

PHA Plans
Streamlined Annual
Version

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

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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937 that introduced 5-year and annual PHA Plans. The full PHA plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form allows eligible PHAs to make a streamlined annual Plan submission to HUD consistent with HUD's efforts to provide regulatory relief for certain types of PHAs. Public reporting burden for this information collection is estimated to average 11.7 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development, Federal Housing Administration, is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Information in PHA plans is publicly available.

Streamlined Annual PHA Plan
for Fiscal Year: 2006

PHA Name: HOUSING AUTHORITY
OF THE VILLAGE OF
OAK PARK

NOTE: This PHA Plan template (HUD-50075-SA) is to be completed in accordance with instructions contained in previous Notices PIH 99-33 (HA), 99-51 (HA), 2000-22 (HA), 2000-36 (HA), 2000-43 (HA), 2001-4 (HA), 2001-26 (HA), 2003-7 (HA), and any related notices HUD may subsequently issue.

Streamlined Annual PHA Plan Agency Identification

PHA Name: VILLAGE OF OAK PARK HOUSING AUTHORITY
PHA Number: IL103

PHA Fiscal Year Beginning: 01/2006

PHA Programs Administered:

Public Housing and Section 8 **Section 8 Only** **Public Housing Only**
Number of public housing units: 198 Number of S8 units: Number of public housing units:
Number of S8 units: 431

PHA Consortia: (check box if submitting a joint PHA Plan and complete table)

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participating PHA 1:				
Participating PHA 2:				
Participating PHA 3:				

PHA Plan Contact Information:

Name: James King Phone: (708)-386-7536
TDD: Email (if available): jking@theramp.net

Public Access to Information

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

PHA's main administrative office PHA's development management offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plan revised policies or program changes (including attachments) are available for public review and inspection. Yes No.

If yes, select all that apply:

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

MILLS PARK TOWER, 1025 PLEASANT PLACE, OAK PARK, IL. 60302

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)

Streamlined Annual PHA Plan
Fiscal Year 2006
[24 CFR Part 903.12(c)]

Table of Contents
[24 CFR 903.7(r)]

Provide a table of contents for the Plan, including applicable additional requirements, and a list of supporting documents available for public inspection.

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ATTACHMENTS

- Attachment A Resident Advisory Board or Boards (Voucher Program)**
Attachment B Resident Advisory Board or Boards (Public Housing)
Attachment C Request for Service Coordinator

A. PHA PLAN COMPONENTS

1. Site-Based Waiting List Policies
903.7(b)(2) Policies on Eligibility, Selection, and Admissions
2. Capital Improvement Needs
903.7(g) Statement of Capital Improvements Needed
3. Section 8(y) Homeownership
903.7(k)(1)(i) Statement of Homeownership Programs
4. Project-Based Voucher Programs
5. PHA Statement of Consistency with Consolidated Plan. Complete only if PHA has changed any policies, programs, or plan components from its last Annual Plan.
6. Supporting Documents Available for Review
7. Capital Fund Program and Capital Fund Program Replacement Housing Factor, Annual Statement/Performance and Evaluation Report
8. Capital Fund Program 5-Year Action Plan

B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE

Form HUD-50076, PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Streamlined Annual Plan identifying policies or programs the PHA has revised since submission of its last Annual Plan, and including Civil Rights certifications and assurances the changed policies were presented to the Resident Advisory Board for review and comment, approved by the PHA governing board, and made available for review and inspection at the PHA’s principal office;

For PHAs Applying for Formula Capital Fund Program (CFP) Grants:

Form HUD-50070, Certification for a Drug-Free Workplace;

Form HUD-50071, Certification of Payments to Influence Federal Transactions; and

Form SF-LLL &SF-LLLa, Disclosure of Lobbying Activities.

1. Site-Based Waiting Lists (Eligibility, Selection, Admissions Policies)

[24 CFR Part 903.12(c), 903.7(b)(2)]

Exemptions: Section 8 only PHAs are not required to complete this component.

A. Site-Based Waiting Lists-Previous Year

1. Has the PHA operated one or more site-based waiting lists in the previous year? If yes, complete the following table; if not skip to B.

Site-Based Waiting Lists														
Development Information: (Name, number, location)	Date Initiated	Initial mix of Racial, Ethnic or Disability Demographics	Current mix of Racial, Ethnic or Disability Demographics since Initiation of SBWL	Percent change between initial and current mix of Racial, Ethnic, or Disability demographics										
Mills Park Tower IL103 1025 Pleasant Pl. Oak Park, IL. 60302	1975	unknown	<table border="0"> <tr> <td>Caucasian</td> <td>288</td> </tr> <tr> <td>African American</td> <td>255</td> </tr> <tr> <td>Hispanic</td> <td>17</td> </tr> <tr> <td>Other</td> <td>8</td> </tr> <tr> <td>Total</td> <td>568</td> </tr> </table>	Caucasian	288	African American	255	Hispanic	17	Other	8	Total	568	unknown
Caucasian	288													
African American	255													
Hispanic	17													
Other	8													
Total	568													

2. What is the number of site based waiting list developments to which families may apply at one time? 1
3. How many unit offers may an applicant turn down before being removed from the site-based waiting list? 2
4. Yes No: Is the PHA the subject of any pending fair housing complaint by HUD or any court order or settlement agreement? If yes, describe the order, agreement or complaint and describe how use of a site-based waiting list will not violate or be inconsistent with the order, agreement or complaint below:

B. Site-Based Waiting Lists – Coming Year

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 next component.

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

2. Capital Improvement Needs

[24 CFR Part 903.12 (c), 903.7 (g)]

Exemptions: Section 8 only PHAs are not required to complete this component.

A. Capital Fund Program

1. Yes No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete items 7 and 8 of this template (Capital Fund Program tables). If no, skip to B.
2. Yes No: Does the PHA propose to use any portion of its CFP funds to repay debt incurred to finance capital improvements? If so, the PHA must identify in

its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities.).

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

Applicability: 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.

1. Yes No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to #3; if yes, provide responses to the items on the chart located on the next page, copying and completing as many times as necessary).

2. Status of HOPE VI revitalization grant(s):

HOPE VI Revitalization Grant Status	
a. Development Name:	
b. Development Number:	
c. Status of Grant:	
	<input type="checkbox"/> Revitalization Plan under development
	<input type="checkbox"/> Revitalization Plan submitted, pending approval
	<input type="checkbox"/> Revitalization Plan approved
	<input type="checkbox"/> Activities pursuant to an approved Revitalization Plan underway

3. Yes No: Does the PHA expect to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name(s) below:

4. Yes No: 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:

5. Yes No: 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:

3. Section 8 Tenant Based Assistance--Section 8(y) Homeownership Program (if applicable) [24 CFR Part 903.12(c), 903.7(k)(1)(i)]

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 the next component; if "yes", complete each program description below (copy and complete questions for each program identified.)

2. Program Description: Housing Choice Voucher Homeownership Program

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, what is the maximum number of participants this fiscal year? **20**

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: **Income of at least \$20,000 annually for non-disabled participants and at least \$13,000 annually for persons with disabilities.**

c. What actions will the PHA undertake to implement the program this year (list)?
Outreach to current participants.

3. Capacity of the PHA to Administer a Section 8 Homeownership Program:

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- Establishing a minimum homeowner downpayment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price comes from the family's resources.
- Requiring that financing for purchase of a home under its Section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.
- Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below):
Illinois Housing Development Authority
- Demonstrating that it has other relevant experience (list experience below):

4. Use of the Project-Based Voucher Program

Intent to Use Project-Based Assistance

Yes No: Does the PHA plan to “project-base” any tenant-based Section 8 vouchers in the coming year? If the answer is “no,” go to the next component. If yes, answer the following questions.

1. Yes No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option? If yes, check which circumstances apply:
 - low utilization rate for vouchers due to lack of suitable rental units
 - access to neighborhoods outside of high poverty areas
 - other (describe below:)
2. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts):

5. PHA Statement of Consistency with the Consolidated Plan

[24 CFR Part 903.15]

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary) only if the PHA has provided a certification listing program or policy changes from its last Annual Plan submission.

1. Consolidated Plan jurisdiction: **OAK PARK, IL.**
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 on its waiting lists on the needs expressed in the Consolidated Plan/s.
 - The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
 - The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
 - Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
 - Other: (list below)
3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

6. Supporting Documents Available for Review for Streamlined Annual PHA Plans

PHAs are to 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	Related Plan Component
X	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans;</i>	5 Year and Annual Plans
	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Streamlined Annual Plan</i>	Streamlined Annual Plans
	<i>Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.</i>	5 Year and standard Annual Plans
	Fair Housing Documentation Supporting Fair Housing Certifications: 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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA's public housing and Section 8 tenant-based waiting lists.	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] and the Site-Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies
	Deconcentration Income Analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. <input type="checkbox"/> Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public housing rent determination policies, including the method for setting public housing flat rents. <input 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 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 (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. <input type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Rent Determination
	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation).	Annual Plan: Operations and Maintenance
X	Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).	Annual Plan: Management and Operations
	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
X	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
X	Any policies governing any Section 8 special housing types <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input 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 Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year.	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.	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
	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA).	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	Annual Plan: Designation of

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
	(Designated Housing Plans).	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, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937.	Annual Plan: Conversion of Public Housing
	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
X	Approved or submitted public housing homeownership programs/plans.	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program (Section <u>11</u> of the Section 8 Administrative Plan)	Annual Plan: Homeownership
	Public Housing Community Service Policy/Programs <input type="checkbox"/> Check here if included in Public Housing A & O Policy	Annual Plan: Community Service & Self-Sufficiency
	Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies.	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan(s) for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency
	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports for public housing.	Annual Plan: Community Service & Self-Sufficiency
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Pet Policy
X	The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings.	Annual Plan: Annual Audit
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
	Consortium agreement(s) and for Consortium Joint PHA Plans <u>Only</u> : Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection.	Joint Annual PHA Plan for Consortia: Agency Identification and Annual Management and Operations

7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: OAK PARK HOUSING AUTHORITY			Grant Type and Number Capital Fund Program Grant No: IL06P103-501-06 Replacement Housing Factor Grant No:		Federal FY of Grant: 2006
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$15,000			
3	1408 Management Improvements				
4	1410 Administration	\$20,000			
5	1411 Audit	\$2,000			
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$15,000			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	\$215,000			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$267,000			
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				

7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: OAK PARK HOUSING AUTHORITY			Grant Type and Number Capital Fund Program Grant No: IL06P103-501-06 Replacement Housing Factor Grant No:			Federal FY of Grant: 2006		
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-103-1	Operations Service coordinator/grant match	1406		\$15,000		0	0	
IL-103-1	Administration	1410		\$20,000		0	0	
IL-103-1	Audit Costs	1410		\$2,000		0	0	
IL-103-1	Fees & Costs	1430		\$15,000		0	0	
IL-103-1	Dwelling Structure-66 Apartment cabinets, counters, sinks, fixtures	1460		\$198,000		0	0	
IL-103-1	Replace 66 apartment stoves	1460		\$17,000		0	0	

7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: OAK PARK HOUSING AUTHORITY			Grant Type and Number Capital Fund Program Grant No: IL06P103-501-06 Replacement Housing Factor Grant No:			Federal FY of Grant: 2006		
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	

8. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan					
Part I: Summary					
PHA Name Oak Park Housing Authority				<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2007 PHA FY: 1/1/07	Work Statement for Year 3 FFY Grant: 2008 PHA FY: 1/1/08	Work Statement for Year 4 FFY Grant: 2009 PHA FY: 1/1/09	Work Statement for Year 5 FFY Grant: 2010 PHA FY: 1/1/10
Mills Park Tower IL103	Annual Statement	\$252,000	\$262,000	\$275,000	\$285,000
CFP Funds Listed for 5-year planning		\$252,000	\$262,000	\$275,000	\$285,000
Replacement Housing Factor Funds					

8. Capital Fund Program Five-Year Action Plan

Total CFP Estimated Cost		\$ 275,000			\$ 285,000

ATTACHMENT C

REQUEST FUNDS FOR SERVICE COORDINATOR RESIDENT SERVICES DELIVERY ELDERLY AND PERSONS WITH DISABILITIES

REQUEST FOR FUNDS

The Oak Park Housing Authority is requesting funds for a Service Coordinator at Mills Park Tower (IL103 Low Rent Public Housing). The funds requested are in the amount of **\$44,000.00** which includes salary and fringe benefits of a full time employee (Service Coordinator).

Mills Park Tower is a 198 unit Public Housing Low Rent Facility for the frail elderly and disabled. Mills Park Tower opened for occupancy in 1975. The position of a Service Coordinator would greatly enhance the lives of the residents and allow them through supportive services to continue to live longer independent lives.

RESPONSIBILITIES

The Service Coordinator would be responsible for linking the elderly, especially those who are frail, disabled residents, to the appropriate supportive services needed to help them to continue to live independently.

- Referral and linkage of residents from Mills Park Tower to the supportive and/or medical services that the resident requires.
- Assessment of the residents' service needs as they relate to their ability to function inadequately.
- Develop programs within Mills Park Tower that may better assist residents in being informed of community resources.
- Link residents with all area agencies and village departments to provide affordability and improved quality of life.
- Develop programs and attend training that may better assist residents in being informed of community resources and available services.
- Refer residents to appropriate government programs which they may be entitled to receive.

QUALIFICATIONS

- Bachelor's degree in social work, gerontology, psychology or life experience in fields relating to the provision of social services.
- Two to three years of experience in social services delivery with seniors or disabled persons.
- Training is desirable in elderly/disabled issues, drug and alcohol abuse by the elderly and mental health issues.
- Demonstrated working knowledge of services and sources in the Oak Park area. Demonstrated ability to advocate, organize and problem-solve for the elderly And disabled.

This attachment is part of the Five-Year PHA Streamlined and Annual Plan for Years 2005-2009

Resident Advisory Board Meeting
Oak Park Housing Authority
Date: August 26, 2005
Time: 2:00 pm

Staff:

Ed Solan: Executive Director

Ken Southward: Director of Housing Choice Voucher Program

Tom Nichol: Inspector

Deidra Patterson: Senior Case Manager

Jessica Duarte: Case Manager

Number of Participants in attendance: 49

Main Points:

Speaker: Ed Solan

Regarding: Homeownership Program

Notes: 3 Families have bought condo in Oak Park

Speaker: Ken Southward

Regarding: TTP (Total Tenant Payment)

Notes: The Total Tenant Payment has increased from \$25.00 to \$50.00. A minimum total tenant rent to owner plus utilities would be a minimum of \$50.00. This will only affect household's whose income is less than \$2,000.00 per year.

Speaker: Ken Southward

Regarding: Payment Standards

Notes: Effective October 1, 2004, HUD lowered the Payment Standards (PS) for most of the bedroom sizes. The PS for two bedroom units and higher have decreased and the PS for zero and one bedroom units have increased. Household will not see its affects until the 2nd annual re-certification. In October 2005, the PS are expected to be reduced again by a couple of dollars.

Open Discussion:

Birda King: I have no comments. Everything is okay.

Doris Cleveland:

Question: What happens when the owner doesn't fix things after an inspection? And who pays the Rent?

Answer: We have a contract with the owner and if the owner does not make the repairs to the cited violations within 30 days, the Housing Authority will stop or abate their rent share to the owner. The tenant is not responsible for paying the Housing Authority's rent portion. They (the tenant) should continue to pay their rent share. The owner is not allowed to give a 5 day notice to a tenant because the Housing Authority has abated their

rent share. If the violations are not the tenant's fault, the owner is responsible for making the repairs to the items that the inspector cited. The owner has been given 30 days to make the repairs to the cited violation. If the owner still does not make the repairs after the rent has been abated, then the housing authority asks the tenant to move to a new unit.

Kathy Williams:

Question: Is the OPHA funded by any other government?

Answer: We are funded by HUD (U.S. Department of Housing and Urban Development) and we also received funding for this year from the Village of Oak Park. We have also received funds from the Illinois Housing Development Authority to help participants in our Homeownership Program.

Question: Do you accept funds from any other resource?

Answer: We will accept any funds that any agency is willing to give us funding.

Margaret Heard:

Question: I need some repairs done to my unit:

Answer: Please contact your owner to request that the repairs be made if the repairs are not made within a timely manner contact our office to have the inspector schedule an inspection of your unit.

Beverly J Lathon:

Question: How long do you give an owner to make the repairs?

Answer: 30 days. After the 30 days, if the repairs are not made, the rent is abated and the housing authority asks the tenant to move to a new unit. Once the rent has been abated, it is up to the owner or the tenant to notify Tom Nichol (the Inspector) when the repairs have been completed.

Cynthia Ballard:

Question: If I have a 3 Bedroom Voucher and one child has moved out, what happens?

Answer: At your next annual re-certification, your voucher size may be reduced to reflect your current family's composition.

Beverly J Lathon:

Question: What happens if 60 days pass and nothing has been fixed, and we would like to stay in our unit?

Answer: Once the rent has been abated and remains abated for 6 months or 180 days, the housing authority cancels the contract with the owner and the tenant is determined to be ineligible because the housing authority has not made a payment on their behalf for 180 days. The tenant is then responsible for the entire rent to the owner.

Essie Pugh:

Question: If someone turns 21, can they get their own apartment?

Answer: Yes they can, but if you are asking if we will give them a voucher, then no. If they have applied for the HCVP and they are on the waiting list, once their name has reached the top of the waiting list and they are determined to be eligible, they will be issued a voucher.

Patricia Jones:

Question: I am sorry, but I just got here and I am not sure if you talked about the Homeownership Program.

Answer: We did talk about it at the beginning of the meeting. Currently 3 families have purchased condos in Oak Park. We will continue the Homeownership Program until a total of approximately 10 families have purchased homes.

Essie Pugh:

Question: Are the condos only in Oak Park?

Answer: Yes

Collie Coleman:

Question: I wrote a letter to the OPHA and I have still not received a response.

Answer: You will receive a response from us soon.

Josephine Phillips:

Question: Can you please explain my rent portion?

Answer: We will explain it after the meeting.

Mattie Stinson:

Question: Everything is okay.

Valore Witherspoon:

Question: Are you taking other vouchers from other Housing Authorities?

Answer: Yes. Participants can utilize Portability to come to our Housing Authority but we will bill the Housing Authority that they are coming from. We cannot deny anyone from transferring to Oak Park through the use of Portability.

Beverly J Lathon:

Question: How are you going to place all the people in Oak Park?

Answer: Everyone is responsible for finding their own housing. If they do not find housing they will be returned to their Housing Authority.

Essie Pugh:

Question: We need to get more building built here in Oak Park.

Answer: The OPHA does not determine if property is built Oak Park.

Tonya A Davenport:

Question: Why do we have to stay in Oak Park for a year?

Answer: Applicants who live or work in Oak Park, receive a residency preference and have the right to Portability because that have resided or work in Oak Park. But if the applicant does not live or work in Oak Park, they are required to live here for a year and then they can utilize Portability to transfer to a different Housing Authority or city. This will prevent applicants from other states, cities, county, etc. from getting a voucher and

immediately begin using it within their city. The housing authority that issues the voucher is now assured that most of its vouchers will be used in its jurisdiction.

Essie Pugh:

Question: We should have an address for an owner not just a P.O. Box.

Answer: Owners are not required to provide us with a home mailing address. They can use a P.O. Box.

Essie Pugh:

Question: It is very hard to get your security deposit if you do not have a mailing address for the owner.

Answer: If your security deposit is not returned to you after you have vacated the unit, you may file a claim in the Circuit Court of Cook County. If the full security deposit is not granted to the tenant within 30 days after you have vacated the unit, you may also notify the OPHA and the owner may not be allowed to participate in the Housing Choice Voucher Program.

ATTACHMENT B

Resident Advisory Board Meeting **Oak Park Housing Authority** **Public Housing** **Mills Park Tower**

DATE: August 25, 2005

TIME: 2:00 pm

STAFF IN ATTENDANCE:

Jim King: Director of Senior & Disabled Housing

Melissa Neyfeldt: Project Manager

Barbara McGuire: Assistant Coordinator

John Plant: Maintenance

Larry Joyce: Maintenance

RESIDENT ADVISORY BOARD

The Resident Advisory Board at Mills Park Tower consists of all the residents of the Project. The current population of Mills Park Tower is 197. The number of residents in attendance was 55.

INTRODUCTION OF THE ANNUAL PLAN

Speaker: Jim King

The Annual Plan, as required by HUD, was explained to the tenants and how it affects public housing. We explained the past several years progress in modernization with the capital fund awards received from the HUD approved annual plan. Mills Park Tower has been able to replace deteriorating plumbing risers in the building, completely replace both elevators, related controls, all common hallway windows on 19 stories with low energy thermo pane glass, and some hallway modernization.

TENANT DISCUSSION

After discussing the progress with the Capital Fund Program the goals of the program were explained. The remaining 15 floors of common hallways will be modernized. This is to include wall coverings, lighting, painting, and carpet replacement.

The following are some comments and suggestions from the residents who attended the Resident Advisory Board Meeting.

1. Residents would like to see bathrooms remodeled complete with vanities. There is insufficient storage in this area.
2. Some residents would like to see kitchens in units remodeled. It was explained that after the hallways are completed, the modernization of kitchens will begin.
3. One resident suggested that we replace the metal closet doors in the apartments.
4. A request for replacement of window treatments from shades to window blinds.
5. Also some residents have mentioned electric stoves need replacing. This item is already in the 5-Year Plan for 2005-2009.

Overall, the residents are very pleased with the ongoing capital improvements being made to their home. The meeting lasted approximately 1.5 hours and ended on a very positive note. The residents were thanked for their patience in all the improvement projects undertaken by Mills Park Tower. There have been some inconveniences in dealing with modernization projects and most of the residents have been very understanding.

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: OAK PARK HOUSING AUTHORITY		Grant Type and Number CFP Capital Fund Program Grant No: IL06P103502-03 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 09/30/2005 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration	\$ 4,000		0	0
5	1411 Audit	\$ 500		0	0
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	\$ 35,335		0	0
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				

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

PHA Name: OAK PARK HOUSING AUTHORITY	Grant Type and Number CFP Capital Fund Program Grant No: IL06P103502-03 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:)
 Performance and Evaluation Report for Period Ending: 09/30/2005 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$ 39,835		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: OAK PARK HOUSING AUTHORITY			Grant Type and Number CFP Capital Fund Program Grant No: IL06P103502-03 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		

Annual Statement/Performance and Evaluation Report									
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)									
Part III: Implementation Schedule									
PHA Name: OAK PARK HOUSING AUTHORITY			Grant Type and Number CFP Capital Fund Program No: IL06P103502-03 Replacement Housing Factor No:				Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates		
	Original	Revised	Actual	Original	Revised	Actual			
IL-103-1	04/26/2006			04/26/2008					

0CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: OAK PARK HOUSING AUTHORITY		Grant Type and Number CFP Capital Fund Program Grant No: IL06P103501-04 Replacement Housing Factor Grant No:			Federal FY of Grant: 2004
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 9/30/05 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration	\$ 21,000		\$21,000	\$ 7,000
5	1411 Audit	\$ 2,000		\$ 2,000	\$ 2,000
6	1415 Liquidated Damages				
7	1430 Fees and Costs	0			
8	1440 Site Acquisition				
9	1450 Site Improvement	0			
10	1460 Dwelling Structures	\$ 197,703		\$ 74,226.40	\$ 74,226.40
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				

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

PHA Name: OAK PARK HOUSING AUTHORITY	Grant Type and Number CFP Capital Fund Program Grant No: IL06P103501-04 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:)
 Performance and Evaluation Report for Period Ending: 9/30/05 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$ 220,703		\$ 97,226.40	\$ 83,226.40
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: OAK PARK HOUSING AUTHORITY			Grant Type and Number CFP Capital Fund Program Grant No: IL06P103501-04 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		

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule								
PHA Name: OAK PARK HOUSING AUTHORITY			Grant Type and Number CFP Capital Fund Program No: IL06P103501-04 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		
IL 103-1	09/13/2006			09/13/2008				

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary						
PHA Name: Oak Park Housing Authority		Grant Type and Number Capital Fund Program Grant No: IL06P103-501-5 Replacement Housing Factor Grant No:			Federal FY of Grant: 2005	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report						
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost		
		Original	Revised	Obligated	Expended	
1	Total non-CFP Funds					
2	1406 Operations	\$ 13,500	\$ 13,500	0	0	
3	1408 Management Improvements					
4	1410 Administration	\$ 23,000	\$ 20,000	0	0	
5	1411 Audit	\$ 2,000	\$ 2,000	0	0	
6	1415 Liquidated Damages					
7	1430 Fees and Costs	\$ 18,000	\$ 15,000	0	0	
8	1440 Site Acquisition					
9	1450 Site Improvement	\$ 15,000	\$ 15,000	0	0	
10	1460 Dwelling Structures	\$174,000	\$145,018	0	0	
11	1465.1 Dwelling Equipment—Nonexpendable					
12	1470 Nondwelling Structures					
13	1475 Nondwelling Equipment					
14	1485 Demolition					
15	1490 Replacement Reserve					
16	1492 Moving to Work Demonstration					
17	1495.1 Relocation Costs					
18	1499 Development Activities					
19	1501 Collaterization or Debt Service					

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

PHA Name: Oak Park Housing Authority	Grant Type and Number Capital Fund Program Grant No: IL06P103-501-5 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
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$250,500	\$210,518	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: Oak Park Housing Authority		Grant Type and Number Capital Fund Program Grant No: IL06P103-501-05 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	
IL103-1	Operations-Matching funds for Service coordinator	1406		\$13,500	\$13,500	0	0	
IL103-1	Exec Dir-Monitor activities	1410.2		\$3,500	\$2,500	0	0	
IL103-1	Finance Director-accounting and reporting	1410.2		\$4,000	\$3,000	0	0	
IL103-1	Mod-Coordinator- Employee to Direct contracting activities	1410.2		\$15,500	\$14,500	0	0	
IL103-1	Audit Cost	1411		\$2,000	\$2,000			
IL103-1	Fees and Costs	1430		\$18,000	\$15,000	0	0	
IL103-1	Site improvements-Install seating area on north side of project	1450		\$20,000	\$15,000			
IL103-1	Complete modernization of common hallways	1460		\$80,000	\$60,018	0	0	
IL103-1	Replace Locks and hardware on apt entry doors	1460		\$94,000	\$85,000	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: Oak Park Housing Authority		Grant Type and Number Capital Fund Program Grant No: IL06P103-501-05 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	

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

PHA Name:		Grant Type and Number Capital Fund Program No: Replacement Housing Factor No:			Federal FY of Grant:		
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	

