

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

PHA Plans

5-Year Plan for Fiscal Years 2008 – 2012

Annual Plan for Fiscal Year 2008

**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: The Housing Authority of the County of Cook

PHA Number: IL025

PHA Fiscal Year Beginning: 04/2008

PHA Programs Administered:

Public Housing and Section 8
 Section 8 Only
 Public Housing Only
 Number of public housing units: 2,066
 Number of S8 units:
 Number of public housing units:
 Number of S8 units: 11,640

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:				

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 2008 - 2012
[24 CFR Part 903.5]

A. Mission

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

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

B. Goals

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

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

- PHA Goal: Expand the supply of assisted housing
Objectives:
- Apply for additional rental vouchers:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)
- PHA Goal: Improve the quality of assisted housing
Objectives:
- Improve public housing management: (PHAS score)
 - Improve voucher management: (SEMAP score)
 - Increase customer satisfaction:
 - Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)
 - Section 8 Customer Service, Administration, Inspections and Quality Control
 - Low-Income Public Housing Asset Management including

- Vacancy Reduction
- Maintenance and Unit Turnaround
- Tenant Selection to support asset management
- Budget Management by development
- Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing: (Demolition of Robert Allison Homes, Summit, IL025-03)
- Provide replacement public housing: (for residents of Robert Allison Homes)
- Provide replacement vouchers: (for residents of Robert Allison Homes)
- Other: (list below)

- PHA Goal: Increase assisted housing choices
Objectives:
 - Provide voucher mobility counseling: Continue to fund mobility program
 - Conduct outreach efforts to potential voucher landlords
 - Increase voucher payment standards
 - Implement voucher homeownership program:
 - Implement public housing or other homeownership programs:
 - Implement public housing site-based waiting lists:
 - Convert public housing to vouchers: Where Assets are unable to perform consider voluntary conversion
 - Other: (list below)

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

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

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

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

Objectives:

- Increase the number and percentage of employed persons in assisted families:
- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)
 - Disaster Housing Assistance Program
 - Administer Shelter Plus Care Program

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

PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

- Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
- Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
- Other: (list below)
 - Provide Project Opportunity

Other PHA Goals and Objectives: (list below)

Improve performance of Asset Based Management and Develop Asset Management Projects to their best and highest uses in support of affordable housing development. Re-develop, demolish, or dispose of obsolete assets that have excess deferred maintenance or are not financially viable and convert to Section 8 Vouchers.

Seek partnership with the private sector to develop affordable housing alternatives and mixed income developments.

Annual PHA Plan
PHA Fiscal Year 2008
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

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.

The HACC is entering the next phase of management and operational improvements designed to enhance our service delivery to the citizens of Cook County. Providing decent, safe, and affordable housing is a minimum standard. Our objective is to provide our clients with homes where quality family life can flourish. We have made significant management changes as part of acquiring the skills necessary to achieve our objective. This will continue as we also seek to outsource services where it is in the best interests of our clients and landlords to do so. Strategies such as developing partnerships with the private sector and looking for redevelopment opportunities will become more prevalent. More frequent contact with our tenants as well as landlords will help to reinforce the ultimate message of self-sufficiency. By working with the local municipalities we serve we seek to develop a better understanding of our changed mission. I am pleased to be instrumental in serving the present and creating the future for affordable housing in Cook County.

Lewis A. Jordan
Executive Director

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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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:

- Proposed LIPH Admissions and Continued Occupancy Policy
- Proposed Section 8 Administrative Plan
- FY 2008 Capital Fund Program Annual Statement (IL025v07g.pdf)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- List of Resident Advisory Board Members (IL025v07o.pdf)
- List of Resident Board Member (IL025v07p.pdf)
- Community Service Description of Implementation (IL025v07t.pdf)
- Information on Pet Policy (IL025v07s.pdf)
- Section 8 Homeownership Capacity Statement, if applicable (IL025v07k.pdf)
- Description of Homeownership Programs, if applicable (IL025v07q.pdf)

Optional Attachments:

- PHA Management Organizational Chart (IL025v07r)
- FY 2008 Capital Fund Program 5 Year Action Plan (IL025v07h)
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (comments being obtained during public review and comment period.)
- Other (List below, providing each attachment name)

<u>Document Name</u>	<u>Attached As:</u>
Annual Statement/Performance and Evaluation Report 2004	IL025v07a
Annual Statement/Performance and Evaluation Report 2005	IL025v07b
Annual Statement/Performance and Evaluation Report 2006	IL025v07c
Annual Statement/Performance and Evaluation Report 2007	IL025v07d
Replacement Housing Factor 2006	IL025v07e
Replacement Housing Factor 2007	IL025v07f
Capital Fund Program 2008 Annual Statement	IL025v07g
Capital Fund 5-Year Action Plan 2008-2012	IL025v07h
Capital Fund Replacement Housing Factor 2008	IL025v07i
Statements of Progress in meeting 5-year Plan Goals	IL025v07j
Capacity Statement for Homeownership Program	IL025v07k
Carbon Monoxide Compliance Act & Violence Against Women Act	IL025v07l
Statement of Substantial Deviations and Significant Amendments	IL025v07m
Statement of Financial Policies for Cash, Investments, Risk Mngmt	IL025v07n
List of Resident Advisory Board Members	IL025v07o
List of Resident Board Member	IL025v07p
Description of Home Ownership Program	IL025v07q
Executive Management Organizational Chart	IL025v07r
Information on Pet Policy	IL025v07s
Community Service Description of Implementation	IL05ev07t

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
	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
	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (ACOP), which includes the Tenant Selection and Assignment Plan [TSAP]. The ACOP has been substantially revised and the TSAP is incorporated.	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan – The Section 8 Administrative Plan has been substantially revised.	Annual Plan: Eligibility, Selection, and Admissions Policies
	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 ACOP.	Annual Plan: Rent Determination
	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 (Section 8 FMR for each location)	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies	Annual Plan: Rent

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	<input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing ACOP Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N.A.	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
N.A.	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
X	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
X.	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
N.A.	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N.A.	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N.A.	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
	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	Annual Plan: Annual Audit

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	response to any findings	
N.A.	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
X	Project Based Section 8 Policies – included in Administrative Plan	

1. Statement of Housing Needs

[24 CFR Part 903.79 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location
Income <= 30% of AMI	151,176	5	5	5	2	5	5
Income >30% but <=50% of AMI	88,891	5	3	4	2	3	3
Income >50% but <80% of AMI	134,205	5	3	3	2	3	3
Elderly	369,157	5	3	3	5	2	2
Families with Disabilities	337,710	5	3	5	5	3	3
Race/Ethnicity W	1,717,366	5	3	3	2	3	3
Race/Ethnicity B	296,053	5	4	5	2	3	4
Race/Ethnicity H	245,411	5	3	4	2	3	4
Race/Ethnicity O	228,589	5	3	3	2	3	3

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: 2005 thru 2009
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset 2000
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

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

State the housing needs of the families on the PHA’s waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
(*All numbers estimated using trend statistics from waiting lists past two years)			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families (Estimated*)	% of total families	Annual Turnover
Waiting list total	2,000		5%
Extremely low income <=30% AMI	1968	98.40%	
Very low income (>30% but <=50% AMI)	28	1.42%	
Low income	4	.18%	

Housing Needs of Families on the Waiting List			
(*All numbers estimated using trend statistics from waiting lists past two years)			
(>50% but <80% AMI)			
Families with children	1113	55.63%	
Elderly families	300	14.99%	
Families with Disabilities	240	11.98%	
Race/ethnicity W	280	13.99%	
Race/ethnicity B	796	39.83%	
Race/ethnicity H	51	2.57%	
Race/ethnicity O	920	46%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	980	49.02%	
2 BR	664	33.21%	
3 BR	323	16.18%	
4 BR	30	1.51%	
5 BR	1	.05%	
5+ BR	1	.05%	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes – (Only Elderly Public housing is currently open)			
If yes:			
How long has it been closed (# of months)? PH Closed since 9/15/07			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
The HACC plans to implement Project Based Waiting list as the new computer system capabilities are brought on-line.			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover

Housing Needs of Families on the Waiting List			
Waiting list total	70,000 (being purged)		5%
Extremely low income <=30% AMI	68,880	98.40%	
Very low income (>30% but <=50% AMI)	994	1.42%	
Low income (>50% but <80% AMI)	1266	.18%	
Families with children	38,941	55.63%	
Elderly families	10,493	14.99%	
Families with Disabilities	8,386	11.98%	
Race/ethnicity W	9,793	13.99%	
Race/ethnicity B	27,881	39.83%	
Race/ethnicity H	1,799	2.57%	
Race/ethnicity O	32,200	46%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	34,314	49.02%	
2 BR	23,247	33.21%	
3 BR	11,326	16.18%	
4 BR	1,057	1.51%	
5 BR	35	.05%	
5+ BR	14	.02%	
<p>Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p> <p>If yes:</p> <p>How long has it been closed (# of months)? HCV Closed since 1/31/2002</p> <p>Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Based on HCV pre-applications from the 2002 waiting list, we have included language allowing HACC to remove all but the top 20,000 from the waiting list in this annual plan submission. The reasonableness of those beyond 10,000 receiving assistance is unlikely within 5 years.</p> <p>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p>			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- 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) Issue Project Based Vouchers

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) Continue to support the operations of Mobility Program.
 - Increase utilization of project based vouchers by issuing RFP's for owner participation.

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 (FY 2005 grants)		
a) Public Housing Operating Fund	\$6,818,103	
b) Public Housing Capital Fund	\$3,590,680	
c) Annual Contributions for Section 8 Tenant-Based Assistance	\$101,439,502	
d) 2006 Resident Opportunity and Self sufficiency Grant	\$250,000	
Other Federal Grants (list below)		
a) Shelter Plus Care-Grand Prairie	\$319,120	Special Allocation Vouchers
b) Shelter Plus Care-Community Response	\$99,122	Special Allocation Vouchers
c) 2007 Replacement Factor fund	\$226,450	Replacement Factor
2. Prior Year Federal Grants (unobligated funds only) (list below)		
a) 2005 Capital Fund as of 09/30/07	\$250,951	Public Housing Capital Improvements
b) 2006 Capital fund as of 09/30/07	\$2,353,715	Public Housing Capital Improvements
c) 2006 Replacement Factor Fund as of 09/30/07	\$162,585	Replacement Factor
3. Public Housing Dwelling Rental Income	\$3,764,616	Public Housing Operations
Total resources	\$119,274,844	

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: (state number) *The first 100 families for Agency-Wide Waiting List, up to the first 10 for site-based waiting list, by bedroom size required to fill vacancies.*
 - When families are within certain time of being offered a unit: (state time) *Approximately 30 to 60 days.*
 - Other: (describe)
- b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?
- Criminal or Drug-related activity
 - Rental history
 - Housekeeping
 - Other (describe) Credit History
- c. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2) Waiting List Organization

- a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)
- Community-wide list
 - Sub-jurisdictional lists
 - Site-based waiting lists (Once the new computer systems is operational)
 - Other (describe) Elderly Community Wide Waiting Lists
- b. Where may interested persons apply for admission to public housing?
- PHA main administrative office
 - PHA development site management office

Other (list below) Public Facilities & onsite in the future

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? 17

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? 17

3. Yes No: May families be on more than one list simultaneously
If yes, how many lists? ALL. *However, once a HACC unit is occupied by the applicant they may be removed from other HACC development waiting lists, or lose all preferences for housing at other HACC LIPH developments.*

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) HACC website; www.thehacc.org

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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

1 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- 2 Working families and those unable to work because of age or disability
- 2 Veterans and veterans’ families
- 3 Residents who live and/or work in the jurisdiction
- 3 Those enrolled currently in educational, training, or upward mobility program
- 2 Households that contribute to meeting income goals (broad range of incomes)
- 2 Households that contribute to meeting income requirements (targeting)
- 3 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 policy

- PHA briefing seminars or written materials
- Other source (list) Tenant Handbook and Grievance Procedure

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 de-concentration 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 de-concentration 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 de-concentration 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 de-concentration 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 de-concentration of poverty and income-mixing
- Other (list below)

- Flat rents for all Developments

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: All Developments

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 (list below)

- 1) As contained in the Administrative Plan
- 2) Owe money to HACC or any other PHA.
- 3) Prior termination for program violations.

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

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

- d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
- Other (describe below) Indicate to landlord utility shut-offs for tenant non-payment, or any other lease violations resulting in termination of tenancy.

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- PHA main administrative office
- Other (list below)

(3) Search Time

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

If yes, state circumstances below: HACC provides up to 90 days based on request.

(4) Admissions Preferences

- a. Income targeting
- Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?
- b. Preferences
1. Yes No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

1 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

- 2 Veterans and veterans' families
- 3 Residents who live and/or work in your jurisdiction
- 3 Those enrolled currently in educational, training, or upward mobility programs
- 2 Households that contribute to meeting income goals (broad range of incomes)
- 2 Households that contribute to meeting income requirements (targeting)
- 3 Those previously enrolled in educational, training, or upward mobility programs
- 2 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)
 - HUD Regulations such as the Disaster Housing Assistance Program

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

- Through published notices
- Other (list below)
 - Participating Agencies are advised, such as the Shelter Plus Care

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:

- HACC adopted the hardship exemptions as stated in Section 3(a)(3)(b) of the USHA per our resolution 99-HACC-46.

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

1. Yes No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?
2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:
- d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)
- For the earned income of a previously unemployed household member
 - For increases in earned income
 - Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:
 - Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:
 - For household heads
 - For other family members
 - For transportation expenses
 - For the non-reimbursed medical expenses of non-disabled or non-elderly families
 - Other (describe below)
- e. Ceiling rents
1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)
- Yes for all developments
 - Yes but only for some developments
 - No
2. For which kinds of developments are ceiling rents in place? (select all that apply)
- For all developments
 - For all general occupancy developments (not elderly or disabled or elderly only)
 - For specified general occupancy developments
 - For certain parts of developments; e.g., the high-rise portion
 - For certain size units; e.g., larger bedroom sizes
 - Other (list below)

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

- Market comparability study
- Fair market rents (FMR)
- 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 (list below)

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

(2) Flat Rents

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

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below) Consulting private real estate companies.

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)
Approved for higher rent areas, which are the North and Northwest suburbs.

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

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

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

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

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

- Annually
- Other (list below)
 - When Fair Market studies and feedback from landlords and participants searching for units indicates that the payment standards are inappropriate for achieving a balance between highest and best use of available subsidy compared with ability to find quality housing.

- 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) Staff analysis of affected rents by unit size and location(s)

(2) Minimum Rent

- a. What amount best reflects the PHA’s minimum rent? (select one)
- \$0
 - \$1-\$25
 - \$26-\$50
- b. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA’s management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	2,066	20%
Section 8 Vouchers	11,640	20%
Special Purpose Section 8 Certificates/Vouchers (list individually)	SPC - 50 FUP - 95 Preservation - 281	

C. Management and Maintenance Policies

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

- (1) **Public Housing Maintenance and Management:** (list below) Personal Policy, Procurement Policy, Admission and Occupancy Policy, Tenant Handbook, Investment Policy, Board Resolutions, Maintenance Handbook, Safety Manuals, Policy and Procedure Manuals for Daily Operations, Collective Bargaining Agreements, Criminal Trespass Policy, Record Retention Policy

6. PHA Grievance Procedures

[24 CFR Part 903.79 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

2. Which PHA 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) Central Management Office

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.79 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) IL025101

-or-

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

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

- The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name)IL025h02

-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:
IL25-01 Daniel Bergen
IL25-02 John Mackler
IL25-04 Richard Flowers Homes
IL25-05 Sunrise Apartments
IL25-06 Celina Blake Homes
IL25-07 Vera L. Yates Homes
IL25-12 Edward Willett Homes

- 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:
IL25-19 June R. Perlman The PHA will explore development opportunities and position itself for possible tax credit funds.

- 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:
New scattered site, mixed income community

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: Celina Blake, 1b. Development (project) number: II025-06 Select demolition of 10 vacant units due to Housing Authority inability to lease units. Vacancy poses a security issue.
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>(04/01/2007)</u>
5. Number of units affected: 10
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: 10/1/07 b. Projected end date of activity: 4/30/08

Demolition/Disposition Activity Description	
1a. Development name: Robert J. Allison Homes	
1b. Development (project) number: IL25-03	
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>(05/30/08)</u>	
5. Number of units affected: 35	
6. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input checked="" type="checkbox"/> Total development	
7. Timeline for activity: <i>(Contingent upon HUD approval)</i>	
a. Actual or projected start date of activity: 01/01/08	
b. Projected end date of activity: 12/31/09	

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: Franklin Apartments,	1b. Development (project) number: IL25-18
2. Designation type:	
Occupancy by only the elderly <input checked="" 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 checked="" type="checkbox"/>	
4. Date this designation approved, submitted, or planned for submission: <u>(12/30/2007)</u>	
5. If approved, will this designation constitute a (select one)	
<input checked="" type="checkbox"/> New Designation Plan	
<input type="checkbox"/> Revision of a previously-approved Designation Plan?	
6. Number of units affected: 126	
7. Coverage of action (select one)	

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

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

25 or fewer participants

- 26 - 50 participants
- 51 to 100 participants
- more than 100 participants

b. PHA-established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

- Yes No: Has the PHA 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? 03/26/2002

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>Resident Initiative Program</i>	<i>8</i>	<i>Random</i>	<i>Development Office</i>	<i>Both</i>

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2006 Estimate)	Actual Number of Participants (As of: 10/01/2007)
Public Housing	1	1
Section 8	295	158

- 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:

- The PHA will combine the Section 8 and public housing FSS programs.

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 Housing Authority of the County of Cook has undertaken the following measures to insure that all residents are complying with the community service requirement.

- a. Notice mailed to all Public Housing residents informing them of the requirement.
- b. Information mailed to all residents between the age of 18 and 62. This packet included a cover letter describing the requirement, verification cards for community service performed, physician's verification for disability form, caretaker verification form, childcare verification form, job training/education form and a listing of Agencies that are willing to allow community services to be performed at their locations.
- c. Modified tenant accounting and housing eligibility software programs to track requirements.
- d. Trained staff on the use of these modifications
- e. Modified annual recertification forms to include proof of community service. All required residents will be tracked at their annual recertifications.
- f. Modified information supplied to new residents coming off the waiting list to include community service requirement information.

These measures will be maintained and refined each year in order to comply with the community service requirement.

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? (list below)

- IL25-01 Daniel Bergen Homes, Chicago Heights
- IL25-02 John Mackler Homes, Chicago Heights
- IL25-03 Robert Allison Homes, Summit
- IL25-04 Richard Flowers Homes, Robbins

IL25-05 Sunrise Apartments, Chicago Heights
IL25-06 Celina Blake Homes, Ford Heights
IL25-07 Vera Yates Homes, Ford Heights
IL25-12 Edward Willett Homes, Robbins

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 (PHA is currently acquiring security cameras for the site.)
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below) Criminal background checks on all Tenants 18 and over at recertification.

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

IL25-01 Daniel Bergen Homes, Chicago Heights
IL25-02 John Mackler Homes, Chicago Heights
IL25-03 Robert Allison Homes, Summit
IL25-04 Richard Flowers Homes, Robbins
IL25-05 Sunrise Apartments, Chicago Heights
IL25-06 Celina Blake Homes, Ford Heights
IL25-07 Vera Yates Homes, Ford Heights
IL25-12 Edward Willett Homes, Robbins

C. Coordination between PHA and the police

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

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

- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

2. Which developments are most affected? (list below)
- IL25-01 Daniel Bergen Homes, Chicago Heights
 - IL25-02 John Mackler Homes, Chicago Heights
 - IL25-03 Robert Allison Homes, Summit
 - IL25-04 Richard Flowers Homes, Robbins
 - IL25-05 Sunrise Apartments, Chicago Heights
 - IL25-06 Celina Blake Homes, Ford Heights
 - IL25-07 Vera Yates Homes, Ford Heights
 - IL25-12 Edward Willett Homes, Robbins

Issue an RFP for the installation of Work with Homeland Security to receive a grant for security cameras at affected developments noted above.

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2005 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2005 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

The Pet Policy is an attached policy to the Plan (File IL025i02)

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. Yes No: Was the most recent fiscal audit submitted to HUD?
3. Yes No: Were there any findings as the result of that audit?
4. Yes No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____
5. Yes No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

- Attached at Attachment (File name) NOTE: Will be attached once comments are received at the end of the public review and comment period.
- Provided below:

Meetings were conducted with the RAB and no comments were received.

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

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

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

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

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: Cook County, 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 in the jurisdiction on the needs expressed in the Consolidated Plan/s.
 - The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
 - The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
 - Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
 - Continued development of affordable housing for working households.
 - Continued provision of housing assistance for poverty impacted households.
 - Other: (list below)

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

D. Other Information Required by HUD

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

Attachments

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

<u>Document Name</u>	<u>Attached As:</u>
Annual Statement/Performance and Evaluation Report 2004	IL025v07a
Annual Statement/Performance and Evaluation Report 2005	IL025v07b
Annual Statement/Performance and Evaluation Report 2006	IL025v07c
Annual Statement/Performance and Evaluation Report 2007	IL025v07d
Replacement Housing Factor 2006	IL025v07e
Replacement Housing Factor 2007	IL025v07f
Capital Fund Program 2008 Annual Statement	IL025v07g
Capital Fund 5-Year Action Plan 2008-2012	IL025v07h
Capital Fund Replacement Housing Factor 2008	IL025v07i
Statements of Progress in meeting 5-year Plan Goals	IL025v07j
Capacity Statement for Homeownership Program	IL025v07k
Carbon Monoxide Compliance Act & Violence Against Women Act	IL025v07l
Statement of Substantial Deviations and Significant Amendments	IL025v07m
Statement of Financial Policies for Cash, Investments, Risk Mngmt	IL025v07n
List of Resident Advisory Board Members	IL025v07o
List of Resident Board Member	IL025v07p
Description of Home Ownership Program	IL025v07q
Executive Management Organizational Chart	IL025v07r
Information on Pet Policy	IL025v07s
Community Service Description of Implementation	IL05ev07t

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					Federal FY of Grant:
The Housing Authority of Cook County		Capital Fund program No: IL06P025 50104 Replacement Housing Factor No:					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 25-01 Daniel Bergen	09/30/06			09/30/08			
IL 25-02 John Mackler	09/30/06			09/30/08			
IL 25-03 Robert Allison	09/30/06			09/30/08			
IL 25-04 Richard Flowers	09/30/06			09/30/08			
IL 25-05 Sunrise Apartment	09/30/06			09/30/08			
IL 25-06 Celina Blake	09/30/06			09/30/08			
IL 25-07 Vera Yates	09/30/06			09/30/08			
IL 25-08 Edward Brown	09/30/06			09/30/08			
IL 25-09 Golden Tower I	09/30/06			09/30/08			
IL 25-10 Lena Canada	09/30/06			09/30/08			
IL 25-11 Huntington Apartments	09/30/06			09/30/08			
IL 25-12							

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					Federal FY of Grant:
The Housing Authority of Cook County		Capital Fund program No: IL06P025 50104 Replacement Housing Factor No:					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	
Edward Willet	09/30/06			09/30/08			
IL 25-13							
Juniper Tower	09/30/06			09/30/08			
IL 25-15							
King Apartments	09/30/06			09/30/08			
IL 25-18							
Franklin Apartments	09/30/06			09/30/08			
IL 25-19A							
Perlman Apartments	09/30/06			09/30/08			
IL 25-19B							
Scattered Sites	09/30/06			09/30/08			
IL 25-20							
Henrich House	09/30/06			09/30/08			
IL 25-22							
Golden Towers II	09/30/06			09/30/08			
IL 25-23							
Albert Goedke	09/30/06			09/30/08			
IL 25-24							
Harvey Apartments	09/30/06			09/30/08			
IL 25-29							
Scattered Sites	09/30/06			09/30/08			

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

PHA Name: The Housing Authority of Cook County		Grant Type and Number Capital Fund program No: IL06P025 50104 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 25-30A							
Wheeling Tower	09/30/06			09/30/08			
IL 25-30B							
Scattered Sites	09/30/06			09/30/08			
IL25-31							
Noyes Court	09/30/06			09/30/08			
CMO	09/30/06			09/30/08			
PHA Wide	09/30/06			09/30/08			

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

PHA Name:		Grant Type and Number					Federal FY of Grant:
The Housing Authority of Cook County		Capital Fund program No: IL06 P025 50105 Replacement Housing Factor No:					2005
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 25-01 Daniel Bergen	09/30/07			09/30/09			
IL 25-02 John Mackler	09/30/07			09/30/09			
IL 25-03 Robert Allison	09/30/07			09/30/09			
IL 25-04 Richard Flowers	09/30/07			09/30/09			
IL 25-05 Sunrise Apartment	09/30/07			09/30/09			
IL 25-06 Celina Blake	09/30/07			09/30/09			
IL 25-07 Vera Yates	09/30/07			09/30/09			
IL 25-08 Edward Brown	09/30/07			09/30/09			
IL 25-09 Golden Tower I	09/30/07			09/30/09			
IL 25-10 Lena Canada	09/30/07			09/30/09			
IL 25-11 Huntington Apartments	09/30/07			09/30/09			
IL 25-12							

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					Federal FY of Grant:
The Housing Authority of Cook County		Capital Fund program No: IL06 P025 50105 Replacement Housing Factor No:					2005
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	
Edward Willet	09/30/07			09/30/09			
IL 25-13							
Juniper Tower	09/30/07			09/30/09			
IL 25-15							
King Apartments	09/30/07			09/30/09			
IL 25-18							
Franklin Apartments	09/30/07			09/30/09			
IL 25-19A							
Perlman Apartments	09/30/07			09/30/09			
IL 25-19B							
Scattered Sites	09/30/07			09/30/09			
IL 25-20							
Henrich House	09/30/07			09/30/09			
IL 25-22							
Golden Towers II	09/30/07			09/30/09			
IL 25-23							
Albert Goedke	09/30/07			09/30/09			
IL 25-24							
Harvey Apartments	09/30/07			09/30/09			
IL 25-29							
Scattered Sites	09/30/07			09/30/09			

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

PHA Name: The Housing Authority of Cook County		Grant Type and Number Capital Fund program No: IL06 P025 50105 Replacement Housing Factor No:				Federal FY of Grant: 2005	
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 25-30A							
Wheeling Tower	09/30/07			09/30/09			
IL 25-30B							
Scattered Sites	09/30/07			09/30/09			
IL25-31							
Noyes Court	09/30/07			09/30/09			
CMO	09/30/07			09/30/09			
PHA Wide	09/30/07			09/30/09			

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					Federal FY of Grant:
PHA Name: The Housing Authority of Cook County		Capital Fund program No: IL06P025 50106 Replacement Housing Factor No:					2006
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 25-01 Daniel Bergen	09/30/08			09/30/10			
IL 25-02 John Mackler	09/30/08			09/30/10			
IL 25-03 Robert Allison	09/30/08			09/30/10			
IL 25-04 Richard Flowers	09/30/08			09/30/10			
IL 25-05 Sunrise Apartment	09/30/08			09/30/10			
IL 25-06 Celina Blake	09/30/08			09/30/10			
IL 25-07 Vera Yates	09/30/08			09/30/10			
IL 25-08 Edward Brown	09/30/08			09/30/10			
IL 25-09 Golden Tower I	09/30/08			09/30/10			
IL 25-10 Lena Canada	09/30/08			09/30/10			
IL 25-11 Huntington Apartments	09/30/08			09/30/10			
IL 25-12							

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				Federal FY of Grant:	
PHA Name: The Housing Authority of Cook County		Capital Fund program No: IL06P025 50106 Replacement Housing Factor No:				2006	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates	
Edward Willet	09/30/08			09/30/10			
IL 25-13							
Juniper Tower	09/30/08			09/30/10			
IL 25-15							
King Apartments	09/30/08			09/30/10			
IL 25-18							
Franklin Apartments	09/30/08			09/30/10			
IL 25-19A							
Perlman Apartments	09/30/08			09/30/10			
IL 25-19B							
Scattered Sites	09/30/08			09/30/10			
IL 25-20							
Henrich House	09/30/08			09/30/10			
IL 25-22							
Golden Towers II	09/30/08			09/30/10			
IL 25-23							
Albert Goedke	09/30/08			09/30/10			
IL 25-24							
Harvey Apartments	09/30/08			09/30/10			
IL 25-29							
Scattered Sites	09/30/08			09/30/10			

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

PHA Name: PHA Name: The Housing Authority of Cook County		Grant Type and Number Capital Fund program No: IL06P025 50106 Replacement Housing Factor No:			Federal FY of Grant: 2006		
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
IL 25-30A							
Wheeling Tower	09/30/08			09/30/10			
IL 25-30B							
Scattered Sites	09/30/08			09/30/10			
IL25-31							
Noyes Court	09/30/08			09/30/10			
CMO	09/30/08			09/30/10			
PHA Wide	09/30/08			09/30/10			

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

PHA Name: The Housing Authority of Cook County		Grant Type and Number Capital Fund Program No: IL06 P025 50107 Replacement Housing Factor No:				Federal FY of Grant: 2007	
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 25-01 Daniel Bergen	9/30/09			9/30/2011			
IL 25-02 John Mackler	9/30/09			9/30/2011			
IL 25-03 Robert Allison	9/30/09			9/30/2011			
IL 25-04 Richard Flowers	9/30/09			9/30/2011			
IL 25-05 Sunrise Apartment	9/30/09			9/30/2011			
IL 25-06 Celina Blake	9/30/09			9/30/2011			
IL 25-07 Vera Yates	9/30/09			9/30/2011			
Huntington Apartments	9/30/09			9/30/2011			
IL 25-12 Edward Willet	9/30/09			9/30/2011			
IL 25-13 Juniper Tower	9/30/09			9/30/2011			
IL 25-15 King Apartments	9/30/09			9/30/2011			

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

PHA Name: The Housing Authority of Cook County		Grant Type and Number Capital Fund Program No: IL06 P025 50107 Replacement Housing Factor No:				Federal FY of Grant: 2007	
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 25-18 Franklin Apartments	9/30/09			9/30/2011			
IL 25-19A Perlman Apartments	9/30/09			9/30/2011			
IL 25-20 Henrich House	9/30/09			9/30/2011			
IL 25-22 Golden Towers II	9/30/09			9/30/2011			
IL 25-23 Albert Goedke	9/30/09			9/30/2011			
IL 25-24 Harvey Apartments	9/30/09			9/30/2011			
IL 25-30A Wheeling Tower	9/30/09			9/30/2011			
IL 25-31 Noyes Court	9/30/09			9/30/2011			
PHA Wide	9/30/09			9/30/2011			

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					Federal FY of
PHA Name: The Housing Authority of Cook County		Capital Fund program No: Replacement Housing Factor No: IL06R025 50106					2006
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target
	Original	Revised	Actual	Original	Revised	Actual	
IL 25-01 Daniel Bergen	09/30/08			09/30/10			
IL 25-02 John Mackler	09/30/08			09/30/10			
IL 25-03 Robert Allison	09/30/08			09/30/10			
IL 25-04 Richard Flowers	09/30/08			09/30/10			
IL 25-05 Sunrise Apartment	09/30/08			09/30/10			
IL 25-06 Celina Blake	09/30/08			09/30/10			
IL 25-07 Vera Yates	09/30/08			09/30/10			
IL 25-08 Edward Brown	09/30/08			09/30/10			
IL 25-09 Golden Tower I	09/30/08			09/30/10			
IL 25-10 Lena Canada	09/30/08			09/30/10			

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				Federal FY of
PHA Name: The Housing Authority of Cook County		Capital Fund program No: Replacement Housing Factor No: IL06R025 50106				2006
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)		Reasons for Revised Target
IL 25-11						
Huntington Apartments	09/30/08			09/30/10		
IL 25-12						
Edward Willet	09/30/08			09/30/10		
IL 25-13						
Juniper Tower	09/30/08			09/30/10		
IL 25-15						
King Apartments	09/30/08			09/30/10		
IL 25-18						
Franklin Apartments	09/30/08			09/30/10		
IL 25-19A						
Perlman Apartments	09/30/08			09/30/10		
IL 25-19B						
Scattered Sites	09/30/08			09/30/10		
IL 25-20						
Henrich House	09/30/08			09/30/10		
IL 25-22						
Golden Towers II	09/30/08			09/30/10		
IL 25-23						
Albert Goedke	09/30/08			09/30/10		

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				Federal FY of
PHA Name: The Housing Authority of Cook County		Capital Fund program No: Replacement Housing Factor No: IL06R025 50106				2006
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)		Reasons for Revised Target
IL 25-24						
Harvey Apartments	09/30/08			09/30/10		
IL 25-29						
Scattered Sites	09/30/08			09/30/10		
IL 25-30A						
Wheeling Tower	09/30/08			09/30/10		
IL 25-30B						
Scattered Sites	09/30/08			09/30/10		
IL25-31						
Noyes Court	09/30/08			09/30/10		
CMO	09/30/08			09/30/10		
PHA Wide	09/30/08			09/30/10		

**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					Federal FY of
PHA Name: The Housing Authority of Cook County		Capital Fund program No: Replacement Housing Factor No: IL06R025 50107					2007
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target
	Original	Revised	Actual	Original	Revised	Actual	
IL 25-01 Daniel Bergen	09/30/09			09/30/11			
IL 25-02 John Mackler	09/30/09			09/30/11			
IL 25-03 Robert Allison	09/30/09			09/30/11			
IL 25-04 Richard Flowers	09/30/09			09/30/11			
IL 25-05 Sunrise Apartment	09/30/09			09/30/11			
IL 25-06 Celina Blake	09/30/09			09/30/11			
IL 25-07 Vera Yates	09/30/09			09/30/11			
IL 25-08 Edward Brown	09/30/09			09/30/11			
IL 25-09 Golden Tower I	09/30/09			09/30/11			
IL 25-10 Lena Canada	09/30/09			09/30/11			

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				Federal FY of
PHA Name: The Housing Authority of Cook County		Capital Fund program No: Replacement Housing Factor No: IL06R025 50107				2007
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)		Reasons for Revised Target
IL 25-11						
Huntington Apartments	09/30/09			09/30/11		
IL 25-12						
Edward Willet	09/30/09			09/30/11		
IL 25-13						
Juniper Tower	09/30/09			09/30/11		
IL 25-15						
King Apartments	09/30/09			09/30/11		
IL 25-18						
Franklin Apartments	09/30/09			09/30/11		
IL 25-19A						
Perlman Apartments	09/30/09			09/30/11		
IL 25-19B						
Scattered Sites	09/30/09			09/30/11		
IL 25-20						
Henrich House	09/30/09			09/30/11		
IL 25-22						
Golden Towers II	09/30/09			09/30/11		
IL 25-23						
Albert Goedke	09/30/09			09/30/11		

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				Federal FY of
PHA Name: The Housing Authority of Cook County		Capital Fund program No: Replacement Housing Factor No: IL06R025 50107				2007
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)		Reasons for Revised Target
IL 25-24						
Harvey Apartments	09/30/09			09/30/11		
IL 25-29						
Scattered Sites	09/30/09			09/30/11		
IL 25-30A						
Wheeling Tower	09/30/09			09/30/11		
IL 25-30B						
Scattered Sites	09/30/09			09/30/11		
IL25-31						
Noyes Court	09/30/09			09/30/11		
CMO	09/30/09			09/30/11		
PHA Wide	09/30/09			09/30/11		

2008 CAPITAL FUND FINANCING POOL

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: The Housing Authority of the County of Cook		Grant Type and Number Capital Fund Program Grant No: IL 06 P025 50108 Replacement Housing Factor Grant No:			Federal FY of Grant: 2008
<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	196,168.00			-
3	1408 Management Improvements Soft Costs	25,000.00			
	Management Improvements Hard Costs	665,000.00	-	-	-
4	1410 Administration	480,000.00		-	-
5	1411 Audit	-	-	-	-
6	1415 Liquidated Damages	-	-	-	-
	1430 Fees and Costs	75,000.00	-	-	-
8	1440 Site Acquisition	-	-	-	-
9	1450 Site Improvement	136,000.00		-	-
10	1460 Dwelling Structures	895,000.00		-	-
11	1465.1 Dwelling Equipment—Nonexpendable			-	-
12	1470 Nondwelling Structures	-	-	-	-
13	1475 Nondwelling Equipment	80,000.00		-	-
14	1485 Demolition	57,000.00		-	-
15	1490 Replacement Reserve		-	-	-
16	1492 Moving to Work Demonstration	-	-	-	-
17	1495.1 Relocation Costs	-	-	-	-
18	1499 Development Activities	-	-	-	-
19	1502 Contingency	147,624.00	-	-	-
20	9000 Debt Reserves	848,888.00			-
	Amount of Annual Grant: (sum of lines 2-19)	3,590,680.00			

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: The Housing Authority of the County of Cook	Grant Type and Number Capital Fund Program Grant No: IL 06 P025 50108 Replacement Housing Factor Grant No:	Federal FY of Grant: 2008
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:
 Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
	Amount of line XX Related to LBP Activities	-	-	-	-
	Amount of line XX Related to Section 504 compliance	-	-	-	-
	Amount of line XX Related to Security –Soft Costs			-	-
	Amount of Line XX related to Security—Hard Costs	-	-	-	-
	Amount of line XX Related to Energy Conservation Measures	-	-	-	-
	Collateralization Expenses or Debt Service	-	-	-	-

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

PHA Name: The Housing Authority of Cook County		Grant Type and Number Capital Fund Program Grant No: IL 06 P025 50108 Replacement Housing Factor Grant No:				Federal FY of Grant: 2008		
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
IL 25-01								
Daniel Bergen								
IL 25-02								
John Mackler								
IL 25-03								
Robert Allison								
IL 25-04								
Richard Flowers								
IL 25-05								
Sunrise Apts								
IL 25-06								
Celina Blake								
IL 25-07								
Vera Yates								
IL 25-08								
Edward Brown Apts								

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages									
PHA Name: The Housing Authority of Cook County			Grant Type and Number Capital Fund Program Grant No: IL 06 P025 50108 Replacement Housing Factor Grant No:				Federal FY of Grant: 2008		
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
IL25-09									
Golden Towers I									
25-11	New Storm Water System		1450		45,000.00				
Huntington Apts									
IL 25-12									
Edward Willett									
IL 25-13									
Juniper Tower									

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

PHA Name: The Housing Authority of Cook County		Grant Type and Number Capital Fund Program Grant No: IL 06 P025 50108 Replacement Housing Factor Grant No:				Federal FY of Grant: 2008		
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
IL 25-15								
King Apartments								
IL 25-18								
Franklin Apartment								
IL 25-19A	Replacement of Zone-Valves & Therms		1460		30,000.00			
Perlman Apts								
IL 25-20	New Roof Membrane		1460		100,000.00			
Henrich House								
IL 25-23	Kitchen Cabinets		1460		375,000.00			
Albert Goedke								
IL 25-24	New Roofing		1460		150,000.00			
Harvey Apartments								
IL 25-29	Painting		1460		26,000.00			

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

PHA Name: The Housing Authority of Cook County		Grant Type and Number Capital Fund Program Grant No: IL 06 P025 50108 Replacement Housing Factor Grant No:				Federal FY of Grant: 2008		
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
Evanston	Fencing	1460		30,000.00				
IL 25-30A	Painting	1460		10,000.00				
Wheeling Tower	Fencing	1460		35,000.00				
	Furnaces	1460		50,000.00				
	Water Heaters	1460		15,000.00				
IL 25-30B	Painting	1460		10,000.00				
Wheeling Scattered Sites								
IL 25-98	Painting	1460		40,000.00				
Evanston Scattered Sites	Fencing	1460		35,000.00				
	Furnaces	1460		50,000.00				
	Replace Water Heaters	1460		15,000.00				
	Appliances	1460		20,000.00				
PHA	Upgrade Computers	1408		50,000.00				
Wide	Resident Initiatives Coord.	1408		65,000.00				
	Resident Job Training	1408		400,000.00				
	Upgrade Security	1408		50,000.00				
	Staff Training	1408		100,000.00				
	Modernization Salary	1410		480,000.00				
	Printing & Advertising	1430		25,000.00				

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

PHA Name: The Housing Authority of Cook County		Grant Type and Number Capital Fund Program Grant No: IL 06 P025 50108 Replacement Housing Factor Grant No:				Federal FY of Grant: 2008		
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
	Appliances		1475		60,000.00			
	Bond Program				848,888.00			
	Contingency		1502		147,624.00			
	Mgmt. Improvement		1408		25,000.00			
	Operations				196,168.00			
	Professional Services				50,000.00			
	Demolition		1485		57,000.00			
	Subtotal				2,554,680.00			

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

PHA Name: The Housing Authority of Cook County		Grant Type and Number Capital Fund Program Grant No: IL 06 P025 50108 Replacement Housing Factor Grant No:					Federal FY of Grant: 2008
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 25-01 Daniel Bergen	9/30/09			9/30/11			
IL 25-02 John Mackler	9/30/09			9/30/11			
IL 25-03 Robert Allison	9/30/09			9/30/11			
IL 25-04 Richard Flowers	9/30/09			9/30/11			
IL 25-05 Sunrise Apartment	9/30/09			9/30/11			
IL 25-06 Celina Blake	9/30/09			9/30/11			
IL 25-07 Vera Yates	9/30/09			9/30/11			
Huntington Apartments	9/30/09			9/30/11			
IL 25-12 Edward Willet	9/30/09			9/30/11			
IL 25-13 Juniper Tower	9/30/09			9/30/11			
IL 25-15							

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

PHA Name: The Housing Authority of Cook County		Grant Type and Number Capital Fund Program Grant No: IL 06 P025 50108 Replacement Housing Factor Grant No:				Federal FY of Grant: 2008	
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	
King Apartments	9/30/09			9/30/11			
IL 25-18							
Franklin Apartments	9/30/09			9/30/11			
IL 25-19A							
Perlman Apartments	9/30/09			9/30/11			
IL 25-20							
Henrich House	9/30/09			9/30/11			
IL 25-22							
Golden Towers II	9/30/09			9/30/11			
IL 25-23							
Albert Goedke	9/30/09			9/30/11			
IL 25-24							
Harvey Apartments	9/30/09			9/30/11			
IL 25-30A							
Wheeling Tower	9/30/09			9/30/11			

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

PHA Name: The Housing Authority of Cook County		Grant Type and Number Capital Fund Program Grant No: IL 06 P025 50108 Replacement Housing Factor Grant No:				Federal FY of Grant: 2008	
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 25-31							
Noyes Court	9/30/09			9/30/11			
PHA Wide	9/30/09			9/30/11			

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name The Housing Authority of the County of Cook						<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:
Development Number/Name/HA- Wide	Year 1 2008	Work Statement for Year 2 FFY Grant:2009 PHA FY: 2009	Work Statement for Year 3 FFY Grant:2010 PHA FY: 2010	Work Statement for Year 4 FFY Grant: 2011 PHA FY: 2011	Work Statement for Year 5 FFY Grant:2012 PHA FY:2012	
IL25-01 Daniel Bergen	Annual Statement					
IL25-02 John Mackler						
IL25-03 Robert Allison						
IL25-04 Richard Flowers						
IL25-05 Sunrise Apts.						
IL25-06 Celina Blake						
IL25-07 Vera Yates						
IL25-08 Edward Brown				100,000.00		
IL25-09 Golden Towers I						
IL25-11 Huntington Apts.				100,000.00		
IL25-12 Edward Willett						
IL25-13 Juniper Tower		19,000.00				

IL25-15 King Apts.		25,488.00		335,000.00	100,000.00
IL25-18 Franklin Apts.		125,000.00	236,168.00	100,000.00	450,000.00
IL25-19A Perlman Apts.					
IL25-19B Scattered Sites					
IL25-20 Henrich House		40,000.00	460,000.00		
IL25-22 Golden Towers II					
IL25-23 Albert Goedke				336,168.00	
IL25-24 Harvey Apts.			125,000.00		
IL25-29 Evanston Scattered Sites			30,000.00	55,000.00	
IL25-30A Wheeling Tower		775,000.00	100,000.00		100,000.00
IL25-30B Wheeling Scattered Sites			20,000.00		
IL25-31 Noyes Court					450,000.00
IL25-98 Evanston Scattered Sites			20,000.00	75,000.00	
PHA Wide		2,606,192.00	2,599,512.00	2,489,512.00	2,490,680.00
CFP Funds Listed for 5-year planning		3,590,680.00	3,590,680.00	3,590,680.00	3,590,680.00
Replacement Housing Factor Funds		226,450.00	226,450.00	226,450.00	226,450.00

The Authority plans to submit a request in early 2008 to accumulate the 2006-2010 Replacement Housing Factor Funds in order to extend the obligation and expenditure deadline dates while it structures a mixed-finance development transaction. The Authority anticipates it will have a deal structured and approved by HUD by the mid 2009.

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

Activities for Year 1	Activities for Year : 2____ FFY Grant: 2009 PHA FY: 2009			Activities for Year: 3____ FFY Grant: 2010 PHA FY: 2010		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	IL25-01 Daniel Bergen			IL25-01 Daniel Bergen		
	Subtotal			Subtotal		
	IL25-02 John Mackler			IL25-02 John Mackler		
	Subtotal			Subtotal		
	IL25-03 Robert J. Allison			IL25-03 Robert J. Allison		
	Subtotal			Subtotal		
	IL25-04 Richard Flowers			IL25-04 Richard Flowers		
	Subtotal					
	IL25-05 Sunrise Apts.			IL25-05 Sunrise Apts.		
	Subtotal			Subtotal		
	IL25-06 Celina Blake			IL25-06 Celina Blake		
	Subtotal			Subtotal		

	IL25-07 Vera Yates			IL25-07 Vera Yates		
	Subtotal			Subtotal		
	IL25-08 Edward Brown			IL25-08 Edward Brown		
	Subtotal			Subtotal		
	IL25-09 Golden Towers I			IL25-09 Golden Towers I		
	Subtotal			Subtotal		
	IL25-11 Huntington Apts.			IL25-11 Huntington Apts.		
	Subtotal			Subtotal		
	IL25-12 Edward Willett			IL25-12 Edward Willett		
	Subtotal			Subtotal		
	IL25-13 Juniper Towers	New Thermostat(s)	19,000.00	IL25-13 Juniper Towers		
	Subtotal		19,000.00	Subtotal		
	IL25-15 King Apts.	New Booster Pumps	25,488.00	IL25-19A IL25-15 King Apts.		
	Subtotal		25,488.00	Subtotal		
	IL25-18 Franklin Apts.	New Roofing	125,000.00	IL25-18 Franklin Apts.	Boilers A&E	196,168.00
	Subtotal		125,000.00	Subtotal		40,000.00
				Subtotal		236,168.00

	IL25-19A Perlman			IL25-19A Perlman		
	Subtotal			Subtotal		
	IL25-20 Henrich House	Zone Valves	40,000.00	IL25-20 Henrich House	New Roofing	125,000.00
	Subtotal		40,000.00		New Boilers	200,000.00
					A&E	35,000.00
					Painting	100,000.00
				Subtotal		460,000.00
	IL25-22 Golden Towers II			IL25-22 Golden Towers II		
	Subtotal			Subtotal		
	IL25-23 Albert Goedke			IL25-23 Albert Goedke		
	Subtotal			Subtotal		
	IL25-24 Turlington			IL25-24 Turlington	Painting	125,000.00
	Subtotal			Subtotal		125,000.00
	IL25-29 Evanston Scattered Sites			IL25-29 Evanston Scattered Sites	Replace Water Heater	15,000.00
					Upgrade Electrical	15,000.00
	Subtotal			Subtotal		30,000.00
	IL25-30A Wheeling Tower	Replace Piping	40,000.00	IL25-30A Wheeling Tower	Painting	100,000.00
		Replace Windows	450,000.00			
		Replace Boilers	250,000.00			
		A&E	35,000.00			
	Subtotal		775,000.00	Subtotal		100,000.00

	IL25-30B Wheeling Scattered Sites			IL25-30B Wheeling Scattered Sites	Paving	20,000.00
	Subtotal			Subtotal		20,000.00
	IL25-98 Evanston Scattered Sites			IL25-98 Evanston Scattered Sites	Upgrade Electrical	20,000.00
	Subtotal			Subtotal		20,000.00
	IL25-31 Noyes Court			IL25-31 Noyes Court		
	Subtotal			Subtotal		
	All Development Subtotal		984,488.00	All Development Subtotal		991,168.00
	PHA Wide	Upgrade Computers	50,000.00	PHA Wide	Upgrade Computers	50,000.00
		Resident Initiatives Coord.	65,000.00		Resident Initiatives Coord.	65,000.00
		Resident Job Training	400,000.00		Resident Job Training	400,000.00
		Upgrade Security	50,000.00		Upgrade Security	50,000.00
		Staff Training	100,000.00		Staff Training	100,000.00
		Modernization Salary	480,000.00		Modernization Salary	480,000.00
		Printing & Advertising	25,000.00		Printing & Advertising	25,000.00
		Appliances	60,000.00		Appliances	60,000.00
		Bond Program	848,888.00		Bond Program	848,888.00
		Contingency	200,000.00		Contingency	200,000.00
		Mgmt. Improvement	25,000.00		Mgmt. Improvement	25,000.00
		Operations	196,168.00		Operations	196,168.00
		Professional Services	50,000.00		Professional Services	50,000.00
		Demolition	56,136.00		Demolition	49,456.00
	Subtotal		2,606,192.00	Subtotal		2,599,512.00
	Total CFP Estimated Cost		3,590,680.00			3,590,680.00

The Physical Needs Assessment shall be used to guide the Authority's use of funds budgeted for Development Activities and Contingency. The funds budgeted for Development Activities will be used to leverage tax credits and other resources in order to develop family and/or senior mix-income developments. The funds budgeted for contingency may be used for any necessary improvements and demolition as concluded by the Assessment.

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

Activities for Year 1	Activities for Year : 4 ____ FFY Grant: 2011 PHA FY: 2011			Activities for Year: 5 ____ FFY Grant: 2012 PHA FY: 2012		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	IL25-01 Daniel Bergen			IL25-01 Daniel Bergen		
	Subtotal			Subtotal		
	IL25-02 John Mackler			IL25-02 John Mackler		
	Subtotal			Subtotal		
	IL25-03 Robert J. Allison			IL25-03 Robert J. Allison		
	Subtotal			Subtotal		
	IL25-04 Richard Flowers			IL25-04 Richard Flowers		
	Subtotal					
	IL25-05 Sunrise Apts.			IL25-05 Sunrise Apts.		
	Subtotal			Subtotal		
	IL25-06 Celina Blake			IL25-06 Celina Blake		
	Subtotal			Subtotal		

	IL25-07 Vera Yates			IL25-07 Vera Yates		
	Subtotal			Subtotal		
	IL25-08 Edward Brown	Painting	100,000.00	IL25-08 Edward Brown		
	Subtotal		100,000.00	Subtotal		
	IL25-09 Golden Towers I			IL25-09 Golden Towers I		
	Subtotal			Subtotal		
	IL25-11 Huntington Apts.	Painting	100,000.00	IL25-11 Huntington Apts.		
	Subtotal		100,000.00	Subtotal		
	IL25-12 Edward Willett			IL25-12 Edward Willett		
	Subtotal			Subtotal		
	IL25-13 Juniper Towers			IL25-13 Juniper Towers		
	Subtotal			Subtotal		
	IL25-15 King Apts.	Painting	100,000.00	IL25-15 King Apts.	Roofing	100,000.00
		New Boilers	250,000.00			
		A&E	35,000.00			
	Subtotal		285,000.00	Subtotal		100,000.00
	IL25-18 Franklin Apts.	Painting	100,000.00	IL25-18 Franklin Apts.	Windows	450,000.00
	Subtotal		100,000.00	Subtotal		450,000.00

	IL25-19A Perlman			IL25-19A Perlman		
	Subtotal			Subtotal		
	IL25-20 Henrich House			IL25-20 Henrich House		
	Subtotal			Subtotal		
	IL25-22 Golden Towers II			IL25-22 Golden Towers II		
	Subtotal			Subtotal		
	IL25-23 Albert Goedke	Boilers	196,168.00	IL25-23 Albert Goedke		
		A&E	40,000.00			
		Painting	100,000.00			
	Subtotal		336,168.00	Subtotal		
	IL25-24 Turlington			IL25-24 Turlington		
	Subtotal			Subtotal		
	IL25-29 Evanston Scattered Sites	Appliances	15,000.00	IL25-29 Evanston Scattered Sites		
		Replace Sidewalks	10,000.00			
		Landscaping	15,000.00			
		Fencing	15,000.00			
	Subtotal	Subtotal	55,000.00	Subtotal		
	IL25-30A Wheeling Tower			IL25-30A Wheeling Tower	Roofing	100,000.00
	Subtotal			Subtotal		100,000.00

	IL25-30B Wheeling Scattered Sites			IL25-30B Wheeling Scattered Sites		
	Subtotal			Subtotal		
	IL25-98 Evanston Scattered Sites	Replace Fencing	25,000.00	IL25-98 Evanston Scattered Sites		
		Replace Sidewalks	25,000.00			
		Landscaping	25,000.00			
	Subtotal		75,000.00	Subtotal		
	IL25-31 Noyes Court			IL25-31 Noyes Court	Windows	450,000.00
	Subtotal			Subtotal		450,000.00
	All Development Subtotal		1,101,168.00	All Development Subtotal		1,100,000.00
	PHA Wide	Upgrade Computers	50,000.00	PHA Wide	Upgrade Computers	50,000.00
		Resident Initiatives Coord.	65,000.00		Resident Initiatives Coord.	65,000.00
		Resident Job Training	400,000.00		Resident Job Training	400,000.00
		Upgrade Security	50,000.00		Upgrade Security	50,000.00
		Staff Training	100,000.00		Staff Training	100,000.00
		Modernization Salary	480,000.00		Modernization Salary	480,000.00
		Printing & Advertising	25,000.00		Printing & Advertising	25,000.00
		Appliances	0.00		Appliances	0.00
		Bond Program	848,888.00		Bond Program	848,888.00
		Contingency	199,456.00		Contingency	140,624.00
		Mgmt. Improvement	25,000.00		Mgmt. Improvement	25,000.00
		Operations	196,168.00		Operations	196,168.00
		Professional Services	50,000.00		Professional Services	50,000.00
		Demolition	56,136.00		Demolition	60,000.00
	Subtotal		2,489,512.00	Subtotal		2,490,680.00

Total CFP Estimated Cost	3,590,680.00		3,590,680.00
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The Physical Needs Assessment shall be used to guide the Authority's use of funds budgeted for Development Activities and Contingency. The funds budgeted for Development Activities will be used to leverage tax credits and other resources in order to develop family and/or senior mix-income developments. The funds budgeted for contingency may be used for any necessary improvements and demolition as concluded by the Assessment.

2008 REPLACEMENT HOUSING FACTOR POOL FUNDS

Annual Statement/Performance and Evaluation Report Replacement Housing Factor Funds Part 1: Summary

PHA Name: The Housing Authority of the County of Cook		Grant Type and Number Replacement Housing Factor Funds IL06R02550108		Federal FY of Grant: 2008	
<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 Replacement Housing Factor Funds	226,450.00	-	-	-
2	1406 Operations	-			-
3	1408 Management Improvements Soft Costs				
	Management Improvements Hard Costs	-	-	-	-
4	1410 Administration	5,585.00			
5	1411 Audit	-	-	-	-
6	1415 Liquidated Damages	-	-		
	1430 Fees and Costs – Predevelopment Activities	220,865.00	-		
8	1440 Site Acquisition	-	-		
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	-	-		
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve		-		
16	1492 Moving to Work Demonstration	-	-		
17	1495.1 Relocation Costs		-		
18	1499 Development Activities	-	-	-	-
19	1502 Contingency		-		-

Annual Statement/Performance and Evaluation Report

Replacement Housing Factor Funds

Part 1: Summary

PHA Name: The Housing Authority of the County of Cook		Grant Type and Number Replacement Housing Factor Funds IL06R02550108		Federal FY of Grant: 2008	
<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	
20	9000 Debt Reserves				-
	Amount of Replacement Housing Factor Funds	226,450.00			
	Amount of line 21 Related to LBP Activities	-	-	-	-
	Amount of line 21 Related to Section 504 compliance	-	-	-	-
	Amount of line 21 Related to Security –Soft Costs			-	-
	Amount of Line 21 related to Security—Hard Costs	-	-	-	-
	Amount of line 21 Related to Energy Conservation Measures	-	-	-	-
	Collateralization Expenses or Debt Service	-	-	-	-

Annual Statement/Performance and Evaluation Report

Replacement Housing Factor Funds

Part II: Supporting Pages

PHA Name: The Housing Authority of Cook County		Grant Type and Number Replacement Housing Factor Funds IL06R025501-08				Federal FY of Grant: 2008			
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	Obligated	Expended	
Authority Wide Predevelopment Activities									
	Marketing Studies		1430		22,000.00				Drafting RFP for 2008 issuance
	Financial Consultants		1430		50,000.00				Drafting RFP for 2008 issuance
	Legal		1430		50,000.00				Drafting RFP for 2008 issuance
	Urban Planners/ Consultants		1430		98,865.00				Drafting RFP for 2008 issuance
	Administration		1410		5,585.000				Costs will be incurred as Staff administers predevelopment activities.

The Authority will submit a proposal to HUD in February 2007 requesting approval for the Authority to accumulate its Replacement Housing Factors Funds and to use funds for predevelopment activities. The Authority intends to infuse its Replacement Housing Factor Funds in a mixed-income/finance transaction for predevelopment and development activities and will need additional time to structure and assemble financing.

Statement of Progress in meeting 5-year Plan Mission & Goals

PHA Goal: Expand the supply of assisted housing:

Section 8: Greater efforts will be put towards enhancing our project based voucher portfolio as well as pulling people from our wait list more frequently. More public and private partnership will also be developed with the intent of creating workforce housing specifically in those areas where employment opportunities are available. Additionally, working with our Development Corporation and local municipalities we will more aggressively look to create additional housing in the communities we serve. Additionally, we will work toward fully utilizing our Project Based Voucher capacity as a means of assisting us in rebuilding communities.

Public Housing: The HACC is currently accessing the viability of its current housing stock. While we strongly feel that our senior and disabled designated buildings are in good condition and currently meets the needs of the communities they serve, the viability of our family developments are questionable. Plagued by high crime, unacceptable curb appeal and high maintenance, the HACC is looking at opportunities to deconcentrate these developments. Efforts will be made to expand our scattered site portfolio as well as create public and private partnerships that will result in mixed income communities.

PHA Goal: Improve the quality of assisted housing:

Section 8: Greater education is a key component to improving the quality of assisted housing for the HACC. This education process includes the tenants, landlords and community at large. On going meetings are being held to communicate both the social and economic value the voucher program has to the communities we serve. Additional emphasis is being put on tenant and landlord expectation. Additionally, the HACC is in the process of a complete organizational restructure. This restructure will result in more customer focused quality, more direct contact with clients and landlords as well as more emphasis on promoting the value of this program both in communities we serve as well as communities that we are underserved in.

Public Housing: Continued efforts are being made to improve the quality of our public housing stock. Capital improvements have been made to some of our high rise developments and plans are to secure tax credits to make additional improvements. The agency feels that in order to compete as housing professionals, we must offer a competitive product. Additionally we are developing processes that will result in more frequent contact with our public housing residents with the intent of achieving greater accountability from them as well as assist them in moving towards self sufficiency. We also have plans to work closer with the local law enforcement agencies with the intent of decreasing crime and other non-compliance violations. We are implementing security cameras in the family developments that will be monitored by local law enforcement agencies. We are working with Homeland Security to receive grants to fund these cameras. If the grants are not received, we are prepared to fund the cameras through our Capital grants program. Additionally, we will further utilize our Capital grants program to address health and safety needs as well as quality of life issues.

PHA Goal: Increase assisted housing choices:

Developing partnerships to increase assisted housing choices is a major priority for the agency. In addition to continuing our efforts with the Mobility Program, the agency will seek to develop a Workforce Housing partnership with private and public partners in areas that present greater opportunity for our clients. We will continue to look for ways to partner and expand our project based voucher portfolio. Working with established agencies such as the Metropolitan Planning Commission, we will seek to develop more assisted housing choices for our clients. Additionally, we will expand our homeownership and Family Self-Sufficiency programs.

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

Section 8: New systems and processes are being developed to maximize participation in programs such as FSS. Additionally, the agency will increase its efforts to seek additional funding and partnerships in addition to the traditional sources. Partnerships that can result in programs such as homeownership and workforce housing are examples of favorable programs that will promote self sufficiency and the building of human capital.

Public Housing: Assessment tools are being developed to assess the needs of our clients. Partnering with service providers that possess the skills to assist our residents will be the future focus of this agency. Creating an accessible path between the client and the services providers should result in higher levels of support. Utilizing tools provided by the Workforce Investment Board as well as other non-traditional resources (such as local businesses and non-traditional community resources), we will seek to improve quality of life and self-sufficiency for those we serve.

PHA Goal: Ensure equal opportunity and affirmatively further fair housing:

As we continue to improve efforts to positively promote our programs as viable social and economic resources in the community we anticipate future growth. Making ourselves an integral part of the communities we serve by educating the public as well as addressing issues in an expedient manner will allow us to build credibility and create more positive public perception about our programs. Additionally, holding focus group meetings with community partners will also assist in determining specific housing needs.

PHA Goal: Provide an improved living environment:

A more strategic and comprehensive communication strategy will assist us in our overall efforts to improve the living environment for our existing and prospective clients. Strengthening our relationships with law enforcement agencies at all levels will address issues of crime that have long plagued our developments. Developing higher standards such as annual criminal background checks on all residents over 18 is an example of strategies we are seeking to use. A stronger focus on lease enforcement will be developed to ensure that we are giving opportunity to those tenants that are striving to improve. Increased education with our judiciary to assist them in understanding the support needed to remove non-compliant tenants (once we have exhausted all other corrective actions). Additionally, efforts are being made to convene a county-wide affordable housing summit to address the need for affordable housing in the communities we serve.

Capacity Statement for Homeownership Program

HACC has the capacity to administer the Homeownership Program for Voucher –Holders because it will require that financing for home purchases comply with generally accepted private sector underwriting practices.

CARBON MONOXIDE COMPLIANCE ACT

The Housing Authority of the County of Cook (HACC) has purchased Carbon Monoxide detectors for all dwelling units required by the Date of Illinois Public Act 094-0741.

In cases where HACC has properties with combustion sources (*specially gas fired boilers*), not in dwelling units nor near sleeping quarters, HACC is awaiting documents from municipal Building Inspectors/Fire Marshall's supporting the position that the Public Act does not apply.

VIOLENCE AGAINST WOMEN ACT

HACC updated its Admissions and Occupancy Plan for public housing and its Administrative Plan for Section 8 to reflect the revised policy related to eligibility and continued occupancy. All HACC residents under both the Public Housing and Section 8 Programs will be notified of their rights under this law including their right to confidentiality and the limits thereof.

If otherwise quailed, no applicant or resident will be denied admission by the Housing Authority of the County of Cook, for being a victim of domestic violence, dating violence, or stalking. HACC will offer services or programs with other service providers for victims of domestic violence, dating violence, sexual assault, or stalking on an as needed basis.

STATEMENT OF SUBSTANTIAL DEVIATIONS AND SIGNIFICANT AMENDMENTS

Substantial Deviations or Significant Amendments as defined by the Housing Authority of the County of Cook means any action that meets the following criteria:

1. Results in reallocation of more than \$2,000,000 in restricted funds;
2. Would create a mission, goal or objective from the existing goals, objectives and would require formal approval of the Board of Commissioners;
3. Is a clear change in direction of funds mentioned above, exclusive of strategies designed to achieve the mission, goals and objectives already identified;
4. That modifies agreed upon improvements to physical assets of the LIPH program outside of reductions in HUD funding or reallocations to future years.

Any substantial deviation or significant amendment is subject to the following requirements:

- The PHA must consult with the Resident Advisory Board (RAB) (as defined in 24 CFR 903.13);
- The PHA must ensure consistency with the Consolidated Plan of the jurisdiction(s) (as defined in 24 CFR 903.15); and
- The PHA must provide for a review of the amendments/modifications by the public during a 45-day public review period (as defined in 24 CFR 903.17).
- The PHA may not adopt the amendment or modification until the PHA has duly called a meeting of its Board of Directors (or similar governing body). This meeting, at which the amendment or modification is adopted, must be open to the public.
- The PHA may not implement the amendment or modification until notification of the amendment or modification is provided to HUD and approved by HUD in accordance with HUD's plan review procedures (as defined at 24 CFR 903.23).

Housing Authority of the County of Cook

Financial and Accounting Policy Statements

Cash Management

The Housing Authority of Cook County (HACC) shall have a management system that will insure proper administrative controls by setting up organizational structures that will provide the best methods to handle all cash transactions. It will insure an adequate system of internal control to safeguard all funds, prevent unauthorized disbursements, and proper separation of duties in the handling of cash. It will maintain an accounting system that will insure the proper recording, classifying, and reporting cash transactions.

Investments

The Housing Authority of the City of Cook County shall invest all financial assets of the Housing Authority, which are public funds, in a manner that will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the Housing Authority and conforming to all federal, state and local statutes governing the investment of public funds.

Property Accounting

Custodianship of Property

The Housing Authority of the Cook County (HACC) shall maintain detailed records of all of its fixed assets recorded in its fixed asset accounts. A physical inventory should be taken on a periodic basis to establish the existence of the assets recorded in the accounting records and to determine if any assets exist that should be added to the accounting records.

Capitalization Policy

Capitalization of fixed assets is used in determining, distinguishing, and recording materials and non-expendable equipment and personal property purchased or acquired in connection with the development, management, and maintenance of public housing developments owned or operated by HACC.

- If the initial cost of a piece of equipment and/or other personal property is five hundred dollars (\$500.00) or more and the anticipated life or useful value of said equipment or property is more than one (1) year, the same shall be capitalized and recorded as non-expendable equipment and charged as a capital expenditure.
- If the initial cost of the piece of equipment and/or personal property is less than five hundred dollars (\$500.00) or its useful life is less than one (1) year regardless of cost, the same shall be treated and recorded as materials or inventory and charged to maintenance, administration, or tenant service expense.

Housing Authority of the County of Cook

Financial and Accounting Policy Statements

Insurance and Risk Management

Casualty and Property Insurance Programs

The Housing Authority of Cook County (HACC) shall assume (as a charge against reserves, net income, or surplus) losses resulting from risks considered as not significant in relation to the cash position of the Housing Authority. HACC shall purchase insurance for risks not assumed. HACC may manage its own casualty and property Insurance programs or it may utilizes a third party service provider under contract to assist in the development, administration, and management of the casualty and property insurance programs to reduce costs, increase efficiencies, provide industry expertise, and maintain a more controlled approach to account management. HACC shall, in all circumstances, eliminate, or improve, as far as practicable, the conditions and practices that cause insurable losses.

Statement of Resident on the PHA Board:

The position of Resident on the Housing Authority of the County of Cook PHA Board is currently vacant.

Resident Advisory Board Member List

Property	Name
Arlington Heights	None
Chicago Heights – Family Sites	Bridget Exton-Stewart
	Quianna Overall
	Carmen Salazar
	Lorez Knox
	Alma Salazar
	Maggie Poole
	Louise Travis
	Terri Williams
Chicago Heights – Senior Sites	Boyce Mayes
	Brenda Perry
Des Plaines	Beverly Osiol
	Bernice Staflin
	Dorothy Mathis
Evanston	Ovella Quarles
	Olga Pop
	John J. McFadden
	Euna Revels
	Paul Paulson
Ford Heights	James Jenkins
Franklin Park	Elizabeth Madland
	Delores Berardi
Harvey	Edna Carter
	Brenda Patton
	Kenneth Scrutchions
Niles	Sarra Porotilo
	Lorraine Davies
Park Forest	Julia Mitchell
Robbins – Senior Sites	Edward Jones
	Michael Clay
	Melvin Gaines
	Cynthia Gaines
	Ruth Wilson
	Beauty Locke
Skokie	Klara Vaysberg
	Carol Passmore
	Joan H. Jellerson
Summit	None

HACC HOMEOWNERSHIP

15-VII.A. OVERVIEW

The homeownership option is used to assist a family residing in a home purchased and owned by one or more members of the family. A family assisted under this option may be newly admitted or an existing participant in the HCV program. The PHA must have the capacity to operate a successful HCV homeownership program as defined by the regulations.

There are two forms of homeownership assistance a PHA may offer under this option: monthly homeownership assistance payments, or a single down payment assistance grant. PHAs may choose to offer either or both forms of homeownership assistance, or choose not to offer either. If a PHA offers both forms of assistance, a family must choose which form of assistance to receive.

The PHA must offer either form of homeownership assistance if needed as a reasonable accommodation so that the program is readily accessible to and usable by persons with disabilities. It is the sole responsibility of the PHA to determine whether it is reasonable to implement a homeownership program as a reasonable accommodation. The PHA must determine what is reasonable based on the specific circumstances and individual needs of the person with a disability. The PHA may determine that it is not reasonable to offer homeownership assistance as a reasonable accommodation in cases where the PHA has otherwise opted not to implement a homeownership program.

The PHA must approve a live-in aide if needed as a reasonable accommodation so that the program is readily accessible to and usable by persons with disabilities.

15-VII.B. FAMILY ELIGIBILITY

The family must meet all of the requirements listed below before the commencement of homeownership assistance. The PHA may also establish additional initial requirements as long as they are described in the PHA administrative plan.

- The family must have been admitted to the Housing Choice Voucher program.
- The family must qualify as a first-time homeowner, or may be a cooperative member.
- The family must meet the Federal minimum income requirement. The family must have a gross annual income equal to the Federal minimum wage multiplied by 2000, based on the income of adult family members who will own the home. The PHA may establish a higher income standard for families. However, a family that meets the federal minimum income requirement (but not the PHA's requirement) will be considered to meet the minimum income requirement if it can demonstrate that it has been pre-qualified or pre-approved for financing that is sufficient to purchase an eligible unit.
- For disabled families, the minimum income requirement is equal to the current SSI monthly payment for an individual living alone, multiplied by 12.
- For elderly or disabled families, welfare assistance payments for adult family members who will own the home will be included in determining whether the family meets the minimum income requirement. It will not be included for other families.
- The family must satisfy the employment requirements by demonstrating that one or more adult members of the family who will own the home at commencement of homeownership assistance is currently employed on a full-time basis (the term 'full-time employment' means not less than an average of 30 hours per week); and has been continuously so employed during the year before commencement of homeownership assistance for the family.
- The employment requirement does not apply to elderly and disabled families. In addition, if a family, other than an elderly or disabled family includes a person with disabilities, the PHA must grant an exemption from the employment requirement if the PHA determines that it is needed as a reasonable accommodation.
- The family has not defaulted on a mortgage securing debt to purchase a home under the homeownership option
- Except for cooperative members who have acquired cooperative membership shares prior to commencement of homeownership assistance, no family member has a present ownership interest in a residence at the commencement of homeownership assistance for the purchase of any home.
- Except for cooperative members who have acquired cooperative membership shares prior to the commencement of homeownership assistance, the family has entered a contract of sale in accordance with 24 CFR 982.631(c).

15-VII.C. SELECTION OF FAMILIES

Unless otherwise provided (under the homeownership option), the PHA may limit homeownership assistance to families or purposes defined by the PHA, and may prescribe additional requirements for commencement of homeownership assistance for a family. Any such limits or additional requirements must be described in the PHA administrative plan.

If the PHA limits the number of families that may participate in the homeownership option, the PHA must establish a system by which to select families to participate.

15-VII.D. ELIGIBLE UNITS

In order for a unit to be eligible, the PHA must determine that the unit satisfies all of the following requirements:

- The unit must meet HUD's "eligible housing" requirements. The unit may not be any of the following:
 - A public housing or Indian housing unit;
 - A unit receiving Section 8 project-based assistance;
 - A nursing home, board and care home, or facility providing continual psychiatric, medical or nursing services;
 - A college or other school dormitory;
 - On the grounds of penal, reformatory, medical, mental, or similar public or private institutions.
- The unit must be under construction or already exist at the time the family enters into the contract of sale.
- The unit must be a one-unit property or a single dwelling unit in a cooperative or condominium.
- The unit must have been inspected by the PHA and by an independent inspector designated by the family.
- The unit must meet Housing Quality Standards (see Chapter 8).
- For a unit where the family will not own fee title to the real property (such as a manufactured home), the home must have a permanent foundation and the family must have the right to occupy the site for at least 40 years.

- For PHA-owned units all of the following conditions must be satisfied:
 - The PHA informs the family, both orally and in writing, that the family has the right to purchase any eligible unit and a PHA-owned unit is freely selected by the family without PHA pressure or steering;
 - The unit is not ineligible housing;
 - The PHA obtains the services of an independent agency to inspect the unit for compliance with HQS, review the independent inspection report, review the contract of sale, determine the reasonableness of the sales price and any PHA provided financing. All of these actions must be completed in accordance with program requirements.

The PHA must not approve the unit if the PHA has been informed that the seller is debarred, suspended, or subject to a limited denial of participation.

15-VII.E. ADDITIONAL PHA REQUIREMENTS FOR SEARCH AND PURCHASE

It is the family's responsibility to find a home that meets the criteria for voucher homeownership assistance. The PHA may establish the maximum time that will be allowed for a family to locate and purchase a home, and may require the family to report on their progress in finding and purchasing a home. If the family is unable to purchase a home within the maximum time established by the PHA, the PHA may issue the family a voucher to lease a unit or place the family's name on the waiting list for a voucher.

15-VII.F. HOMEOWNERSHIP COUNSELING

Before commencement of homeownership assistance for a family, the family must attend and satisfactorily complete the pre-assistance homeownership and housing counseling program required by the PHA. HUD suggests the following topics for the PHA-required pre-assistance counseling:

- Home maintenance (including care of the grounds);
- Budgeting and money management;
- Credit counseling;
- How to negotiate the purchase price of a home;
- How to obtain homeownership financing and loan pre-approvals, including a description of types of financing that may be available, and the pros and cons of different types of financing;
- How to find a home, including information about homeownership opportunities, schools, and transportation in the PHA jurisdiction;
- Advantages of purchasing a home in an area that does not have a high concentration of low-income families and how to locate homes in such areas;
- Information on fair housing, including fair housing lending and local fair housing enforcement agencies; and
- Information about the Real Estate Settlement Procedures Act (12 U.S.C. 2601 et seq.) (RESPA), state and Federal truth-in-lending laws, and how to identify and avoid loans with oppressive terms and conditions.

The PHA may adapt the subjects covered in pre-assistance counseling (as listed) to local circumstances and the needs of individual families.

The PHA may also offer additional counseling after commencement of homeownership assistance (ongoing counseling). If the PHA offers a program of ongoing counseling for participants in the homeownership option, the PHA shall have discretion to determine whether the family is required to participate in the ongoing counseling.

If the PHA does not use a HUD-approved housing counseling agency to provide the counseling, the PHA should ensure that its counseling program is consistent with the counseling provided under HUD's Housing Counseling program.

15-VII.G. HOME INSPECTIONS, CONTRACT OF SALE, AND PHA DISAPPROVAL OF SELLER

Home Inspections

The PHA may not commence monthly homeownership assistance payments or provide down payment assistance grants for a family until the PHA has inspected the unit and has determined that the unit passes HQS.

An independent professional inspector selected by and paid for by the family must also inspect the unit. The independent inspection must cover major building systems and components, including foundation and structure, housing interior and exterior, and the roofing, plumbing, electrical, and heating systems. The independent inspector must be qualified to report on property conditions, including major building systems and components.

The PHA may not require the family to use an independent inspector selected by the PHA. The independent inspector may not be a PHA employee or contractor, or other person under control of the PHA. However, the PHA may establish standards for qualification of inspectors selected by families under the homeownership option.

The PHA may disapprove a unit for assistance based on information in the independent inspector's report, even if the unit was found to comply with HQS.

Contract of Sale

Before commencement of monthly homeownership assistance payments or receipt of a down payment assistance grant, a member or members of the family must enter into a contract of sale with the seller of the unit to be acquired by the family. The family must give the PHA a copy of the contract of sale. The contract of sale must:

- Specify the price and other terms of sale by the seller to the purchaser;
- Provide that the purchaser will arrange for a pre-purchase inspection of the dwelling unit by an independent inspector selected by the purchaser;
- Provide that the purchaser is not obligated to purchase the unit unless the inspection is satisfactory to the purchaser;
- Provide that the purchaser is not obligated to pay for any necessary repairs; and
- Contain a certification from the seller that the seller has not been debarred, suspended, or subject to a limited denial of participation under CFR part 24.

Disapproval of a Seller

In its administrative discretion, the PHA may deny approval of a seller for the same reasons a PHA may disapprove an owner under the regular HCV program [see 24 CFR 982.306(c)].

15-VII.H. FINANCING

The PHA may establish requirements for financing purchase of a home under the homeownership option. This may include requirements concerning qualification of lenders, terms of financing, restrictions concerning debt secured by the home, lender qualifications, loan terms, and affordability of the debt. The PHA must establish policies describing these requirements in the administrative plan.

A PHA may not require that families acquire financing from one or more specified lenders, thereby restricting the family's ability to secure favorable financing terms.

15-VII.I. CONTINUED ASSISTANCE REQUIREMENTS; FAMILY OBLIGATIONS

Homeownership assistance may only be paid while the family is residing in the home. If the family moves out of the home, the PHA may not continue homeownership assistance after the month when the family moves out. The family or lender is not required to refund to the PHA the homeownership assistance for the month when the family moves out.

Before commencement of homeownership assistance, the family must execute a statement in which the family agrees to comply with all family obligations under the homeownership option.

The family must comply with the following obligations:

- The family must comply with the terms of the mortgage securing debt incurred to purchase the home, or any refinancing of such debt.
- The family may not convey or transfer ownership of the home, except for purposes of financing, refinancing, or pending settlement of the estate of a deceased family member. Use and occupancy of the home are subject to 24 CFR 982.551 (h) and (i).
- The family must supply information to the PHA or HUD as specified in 24 CFR 982.551(b). The family must further supply any information required by the PHA or HUD concerning mortgage financing or refinancing, sale or transfer of any interest in the home, or homeownership expenses.
- The family must notify the PHA before moving out of the home.
- The family must notify the PHA if the family defaults on the mortgage used to purchase the home.
- No family member may have any ownership interest in any other residential property.
- The family must comply with the obligations of a participant family described in 24 CFR 982.551, except for the following provisions which do not apply to assistance under the homeownership option: 24 CFR 982.551(c), (d), (e), (f), (g) and (j).

15-VII.J. MAXIMUM TERM OF HOMEOWNER ASSISTANCE

Except in the case of a family that qualifies as an elderly or disabled family, other family members (described below) shall not receive homeownership assistance for more than:

- Fifteen years, if the initial mortgage incurred to finance purchase of the home has a term of 20 years or longer; or
- Ten years, in all other cases.

The maximum term described above applies to any member of the family who:

- Has an ownership interest in the unit during the time that homeownership payments are made; or
- Is the spouse of any member of the household who has an ownership interest in the unit during the time homeownership payments are made.

In the case of an elderly family, the exception only applies if the family qualifies as an elderly family at the start of homeownership assistance. In the case of a disabled family, the exception applies if at any time during receipt of homeownership assistance the family qualifies as a disabled family.

If, during the course of homeownership assistance, the family ceases to qualify as a disabled or elderly family, the maximum term becomes applicable from the date homeownership assistance commenced. However, such a family must be provided at least 6 months of homeownership assistance after the maximum term becomes applicable (provided the family is otherwise eligible to receive homeownership assistance).

If the family has received such assistance for different homes, or from different PHAs, the total of such assistance terms is subject to the maximum term described in this part.

15-VII.K. HOMEOWNERSHIP ASSISTANCE PAYMENTS AND HOMEOWNERSHIP EXPENSES

The monthly homeownership assistance payment is the lower of: the voucher payment standard minus the total tenant payment, or the monthly homeownership expenses minus the total tenant payment.

In determining the amount of the homeownership assistance payment, the PHA will use the same payment standard schedule, payment standard amounts, and subsidy standards as those described in elsewhere in this plan for the Housing Choice Voucher program.

The PHA may pay the homeownership assistance payments directly to the family, or at the PHA's discretion, to a lender on behalf of the family. If the assistance payment exceeds the amount due to the lender, the PHA must pay the excess directly to the family.

Homeownership assistance for a family terminates automatically 180 calendar days after the last homeownership assistance payment on behalf of the family. However, a PHA may grant relief from this requirement in those cases where automatic termination would result in extreme hardship for the family.

The PHA must adopt policies for determining the amount of homeownership expenses to be allowed by the PHA in accordance with HUD requirements.

Homeownership expenses (not including cooperatives) only include amounts allowed by the PHA to cover:

- Principal and interest on initial mortgage debt, any refinancing of such debt, and any mortgage insurance premium incurred to finance purchase of the home;
- Real estate taxes and public assessments on the home;
- Home insurance;
- The PHA allowance for maintenance expenses;
- The PHA allowance for costs of major repairs and replacements;
- The PHA utility allowance for the home;
- Principal and interest on mortgage debt incurred to finance costs for major repairs, replacements or improvements for the home. If a member of the family is a person with disabilities, such debt may include debt incurred by the family to finance costs needed to make the home accessible for such person, if the PHA determines that allowance of such costs as homeownership expenses is needed as a reasonable accommodation so that the homeownership option is readily accessible to and usable by such person;
- Land lease payments where a family does not own fee title to the real property on which the home is located; [see 24 CFR 982.628(b)].
- For a condominium unit, condominium operating charges or maintenance fees assessed by the condominium homeowner association.

Homeownership expenses for a cooperative member may only include amounts allowed by the PHA to cover:

- The cooperative charge under the cooperative occupancy agreement including payment for real estate taxes and public assessments on the home;
- Principal and interest on initial debt incurred to finance purchase of cooperative membership shares and any refinancing of such debt;
- Home insurance;
- The PHA allowance for maintenance expenses;
- The PHA allowance for costs of major repairs and replacements;
- The PHA utility allowance for the home; and
- Principal and interest on debt incurred to finance major repairs, replacements or improvements for the home. If a member of the family is a person with disabilities, such debt may include debt incurred by the family to finance costs needed to make the home accessible for such person, if the PHA determines that allowance of such costs as homeownership expenses is needed as a reasonable accommodation so that the homeownership option is readily accessible to and usable by such person.
- Cooperative operating charges or maintenance fees assessed by the cooperative homeowner association.

15-VII.L. PORTABILITY

Subject to the restrictions on portability included in HUD regulations and PHA policies, a family may exercise portability if the receiving PHA is administering a voucher homeownership program and accepting new homeownership families. The receiving PHA may absorb the family into its voucher program, or bill the initial PHA.

The family must attend the briefing and counseling sessions required by the receiving PHA. The receiving PHA will determine whether the financing for, and the physical condition of the unit, are acceptable. The receiving PHA must promptly notify the initial PHA if the family has purchased an eligible unit under the program, or if the family is unable to purchase a home within the maximum time established by the PHA.

15-VII.M. MOVING WITH CONTINUED ASSISTANCE

A family receiving homeownership assistance may move with continued tenant-based assistance. The family may move with voucher rental assistance or with voucher homeownership assistance. Continued tenant-based assistance for a new unit cannot begin so long as any family member holds title to the prior home.

The PHA may deny permission to move to a new unit with continued voucher assistance as follows:

- Lack of funding to provide continued assistance.
- At any time, the PHA may deny permission to move with continued rental or homeownership assistance in accordance with 24 CFR 982.638, regarding denial or termination of assistance.
- In accordance with the PHA's policy regarding number of moves within a 12-month period.

The PHA must deny the family permission to move to a new unit with continued voucher rental assistance if:

- The family defaulted on an FHA-insured mortgage; and
- The family fails to demonstrate that the family has conveyed, or will convey, title to the home, as required by HUD, to HUD or HUD's designee; and the family has moved, or will move, from the home within the period established or approved by HUD.

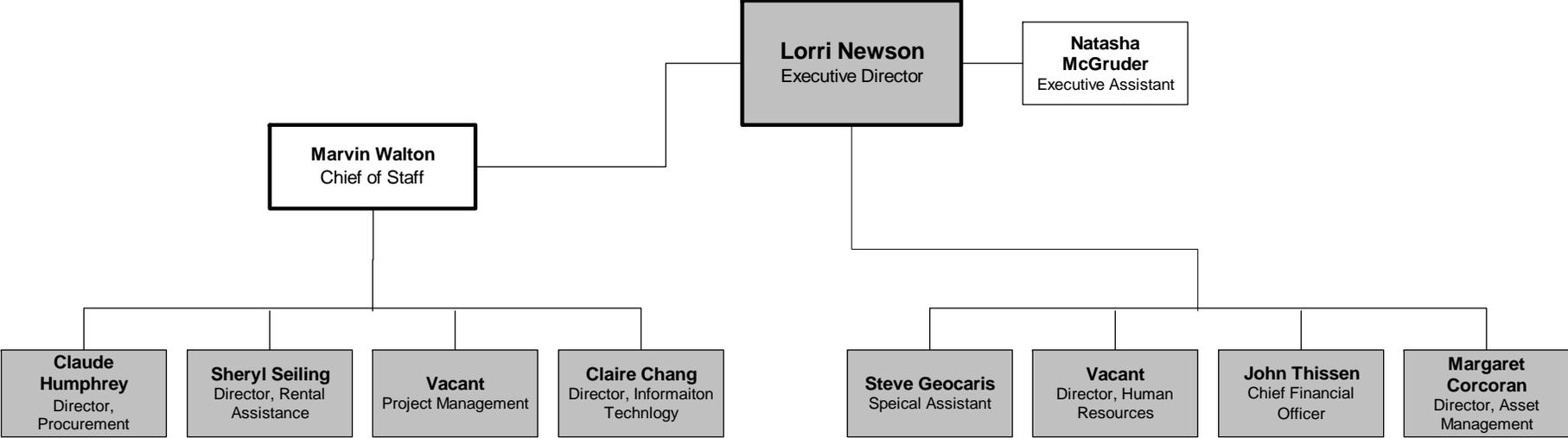
15-VII.N. DENIAL OR TERMINATION OF ASSISTANCE

At any time, the PHA may deny or terminate homeownership assistance in accordance with HCV program requirements in 24 CFR 982.552 (Grounds for denial or termination of assistance) or 24 CFR 982.553 (Crime by family members).

The PHA may also deny or terminate assistance for violation of participant obligations described in 24 CFR Parts 982.551 or 982.633 and in accordance with its own policy.

The PHA must terminate voucher homeownership assistance for any member of family receiving homeownership assistance that is dispossessed from the home pursuant to a judgment or order of foreclosure on any mortgage (whether FHA insured or non-FHA) securing debt incurred to purchase the home, or any refinancing of such

Executive Management Organizational Chart



PETS

INTRODUCTION

This chapter explains HACC's policies on the keeping of pets and any criteria or standards pertaining to the policies. The rules adopted are reasonably related to the legitimate interest of HACC to provide a decent, safe and sanitary living environment for all tenants, and to protect and preserve the physical condition of the property, as well as the financial interest of HACC.

The chapter is organized as follows:

Part I: Assistance Animals. This part explains the difference between assistance animals and pets and contains policies related to the designation of an assistance animal as well as their care and handling.

Part II: Pet policies for all developments. This part includes pet policies that are common to both elderly/disabled developments and general occupancy developments.

Part III: Pet deposits and fees for elderly/disabled developments. This part contains policies for pet deposits and fees that are applicable to elderly/disabled developments.

Part IV: Pet deposits and fees for general occupancy developments. This part contains policies for pet deposits and fees that are applicable to general occupancy developments.

PART I: ASSISTANCE ANIMALS

[Section 504; Fair Housing Act (42 U.S.C.); 24 CFR 5.303]

10-I.A. OVERVIEW

This part discusses situations under which permission for an assistance animal may be denied, and also establishes standards for the care of assistance animals.

Assistance animals are animals that work, provide assistance, or perform tasks for the benefit of a person with a disability, or that provide emotional support that alleviates one or more identified symptoms or effects of a person's disability. Assistance animals – often referred to as “service animals,” “assistive animals,” “support animals,” or “therapy animals” – perform many disability-related functions, including but not limited to the following:

- Guiding individuals who are blind or have low vision
- Alerting individuals who are deaf or hearing impaired
- Providing minimal protection or rescue assistance
- Pulling a wheelchair
- Fetching items
- Alerting persons to impending seizures
- Providing emotional support to persons with disabilities who have a disability-related need for such support

Assistance animals that are needed as a reasonable accommodation for persons with disabilities are not considered pets, and thus, are not subject to HACC’s pet policies described in Parts II through IV of this chapter [24 CFR 5.303; 960.705].

10-I.B. APPROVAL OF ASSISTANCE ANIMALS

A person with a disability is not automatically entitled to have an assistance animal. Reasonable accommodation requires that there is a relationship between the person's disability and his or her need for the animal [PH Occ GB, p. 179].

HACC may not refuse to allow a person with a disability to have an assistance animal merely because the animal does not have formal training. Some, but not all, animals that assist persons with disabilities are professionally trained. Other assistance animals are trained by the owners themselves and, in some cases, no special training is required. The question is whether or not the animal performs the assistance or provides the benefit needed by the person with the disability [PH Occ GB, p. 178].

HACC's refusal to permit persons with a disability to use and live with an assistance animal that is needed to assist them, would violate Section 504 of the Rehabilitation Act and the Fair Housing Act unless [PH Occ GB, p. 179]:

- There is reliable objective evidence that the animal poses a direct threat to the health or safety of others that cannot be reduced or eliminated by a reasonable accommodation
- There is reliable objective evidence that the animal would cause substantial physical damage to the property of others

HACC has the authority to regulate assistance animals under applicable federal, state, and local law [24 CFR 5.303(b)(3); 960.705(b)(3)].

HACC Policy

For an animal to be excluded from the pet policy and be considered an assistance animal, there must be a person with disabilities in the household, and the family must request and HACC approve a reasonable accommodation in accordance with the policies contained in Chapter 2.

10-I.C. CARE AND HANDLING

HUD regulations do not affect any authority HACC may have to regulate assistance animals under federal, state, and local law [24 CFR 5.303; 24 CFR 960.705].

HACC Policy

Residents must care for assistance animals in a manner that complies with state and local laws, including anti-cruelty laws.

Residents must ensure that assistance animals do not pose a direct threat to the health or safety of others, or cause substantial physical damage to the development, dwelling unit, or property of other residents.

When a resident's care or handling of an assistance animal violates these policies, HACC will consider whether the violation could be reduced or eliminated by a reasonable accommodation. If HACC determines that no such accommodation can be made, HACC may withdraw the approval of a particular assistance animal.

PART II: PET POLICIES FOR ALL DEVELOPMENTS
[24 CFR 5, Subpart C; 24 CFR 960, Subpart G]

10-II.A. OVERVIEW

The purpose of a pet policy is to establish clear guidelines for ownership of pets and to ensure that no applicant or resident is discriminated against regarding admission or continued occupancy because of ownership of pets. It also establishes reasonable rules governing the keeping of common household pets. This part contains pet policies that apply to all developments.

10-II.B. MANAGEMENT APPROVAL OF PETS

Registration of Pets

HACC may require registration of the pet with HACC [24 CFR 960.707(b)(5)].

HACC Policy

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

Registration includes documentation signed by a licensed veterinarian or state/local authority that the pet has received all inoculations required by state or local law, and that the pet has no communicable disease(s) and is pest-free. This registration must be renewed annually and will be coordinated with the annual reexamination date.

Pets will not be approved to reside in a unit until completion of the registration requirements.

Refusal to Register Pets

HACC Policy

HACC will refuse to register a pet if:

The pet is not *a common household pet* as defined in Section 10-II.C.

Keeping the pet would violate any pet restrictions listed in this policy

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

The applicant has previously been charged with animal cruelty under state or local law; or has been evicted, had to relinquish a pet or been prohibited from future pet ownership due to pet rule violations or a court order

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

If HACC refuses to register a pet, a written notification will be sent to the pet owner within 10 business days of HACC's decision. The notice will state the reason for refusing to register the pet and will inform the family of their right to appeal the decision in accordance with HACC's grievance procedures.

Pet Agreement

HACC Policy

Residents who have been approved to have a pet must enter into a pet agreement with HACC, or the approval of the pet will be withdrawn.

The pet agreement is the resident's certification that he or she has received a copy of HACC's pet policy and applicable house rules, that he or she has read the policies and/or rules, understands them, and agrees to comply with them.

The resident further certifies by signing the pet agreement that he or she understands that noncompliance with HACC's pet policy and applicable house rules may result in the withdrawal of HACC approval of the pet or termination of tenancy.

10-II.C. STANDARDS FOR PETS [24 CFR 5.318; 960.707(b)]

HACC may establish reasonable requirements related to pet ownership including, but not limited to:

- Limitations on the number of animals in a unit, based on unit size
- Prohibitions on types of animals that HACC classifies as dangerous, provided that such classifications are consistent with applicable state and local law
- Prohibitions on individual animals, based on certain factors, including the size and weight of the animal
- Requiring pet owners to have their pets spayed or neutered

HACC may not require pet owners to have any pet's vocal cords removed.

Definition of "Common Household Pet"

There is no regulatory definition of common household pet for public housing programs, although the regulations for pet ownership in both elderly/disabled and general occupancy developments use the term. The regulations for pet ownership in elderly/disabled developments expressly authorize HACC to define the term [24 CFR 5.306(2)].

HACC Policy

Common household pet means a domesticated animal, such as a dog, cat, bird, or fish that is traditionally recognized as a companion animal and is kept in the home for pleasure rather than commercial purposes.

The following animals are not considered common household pets:

Reptiles

Rodents

Insects

Arachnids

Wild animals or feral animals

Pot-bellied pigs

Animals used for commercial breeding

Pet Restrictions

HACC Policy

The following animals are not permitted:

Any animal whose adult weight will exceed 15 pounds

Dogs of the pit bull, rottweiler, chow, or boxer breeds

Ferrets or other animals whose natural protective mechanisms pose a risk to small children of serious bites or lacerations

Any animal not permitted under state or local law or code

Number of Pets

HACC Policy

Residents may own a maximum of 1 pet.

In the case of fish, residents may keep no more than can be maintained in a safe and healthy manner in a tank holding up to 10 gallons. Such a tank or aquarium will be counted as 1 pet.

Other Requirements

HACC Policy

Dogs and cats must be spayed or neutered at the time of registration or, in the case of underage animals, within 30 days of the pet reaching 6 months of age. Exceptions may be made upon veterinary certification that subjecting this particular pet to the procedure would be temporarily or permanently medically unsafe or unnecessary.

Pets must be licensed in accordance with state or local law. Residents must provide proof of licensing at the time of registration and annually, in conjunction with the resident's annual reexamination.

10-II.D. PET RULES

Pet owners must maintain pets responsibly, in accordance with HACC's policies, and in compliance with applicable state and local public health, animal control, and animal cruelty laws and regulations [24 CFR 5.315; 24 CFR 960.707(a)].

Pet Area Restrictions

HACC Policy

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

Pets other than dogs or cats must be kept in a cage or carrier when outside of the unit.

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

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

Designated Pet/No-Pet Areas [24 CFR 5.318(g), PH Occ GB, p. 182]

HACC may designate buildings, floors of buildings, or sections of buildings as no-pet areas where pets generally may not be permitted. Pet rules may also designate buildings, floors of building, or sections of building for residency by pet-owning tenants.

HACC may direct initial tenant moves as may be necessary to establish pet and no-pet areas. HACC may not refuse to admit, or delay admission of, an applicant on the grounds that the applicant's admission would violate a pet or no-pet area. HACC may adjust the pet and no-pet areas or may direct such additional moves as may be necessary to accommodate such applicants for tenancy or to meet the changing needs of the existing tenants.

HACC may not designate an entire development as a no-pet area, since regulations permit residents to own pets.

HACC Policy

With the exception of common areas as described in the previous policy, HACC has not designated any buildings, floors of buildings, or sections of buildings as no-pet areas. In addition, HACC has not designated any buildings, floors of buildings, or sections of buildings for residency of pet-owning tenants.

Cleanliness

HACC Policy

The pet owner shall be responsible for the removal of waste from the exercise area by placing it in a sealed plastic bag and disposing of it in a container provided by HACC.

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

Litter box requirements:

Pet owners must promptly dispose of waste from litter boxes and must maintain litter boxes in a sanitary manner.

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

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

Alterations to Unit

HACC Policy

Pet owners shall not alter their unit, patio, premises or common areas to create an enclosure for any animal.

Installation of pet doors is prohibited.

Noise

HACC Policy

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

Pet Care

HACC Policy

Each pet owner shall be responsible for adequate care, nutrition, exercise and medical attention for his/her pet.

Each pet owner shall be responsible for appropriately training and caring for his/her pet to ensure that the pet is not a nuisance or danger to other residents and does not damage HACC property.

No animals may be tethered or chained inside or outside the dwelling unit at any time.

Responsible Parties

HACC Policy

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

A resident who cares for another resident's pet must notify HACC and sign a statement that they agree to abide by all of the pet rules.

Pets Temporarily on the Premises

HACC Policy

Pets that are not owned by a tenant are not allowed on the premises. Residents are prohibited from feeding or harboring stray animals.

This rule does not apply to visiting pet programs sponsored by a humane society or other non-profit organizations, and approved by HACC.

Pet Rule Violations

HACC Policy

All complaints of cruelty and all dog bites will be referred to animal control or an applicable agency for investigation and enforcement.

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

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

That the pet owner has 10 business days from the effective date of the service of notice to correct the violation or make written request for a meeting to discuss the violation

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

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

Notice for Pet Removal

HACC Policy

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

The notice will contain:

A brief statement of the factual basis for HACC's determination of the pet rule that has been violated

The requirement that the resident /pet owner must remove the pet within 30 calendar days of the notice

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

Pet Removal

HACC Policy

If the death or incapacity of the pet owner threatens the health or safety of the pet, or other factors occur that render the owner unable to care for the pet, the situation will be reported to the responsible party designated by the pet owner.

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

Termination of Tenancy

HACC Policy

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

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

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

Emergencies

HACC Policy

HACC will take all necessary steps to ensure that pets that become vicious, display symptoms of severe illness, or demonstrate behavior that constitutes an immediate threat to the health or safety of others, are immediately removed from the premises by referring the situation to the appropriate state or local entity authorized to remove such animals.

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

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

PART III: PET DEPOSITS AND FEES IN ELDERLY/DISABLED DEVELOPMENTS

10-III.A. OVERVIEW

This part describes HACC's policies for pet deposits and fees in elderly, disabled and mixed population developments. Policies governing deposits and fees in general occupancy developments are described in Part IV.

10-III.B. PET DEPOSITS

Payment of Deposit

HACC may require tenants who own or keep pets in their units to pay a refundable pet deposit. This deposit is in addition to any other financial obligation generally imposed on tenants of the project [24 CFR 5.318(d)(1)].

The maximum amount of pet deposit that may be charged by HACC on a per dwelling unit basis, is the higher of the total tenant payment (TTP) or such reasonable fixed amount as HACC may require. HACC may permit gradual accumulation of the pet deposit by the pet owner [24 CFR 5.318(d)(3)].

The pet deposit is not part of the rent payable by the resident [24 CFR 5.318(d)(5)].

HACC Policy

Pet owners are required to pay a pet deposit of \$250.00, in addition to any other required deposits, which must be paid in full before the pet is brought on the premises.

Refund of Deposit [24 CFR 5.318(d)(1)]

HACC may use the pet deposit only to pay reasonable expenses directly attributable to the presence of the pet, including (but not limited to) the costs of repairs and replacements to, and fumigation of, the tenant's dwelling unit. HACC must refund the unused portion of the pet deposit to the tenant within a reasonable time after the tenant moves from the project or no longer owns or keeps a pet in the unit.

HACC Policy

HACC will refund the pet deposit to the resident, less the costs of any damages caused by the pet to the dwelling unit, within 60 days of move-out or removal of the pet from the unit.

The resident will be billed for any amount that exceeds the pet deposit.

HACC will provide the resident with a written list of any charges against the pet deposit within 30 calendar days of the move-out inspection. If the resident disagrees with the amount charged to the pet deposit, HACC will provide a meeting to discuss the charges.

10-III.C. OTHER CHARGES

Pet-Related Damages During Occupancy

HACC Policy

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

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

Fumigation of the dwelling unit

Repairs to common areas of the project

The expense of flea elimination shall also be the responsibility of the resident.

If the resident is in occupancy when such costs occur, the resident shall be billed for such costs in accordance with the policies in Chapter 8, Section 8-I.F, Maintenance and Damage Charges. Pet deposits will not be applied to the costs of pet-related damages during occupancy.

Charges for pet-related damage are not part of rent payable by the resident.

Pet Waste Removal Charge

The regulations do not address HACC's ability to impose charges for house pet rule violations. However, charges for violation of HACC's pet rules may be treated like charges for other violations of the lease and HACC's tenancy rules.

HACC Policy

The pet owner will be charged separately the sum equal to the hourly rate of the custodian conducting the pet waste removal, per each occurrence.

Notices of pet waste removal charges will be in accordance with requirements regarding notices of adverse action. Charges are due and payable 30 calendar days after billing. If the family requests a grievance hearing within the required timeframe, HACC may not take action for nonpayment of the charge until the conclusion of the grievance process.

Charges for pet waste removal are not part of rent payable by the resident.

PART IV: PET DEPOSITS AND FEES IN GENERAL OCCUPANCY DEVELOPMENTS

10-IV.A. OVERVIEW

This part describes HACC's policies for pet deposits and fees for those who reside in general occupancy developments.

10-IV.B. PET DEPOSITS

HACC may require a refundable pet deposit to cover additional costs attributable to the pet and not otherwise covered [24 CFR 960.707(b)(1)].

HACC that requires a resident to pay a pet deposit must place the deposit in an account of the type required under applicable State or local law for pet deposits, or if there are no such requirements, for rental security deposits, if applicable. HACC must comply with such laws as to retention of the deposit, interest, and return of the deposit to the resident, and any other applicable requirements [24 CFR 960.707(d)].

Payment of Deposit

HACC Policy

Pet owners are required to pay a pet deposit of \$250.00, in addition to any other required deposits, which must be paid in full before the pet is brought on the premises.

The pet deposit is not part of rent payable by the resident.

Refund of Deposit

HACC Policy

HACC will refund the pet deposit to the resident, less the costs of any damages caused by the pet to the dwelling unit, within 60 days of move-out or removal of the pet from the unit.

The resident will be billed for any amount that exceeds the pet deposit.

HACC will provide the resident with a written list of any charges against the pet deposit within 30 calendar days of the move-out inspection. If the resident disagrees with the amount charged to the pet deposit, HACC will provide a meeting to discuss the charges.

10-IV.C. NON-REFUNDABLE NOMINAL PET FEE

HACC may require payment of a non-refundable nominal pet fee to cover the reasonable operating costs to the development relating to the presence of pets [24 CFR 960.707(b)(1)].

HACC Policy

HACC chooses not to adopt a non-refundable nominal pet fee.

10-IV.D. OTHER CHARGES

Pet-Related Damages During Occupancy

HACC Policy

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

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

- Fumigation of the dwelling unit

- Repairs to common areas of the project

The expense of flea elimination shall also be the responsibility of the resident.

If the resident is in occupancy when such costs occur, the resident shall be billed for such costs in accordance with the policies in Chapter 8, Section 8-I.F., Maintenance and Damage Charges. Pet deposits will not be applied to the costs of pet-related damages during occupancy.

Charges for pet-related damage are not part of rent payable by the resident.

Pet Waste Removal Charge

The regulations do not address HACC's ability to impose charges for house pet rule violations. However, charges for violation of HACC's pet rules may be treated like charges for other violations of the lease and HACC's tenancy rules.

HACC Policy

The pet owner will be charged separately the sum equal to the hourly rate of the maintenance person or maintenance person's helper conducting the pet waste removal, per each occurrence.

Such charges will be due and payable 30 calendar days after billing.

Charges for pet waste removal are not part of rent payable by the resident.

COMMUNITY SERVICE

INTRODUCTION

This chapter explains HUD regulations requiring HACC to implement a community service program for all non-exempt adults living in public housing.

This chapter describes HUD regulations and HACC policies related to these topics in two parts:

Part I: Community Service Requirements. This part describes who is subject to the community service requirement, who is exempt, and HUD's definition of economic self-sufficiency.

Part II: HACC Implementation of Community Service. This part provides HACC policy regarding HACC implementation and program design.

PART I: COMMUNITY SERVICE REQUIREMENT

11-I.A. OVERVIEW

HUD regulations pertaining to the community service requirement are contained in 24 CFR 960 Subpart F (960.600 through 960.609). HACC and residents must comply with the community service requirement, effective with HACC fiscal years that commenced on or after October 1, 2000. Per 903.7(1)(1)(iii), HACC Plan must contain a statement of how HACC will comply with the community service requirement, including any cooperative agreement that HACC has entered into or plans to enter into.

Community service is the performance of voluntary work or duties that are a public benefit, and that serve to improve the quality of life, enhance resident self-sufficiency, or increase resident self-responsibility in the community. Community service is not employment and may not include political activities [24 CFR 960.601(b)].

In administering community service requirements, HACC must comply with all nondiscrimination and equal opportunity requirements [24 CFR 960.605(c)(5)].

11-I.B. REQUIREMENTS

Each adult resident of HACC, who is not exempt, must [24 CFR 960.603(a)]:

- Contribute 8 hours per month of community service; or
- Participate in an economic self-sufficiency program (as defined in the regulations) for 8 hours per month; or
- Perform 8 hours per month of combined activities (community service and economic self-sufficiency programs).

HACC Policy

An individual may not skip a month and then double up the following month, unless special circumstances warrant it. HACC will make the determination of whether to permit a deviation from the schedule.

Individuals who have special circumstances which they believe will prevent them from completing the required community service hours for a given month, must notify HACC in writing within 5 business days of the circumstances becoming known. HACC will review the request and notify the individual, in writing, of its determination within 10 business days. HACC may require those individuals to provide documentation to support their claim.

Definitions

Exempt Individual [24 CFR 960.601(b)]

An *exempt individual* is an adult who:

- Is age 62 years or older
- Is blind or disabled (as defined under section 216[i][1] or 1614 of the Social Security Act), and who certifies that because of this disability s/he is unable to comply with the service provisions
- Is a primary caretaker of such an individual
- Is engaged in work activities

HACC Policy

HACC will consider 20 hours per week as the minimum number of hours needed to qualify for a work activity exemption.

- Meets the requirements for being exempted from having to engage in a work activity under the state program funded under part A of title IV of the Social Security Act, or under any other welfare program of the state in which HACC is located, including a state-administered welfare-to-work program; or
- Is in a family receiving assistance under a state program funded under part A of Title IV of the Social Security Act, or under any other welfare program of the state in which HACC is located, including a state-administered welfare-to-work program, and has not been found by the state or other administering entity to be in noncompliance with such program.

Community Service [PH Occ GB, p. 174]

Community service is volunteer work, which includes, but is not limited to:

- Work at a local institution including but not limited to: school, child care center, hospital, hospice, recreation center, senior center, adult day care center, homeless shelter, indigent feeding program, cooperative food bank, etc.
- Work with a nonprofit organization that serves HACC residents or their children such as: Boy Scouts, Girl Scouts, Boys or Girls Clubs, 4-H programs, PAL, Garden Center, community clean-up programs, beautification programs, other youth or senior organizations
- Work at HACC to help improve physical conditions
- Work at HACC to help with children's programs
- Work at HACC to help with senior programs
- Helping neighborhood groups with special projects
- Working through a resident organization to help other residents with problems, serving as an officer in a resident organization, serving on the resident advisory board
- Caring for the children of other residents so they may volunteer

NOTE: Political activity is excluded for purposes of eligible community service activities.

Economic Self-Sufficiency Program [24 CFR 5.603(b)]

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

These economic self-sufficiency programs can include job training, employment counseling, work placement, basic skills training, education, English proficiency, workfare, financial or household management, apprenticeships (formal or informal), or any other program necessary to ready a participant to work (such as substance abuse or mental health treatment).

Work Activities [42 U.S.C. 607(d)]

As it relates to an exemption from the community service requirement, *work activities* means:

- Unsubsidized employment
- Subsidized private sector employment
- Subsidized public sector employment
- Work experience (including work associated with the refurbishing of publicly assisted housing) if sufficient private sector employment is not available
- On-the-job training
- Job search and job readiness assistance
- Community service programs
- Vocational educational training (not to exceed 12 months with respect to any individual)
- Job skills training directly related to employment
- Education directly related to employment, in the case of a recipient who has not received a high school diploma or a certificate of high school equivalency
- Satisfactory attendance at secondary school or in a course of study leading to a certificate of general equivalence, in the case of a recipient who has not completed secondary school or received such a certificate
- Provision of child care services to an individual who is participating in a community service program

Notification Requirements [24 CFR 960.605(c)(2)]

HACC must give each family a written description of the community service requirement, the process for claiming status as an exempt person, and the process for HACC verification of exempt status. HACC must also notify the family of its determination identifying the family members who are subject to the service requirement, and the family members who are exempt.

HACC Policy

HACC will provide the family with a copy of the Community Service Policy found in Exhibit 11-1 of this chapter, at lease-up, lease renewal, when a family member is determined to be subject to the community service requirement during the lease term, and at any time upon the family's request.

On an annual basis, at the time of lease renewal, HACC will notify the family in writing of the family members who are subject to the community service requirement and the family members who are exempt. If the family includes non-exempt individuals the notice will include a list of agencies in the community that provide volunteer and/or training opportunities, as well as a documentation form on which they may record the activities they perform and the number of hours contributed. The form will also have a place for a signature by an appropriate official, who will certify to the activities and hours completed.

11-I.C. DETERMINATION OF EXEMPTION STATUS AND COMPLIANCE [24 CFR 960.605(c)(3)]

HACC must review and verify family compliance with service requirements annually at least 30 days before the end of the 12-month lease term. The policy for documentation and verification of compliance with service requirements may be found in Section 11-I.D., Documentation and Verification.

HACC Policy

HACC will not change the effective date of the scheduled annual reexamination to coincide with the lease term.

Annual Determination

Determination of Exemption Status

An exempt individual is excused from the community service requirement [24 CFR 960.603(a)].

HACC Policy

At least 60 days prior to lease renewal, HACC will review and verify the exemption status of all adult family members. This verification will only be done on an annual basis unless the family reports a change or HACC has reason to believe that an individual's exemption status has changed. For individuals who are exempt because they are 62 years of age and older, verification of exemption status will be done only at the initial examination.

Upon completion of the verification process, HACC will notify the family of its determination in accordance with the policy in Section 11-I.B., Notification Requirements.

Determination of Compliance

HACC must review resident family compliance with service requirements annually at least 30 days before the end of the 12-month lease term [24 CFR 960.605(c)(3)]. As part of this review, HACC must verify that any family member that is not exempt from the community service requirement has met his or her service obligation.

HACC Policy

Approximately 60 days prior to the end of the lease term, HACC will provide written notice requiring the family to submit documentation that all subject family members have complied with the service requirement. The family will have 10 business days to submit HACC required documentation form(s).

If the family fails to submit the required documentation within the required timeframe (plus any HACC-approved extension), the subject family members will be considered noncompliant with community service requirements, and notices of noncompliance will be issued pursuant to the policies in Section 11-I.E., Noncompliance.

Change in Status Between Annual Determinations

Exempt to Non-Exempt Status

If an exempt individual becomes non-exempt during the 12-month lease term, it is the family's responsibility to report this change to HACC within 10 business days.

Within 10 business days of a family reporting such a change, or HACC determining such a change is necessary, HACC will provide written notice of the effective date of the requirement, a list of agencies in the community that provide volunteer and/or training opportunities, as well as a documentation form on which the family member may record the activities performed and number of hours contributed.

The effective date of the community service requirement will be the first of the month following 30-day notice.

Non-Exempt to Exempt Status

If a non-exempt person becomes exempt during the 12-month lease term, it is the family's responsibility to report this change to HACC within 10 business days. Any claim of exemption will be verified by HACC in accordance with the policy in Section 11-I.D., Documentation and Verification of Exemption Status.

Within 10 business days of a family reporting such a change, or HACC determining such a change is necessary, HACC will provide the family written notice that the family member is no longer subject to the community service requirement, if HACC is able to verify the exemption.

The exemption will be effective immediately.

11-I.D. DOCUMENTATION AND VERIFICATION [24 CFR 960.605(c)(4)]

HACC must retain reasonable documentation of service requirement performance or exemption in participant files.

Documentation and Verification of Exemption Status

All family members who claim they are exempt from the community service requirement will be required to sign the community service exemption certification form found in Exhibit 11-3. HACC will provide a completed copy to the family and will keep a copy in the tenant file.

HACC will verify that an individual is exempt from the community service requirement by following the verification hierarchy and documentation requirements in Chapter 7.

HACC makes the final determination whether or not to grant an exemption from the community service requirement. If a resident does not agree with HACC's determination, s/he can dispute the decision through HACC's grievance procedures (see Chapter 14).

Documentation and Verification of Compliance

If qualifying community service activities are administered by an organization other than HACC, a family member who is required to fulfill a service requirement must provide certification to HACC, signed by the organization, that the family member has performed the qualifying activities [24 CFR 960.607].

If anyone in the family is subject to the community service requirement, HACC will provide the family with community service documentation forms at admission, at lease renewal, when a family member becomes subject to the community service requirement during the lease term, or upon request by the family.

Each individual who is subject to the requirement will be required to record their community service or self-sufficiency activities and the number of hours contributed on the required form. The certification form will also include places for signatures and phone numbers of supervisors, instructors, and counselors certifying to the number of hours contributed.

Families will be required to submit the documentation to HACC, upon request by HACC.

If HACC has reasonable cause to believe that the certification provided by the family is false or fraudulent, HACC has the right to require third-party verification.

11-I.E. NONCOMPLIANCE

Initial Noncompliance

The lease specifies that it is renewed automatically for all purposes, unless the family fails to comply with the community service requirement. Violation of the service requirement is grounds for nonrenewal of the lease at the end of the 12-month lease term, but not for termination of tenancy during the course of the 12-month lease term [24 CFR 960.603(b)].

If the tenant or another family member has violated the community service requirement, HACC may not renew the lease upon expiration of the 12-month term of the lease, unless the tenant and any other noncompliant family member enter into a written agreement with HACC. Under this agreement the tenant or noncompliant family member must agree to cure the noncompliance by completing the additional hours of community service or economic self-sufficiency needed to make up the total number of hours required, over the 12-month term of the new lease. In addition, all other members of the family who are subject to the service requirement must be currently complying with the service requirement or must no longer be residing in the unit [24 CFR 960.607(c)].

Notice of Initial Noncompliance [24 CFR 960.607(b)]

If HACC determines that there is a family member who is required to fulfill a service requirement, but who has failed to comply with this obligation (noncompliant resident), HACC must notify the tenant of this determination.

The notice to the tenant must briefly describe the noncompliance. The notice must state that HACC will not renew the lease at the end of the 12-month lease term unless the tenant, and any other noncompliant resident, enter into a written agreement with HACC to cure the noncompliance, or the family provides written assurance satisfactory to HACC that the tenant or other noncompliant resident no longer resides in the unit.

The notice must also state that the tenant may request a grievance hearing on HACC's determination, in accordance with HACC's grievance procedures, and that the tenant may exercise any available judicial remedy to seek timely redress for HACC's nonrenewal of the lease because of HACC's determination.

HACC Policy

The notice of initial noncompliance will be sent at least 45 days prior to the end of the lease term.

The family will have 10 business days from the date of the notice of noncompliance to enter into a written agreement to cure the noncompliance over the 12-month term of the new lease, provide documentation that the noncompliant resident no longer resides in the unit, or to request a grievance hearing.

If the family reports that a noncompliant family member is no longer residing in the unit, the family must provide documentation that the family member has actually vacated the unit before HACC will agree to continued occupancy of the family. Documentation must consist of a certification signed by the head of household, as well as, evidence of the current address of the family member that previously resided with them.

If the family does not request a grievance hearing, or does not take either corrective action required by the notice of noncompliance within the required 10 business day timeframe, HACC will terminate tenancy in accordance with the policies in Chapter 13, Section 13-IV.D.

Continued Noncompliance [24 CFR 960.607(b)]

If, after the 12-month cure period, the family member is still not compliant, HACC must terminate tenancy of the entire family, according to HACC's lease, unless the family provides documentation that the noncompliant resident no longer resides in the unit.

HACC Policy

Notices of continued noncompliance will be sent at least 30 days prior to the end of the lease term and will also serve as the family's termination notice. The notice will meet the requirements for termination notices described in Chapter 13, Section 13-IV.D, Form, Delivery, and Content of the Notice.

The family will have 10 business days from the date of the notice of non-compliance to provide documentation that the noncompliant resident no longer resides in the unit, or to request a grievance hearing.

If the family reports that a noncompliant family member is no longer residing in the unit, the family must provide documentation that the family member has actually vacated the unit before HACC will agree to continued occupancy of the family. Documentation must consist of a certification signed by the head of household as well as evidence of the current address of the noncompliant family member that previously resided with them.

If the family does not request a grievance hearing, or provide such documentation within the required 10-business day timeframe, the family's lease and tenancy will automatically terminate at the end of the current lease term without further notice.

PART II: IMPLEMENTATION OF COMMUNITY SERVICE

11-II.A. OVERVIEW

Each HACC must develop a policy for administration of the community service and economic self-sufficiency requirements for public housing. It is in HACC's best interests to develop a viable, effective community service program, to provide residents the opportunity to engage in the community and to develop competencies.

HACC Implementation of Community Service

HACC may not substitute any community service or self-sufficiency activities performed by residents for work ordinarily performed by HACC employees, or replace a job at any location where residents perform activities to satisfy the service requirement [24 CFR 960.609].

HACC Policy

HACC will notify its insurance company if residents will be performing community service at HACC. In addition, HACC will ensure that the conditions under which the work is to be performed are not hazardous.

If a disabled resident certifies that s/he is able to perform community service, HACC will ensure that requests for reasonable accommodation are handled in accordance with the policies in Chapter 2.

HACC Program Design

HACC may administer qualifying community service or economic self-sufficiency activities directly, or may make community service activities available through a contractor, or through partnerships with qualified organizations, including resident organizations, and community agencies or institutions [24 CFR 960.605(b)].

HACC Procedure

HACC will attempt to provide the broadest choice possible to residents as they choose community service activities.

HACC's goal is to design a service program that gives residents viable opportunities to become involved in the community and to gain competencies and skills. HACC will work with resident organizations and community organizations to design, implement, assess and recalibrate its community service program.

HACC will make every effort to identify volunteer opportunities throughout the community, especially those in proximity to public housing developments. To the greatest extent possible, HACC will provide names and contacts at agencies that can provide opportunities for residents, including persons with disabilities, to fulfill their community service obligations.

Any written agreements or partnerships with contractors and/or qualified organizations, including resident organizations, are described in HACC's Plan.

HACC will provide in-house opportunities for volunteer work or self-sufficiency programs when possible.

EXHIBIT 11-1: COMMUNITY SERVICE AND SELF-SUFFICIENCY POLICY

A. Background

The Quality Housing and Work Responsibility Act of 1998 requires that all non-exempt (see definitions) public housing adult residents (18 or older) contribute eight (8) hours per month of community service (volunteer work) or participate in eight (8) hours of training, counseling, classes or other activities that help an individual toward self-sufficiency and economic independence. This is a requirement of the public housing lease.

B. Definitions

Community Service – volunteer work, which includes, but is not limited to:

- Work at a local institution, including but not limited to: school, child care center, hospital, hospice, recreation center, senior center, adult day care center, homeless shelter, indigent feeding program, cooperative food bank, etc.
- Work with a nonprofit organization such as: Parks and Recreation, United Way, Red Cross, Volunteers of America, Boy Scouts, Girl Scouts, Boys or Girls Clubs, 4-H Program, PAL, Garden Center, community clean-up programs, beautification programs, other counseling, aid, youth or senior organizations
- Work at the housing authority to help with litter control
- Work at the housing authority to help with children’s programs
- Work at the housing authority to help with senior programs
- Helping neighborhood groups with special projects
- Working through a resident organization to help other residents with problems
- Serving as an officer in a resident organization
- Serving on the Resident Advisory Board
- Caring for children of other residents so they may volunteer

NOTE: Political activity is excluded.

Self-Sufficiency Activities – activities that include, but are not limited to:

- Job readiness programs
- Job training programs
- GED classes
- Substance abuse or mental health counseling
- English proficiency or literacy (reading) classes
- Apprenticeships
- Budgeting and credit counseling
- Any kind of class that helps a person toward economic independence
- Student status at any school, college or vocation school

Exempt Adult – an adult member of the family who meets any of the following criteria:

- Is 62 years of age or older
- Is blind or a person with disabilities (as defined under section 216[i][I] or 1614 of the Social Security Act), and who certifies that because of this disability he or she is unable to comply with the service provisions, or is the primary caretaker of such an individuals
- Is working at least 30 hours per week
- Meets the requirements for being exempted from having to engage in a work activity under TANF or any other State welfare program including a State-administered welfare-to-work program
- Is a member of a family receiving assistance, benefits or services under TANF or any other State welfare program and has not been found to be in noncompliance with such program

C. Requirements of the Program

1. The eight (8) hours per month may be either volunteer work or self-sufficiency program activity, or a combination of the two.
2. At least eight (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 housing authority will make the determination of whether to allow or disallow a deviation from the schedule based on a family's written request.
3. Family obligation:
 - At lease execution, all adult members (18 or older) of a public housing resident family must:
 - Sign a certification that they have received and read this policy and understand that if they are not exempt, failure to comply with the community service requirement will result in a nonrenewal of their lease; and
 - Declare if they are exempt. If exempt, they must complete the Exemption Form (Exhibit 11-3) and provide documentation of the exemption.
 - Upon written notice from HACC, non-exempt family members must present complete documentation of activities performed during the applicable lease term. This documentation will include places for signatures of supervisors, instructors, or counselors, certifying to the number of hours contributed.
 - If a family member is found to be noncompliant at the end of the 12-month lease term, he or she, and the head of household, will be required to sign an agreement with the housing authority to make up the deficient hours over the next twelve (12) month period, as a condition of continued occupancy.
4. Change in exempt status:
 - If, during the twelve (12) month lease period, a non-exempt person becomes exempt, it is his or her responsibility to report this to HACC and provide documentation of exempt status.
 - If, during the twelve (12) month lease period, an exempt person becomes non-exempt, it is his or her responsibility to report this to HACC. Upon receipt of this information HACC will provide the person with the appropriate documentation form(s) and a list of agencies in the community that provide volunteer and/or training opportunities.

D. Authority Obligation

1. To the greatest extent possible and practicable, HACC will:
 - Provide names and contacts at agencies that can provide opportunities for residents, including residents with disabilities, to fulfill their community service obligations.
 - Provide in-house opportunities for volunteer work or self-sufficiency activities.
2. HACC will provide the family with a copy of this policy, and all applicable exemption verification forms and community service documentation forms, at lease-up, lease renewal, when a family member becomes subject to the community service requirement during the lease term, and at any time upon the family's request.
3. Although exempt family members will be required to submit documentation to support their exemption, HACC will verify the exemption status in accordance with its verification policies. HACC will make the final determination as to whether or not a family member is exempt from the community service requirement. Residents may use HACC's grievance procedure if they disagree with HACC's determination.
4. Noncompliance of family member:
 - At least thirty(30) days prior to the end of the 12-month lease term, HACC will begin reviewing the exempt or non-exempt status and compliance of family members;
 - If, at the end of the initial 12-month lease term under which a family member is subject to the community service requirement, HACC finds the family member to be noncompliant, HACC will not renew the lease unless:
 - The head of household and any other noncompliant resident enter into a written agreement with HACC, to make up the deficient hours over the next twelve (12) month period; or
 - The family provides written documentation satisfactory to HACC that the noncompliant family member no longer resides in the unit.
 - If, at the end of the next 12-month lease term, the family member is still not compliant, a 30-day notice to terminate the lease will be issued and the entire family will have to vacate, unless the family provides written documentation satisfactory to HACC that the noncompliant family member no longer resides in the unit;
 - The family may use HACC's grievance procedure to dispute the lease termination.

All adult family members must sign and date below, certifying that they have read and received a copy of this Community Service and Self-Sufficiency Policy.

Resident

Date

Resident

Date

Resident

Date

Resident

Date

EXHIBIT 11-2: DEFINITION OF A PERSON WITH A DISABILITY UNDER SOCIAL SECURITY ACTS 216(i)(1) and Section 1416(excerpt) FOR PURPOSES OF EXEMPTION FROM COMMUNITY SERVICE

Social Security Act:

216(i)(1): Except for purposes of sections 202(d), 202(e), 202(f), 223, and 225, the term “disability” means (A) inability to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment which can be expected to result in death or has lasted or can be expected to last for a continuous period of not less than 12 months, or (B) blindness; and the term “blindness” means central visual acuity of 20/200 or less in the better eye with the use of a correcting lens. An eye which is accompanied by a limitation in the fields of vision such that the widest diameter of the visual field subtends an angle no greater than 20 degrees shall be considered for purposes of this paragraph as having a central visual acuity of 20/200 or less.

Section 1416 (excerpt):

SEC. 1614. [42 U.S.C. 1382c] (a)(1) For purposes of this title, the term “aged, blind, or disabled individual” means an individual who—

(A) is 65 years of age or older, is blind (as determined under paragraph (2)), or is disabled (as determined under paragraph (3)), and

(B)(i) is a resident of the United States, and is either (I) a citizen or (II) an alien lawfully admitted for permanent residence or otherwise permanently residing in the United States under color of law (including any alien who is lawfully present in the United States as a result of the application of the provisions of section 212(d)(5) of the Immigration and Nationality Act), or

(ii) is a child who is a citizen of the United States and, who is living with a parent of the child who is a member of the Armed Forces of the United States assigned to permanent duty ashore outside the United States.

(2) An individual shall be considered to be blind for purposes of this title if he has central visual acuity of 20/200 or less in the better eye with the use of a correcting lens. An eye which is accompanied by a limitation in the fields of vision such that the widest diameter of the visual field subtends an angle no greater than 20 degrees shall be considered for purposes of the first sentence of this subsection as having a central visual acuity of 20/200 or less. An individual shall also be considered to be blind for purposes of this title if he is blind as defined under a State plan approved under title X or XVI as in effect for October 1972 and received aid under such plan (on the basis of blindness) for December 1973, so long as he is continuously blind as so defined.

(3)(A) Except as provided in subparagraph (C), an individual shall be considered to be disabled for purposes of this title if he is unable to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment which can be expected to result in death or which has lasted or can be expected to last for a continuous period of not less than twelve months.

EXHIBIT 11-3: PHA DETERMINATION OF EXEMPTION FOR COMMUNITY SERVICE

Family: _____

Adult family member: _____

This adult family member meets the requirements for being exempted from HACC’s community service requirement for the following reason:

- 62 years of age or older. (*Documentation of age in file*)
- Is a person with disabilities and self-certifies below that he or she is unable to comply with the community service requirement. (*Documentation of HUD definition of disability in file*)

Tenant certification: I am a person with disabilities and am unable to comply with the community service requirement.

Signature of Family Member

Date

- Is the primary caretaker of such an individual in the above category. (*Documentation in file*)
- Is working at least 30 hours per week. (*Employment verification in file*)
- Is participating in a welfare-to-work program. (*Documentation in file*).
- Meets the requirements for being exempted from having to engage in a work activity under TANF or any other State welfare program, including a State-administered welfare-to-work program (*Documentation in file*)
- Is a member of a family receiving assistance, benefits or services under TANF or any other State welfare program and has not been found to be in noncompliance with such program. (*Documentation in file*)

Signature of Family Member

Date

Signature of PHA Official

Date