomes non-exempt, it is his/her responsibility to report this to the property manager.

E. Mixed-Finance Property Obligations

- 1. To the greatest extent possible and practicable, the Mixed-Finance Property and its property managers will:
 - a. provide names and contacts of agencies that can provide opportunities for residents, including those with disabilities, to fulfill their Neighborhood Service/Self Sufficiency obligations;
 - b. include a disabled person who is otherwise able to be gainfully employed, since such an individual is not exempt from the Neighborhood Service requirement; and
 - c. provide referrals for volunteer work or self-sufficiency programs.
- 2. The property manager will provide the family with exemption verification forms and recording/ certification documentation forms and a copy of this policy at initial application and at lease execution.
- 3. The Mixed-Finance Property will make the final determination as to whether or not a family member is exempt from the Community Service/Self Sufficiency requirement.

F. Noncompliance of a non-exempt family member

- 1. When a property manager learns of a non-exempt adult's failure to either report or complete the required activity, the property manager shall send a Notice of Lease Violation to the head of household.
- 2. The non-exempt adult will be granted one year to make up any lost hours.
- 3. If the lost hours are not made up in the subsequent year, the property manager shall send a Notice of Lease Termination to the head of household.
- 4. If the non-exempt adult who fails to make up the required hours is someone other than the head of household, the remaining family members may retain their tenancy if the noncompliant adult leaves the household.