

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

PHA Plans

5 Year Plan for Fiscal Years 2005 - 2009

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: Housing Authority of the County of Lake, IL
PHA Number: IL056

PHA Fiscal Year Beginning: (mm/yyyy) 10/2008

PHA Programs Administered:

Public Housing and Section 8
 Section 8 Only
 Public Housing Only
 Number of public housing units: 620
 Number of S8 units:
 Number of public housing units:
 Number of S8 units: 2,03

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 2005 - 2009
[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)

Lake County Housing Authority will promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

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) 84**
 - Improve voucher management: **(SEMAP score) 100**
 - Increase customer satisfaction: **With all Customers.**
 - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
 - Renovate or modernize public housing units: **As Needed.**

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

PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling: **Housing Counselor**
- Conduct outreach efforts to potential voucher landlords
- Increase voucher payment standards
- Implement voucher homeownership program:
- Implement public housing or other homeownership programs:
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)

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: **Working with all job related agencies and employers.**
- Provide or attract supportive services to improve assistance recipients' employability: **We will hire make recommendations.**
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.

Other: (list below)

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)

Other PHA Goals and Objectives: (list below)

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 Housing Authority's jurisdiction is located in Lake County, Illinois, but excludes the cities of Waukegan and North Chicago, which has been identified, as one of the most affluent counties in the United States and the second wealthiest in the Chicago metropolitan region. Lake County is situated in northeastern Illinois, with Lake Michigan to the east, Wisconsin to the north and the City of Chicago to the south. The county's communities include picturesque rural communities, highly developed urban centers, wealthy suburbs and tourist communities.

Lake County is comprised of over 50 diverse communities. Very few census tracts in the county fall within the definition of "high poverty". The area is one of high homeownership, about 78%, with rentals accounting for only 22%. The jurisdiction lies within one of the metropolitan regions where HUD has authorized agencies to establish fair market rents at the 50th percentile.

The Authority manages 620 units of conventional public housing at 145 sites. It has 332 units intended for elderly residents at seven sites that include walk-up, mid-rise and high-rise buildings. The remaining 286 units for families include a 125 town home development, 133 scattered site single-family homes and 28 units in multi-unit buildings at seven sites. All new admissions to the program and annually all participants are given the choice between paying an income-based rent or a flat rent based on FMRs. In addition the Authority owns 6 scattered site single-family homes and Midlothian Manor a 12-unit non-medical shared senior housing building separate from the public housing program.

The Authority operates a HCV Family Self Sufficiency Program, Housing Counseling grant, and ROSS Service Coordinator initiative. LCHA is a member of the Regional Housing Initiative (RHI), an intergovernmental partnership with seven partners: IHDA, the Metropolitan Planning Council (MPC), Chicago Housing Authority, Cook County Housing Authority, Mc Henry County Housing Authority, Joliet Housing Authority and Lake County Housing Authority.

The Authority is engaged in an aggressive screening process to improve the quality of the persons on our programs. We also have strong efforts in the areas of lease and program enforcement, which includes drug related or violent criminal activity as well as the HUD community service requirement.

Lake County Housing Authority's Deconcentration Policy conforms to HUDs established income ranges and reviews average incomes by developments on a quarterly basis. Given the nature of the Authority's housing stock the goal of deconcentration has generally been met due to the type, size and location of its developments.

The Housing Authority provides housing assistance through the administration of 2,603 vouchers. It operates a number of special admissions programs including the Family Unification Program, Mainstream Program for persons with disabilities, and has committed available assistance to the Lake County Continuum of Care effort. The payment standard for high cost areas and in larger units were established at 110% of the increased FMR for the Chicago metropolitan area. In addition, the Authority has committed to project base up to the HUD allowed amount of vouchers at existing developments, rehabilitated and/or newly constructed units. The Lake County Housing Authority is in the process of developing policies to govern the use of HCV resources to assist program participants in become homeowners. Finally, the Authority is responsible for the ACC administration of 304 privately-owned Section 8 project based apartments and town homes.

The Authority maintains separate waiting lists for its Low Rent and Housing Choice Voucher Programs with roughly 5,000 plus families on each of its waiting lists. Both programs share common preferences that include the following: Residency, Nursing Home and Veteran.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

Table of Contents

	<u>Page #</u>
Annual Plan	
i. Executive Summary	
ii. Table of Contents	
1. Housing Needs	7 - 13
2. Financial Resources	14 - 15
3. Policies on Eligibility, Selection and Admissions	16 - 25
4. Rent Determination Policies	26 - 30
5. Operations and Management Policies	31 - 32
6. Grievance Procedures	33
7. Capital Improvement Needs	34 - 35
8. Demolition and Disposition	36
9. Designation of Housing	36 - 37
10. Conversions of Public Housing	38 - 39
11. Homeownership	40 - 41
12. Community Service Programs	42 - 44
13. Crime and Safety	45 - 46
14. Pets (Inactive for January 1 PHAs)	47
15. Civil Rights Certifications (included with PHA Plan Certifications)	48
16. Audit	48
17. Asset Management	49
18. Other Information	50 - 58

Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration
- FY 2008 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- List of Resident Advisory Board Members
- List of Resident Board Member
- Community Service Description of Implementation
- Information on Pet Policy
- Section 8 Homeownership Capacity Statement, if applicable
- Description of Homeownership Programs, if applicable

Optional Attachments:

- PHA Management Organizational Chart
- FY 2005-2009 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
x	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
x	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
x	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
x	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
x	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
x	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
x	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
x	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and	Annual Plan: Eligibility, Selection, and Admissions Policies

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	2. Documentation of the required deconcentration and income mixing analysis	
x	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
x	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
x	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
x	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
x	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
x	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
x	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
x	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
x	Any cooperative agreement between the PHA and the TANF	Annual Plan: Community

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	agency	Service & Self-Sufficiency
x	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
x	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
x	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
x	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	4,177	5	5	3	3	3	2
Income >30% but <=50% of AMI	1,990	4	5	3	3	3	2
Income >50% but <80% of AMI	894	4	5	2	3	2	2
Elderly	8,990	5	4	3	3	1	1
Families with Disabilities	NA	NA	5	NA	4	NA	NA
White Non-Hispanic	50,923	NA	5	NA	NA	NA	NA
Black Non-Hispanic	3,385	NA	5	NA	NA	NA	NA
Hispanic	2,900	NA	5	NA	NA	NA	NA

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:
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset CHAS Table 1C- Lake County, IL 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 Section 8 Tenant- Based Assistance Waiting Lists

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/>	Section 8 tenant-based assistance		
<input type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	5779		273
Extremely low income <=30% AMI	4676	80.91	
Very low income (>30% but <=50% AMI)	920	15.92	
Low income (>50% but <80% AMI)	141	2.44	
Families with children	3402	58.87	
Elderly families	798	13.81	
Families with Disabilities	2055	35.56	
Race/ethnicity – W	2207	38.19	
Race/ethnicity – B	3292	56.96	
Race/ethnicity – L	70	1.21	
Race/ethnicity –A/H	67	1.16	
Race/ethnicity –HISP	408	7.06	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			

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

B. Housing Needs of Families on the Public Housing Low Rent Waiting Lists

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	3892		137
Extremely low income <=30% AMI	3116	80.06	
Very low income (>30% but <=50% AMI)	648	16.65	
Low income (>50% but <80% AMI)	101	2.60	
Families with children	2686	69.01	
Elderly families	68	1.75	
Families with Disabilities	1179		
Race/ethnicity – W	1083	27.83	
Race/ethnicity – B	2632	67.63	

Housing Needs of Families on the Waiting List			
Race/ethnicity – I	58	1.49	
Race/ethnicity –A/H	41	1.05	
Race/ethnicity –HISP	317	8.14	
Characteristics by Bedroom Size (Public Housing Only)			
1BR / Efficiency (0)	1417	36.41	71
2 BR	1580	40.60	20
3 BR	714	18.35	37
4 BR	167	4.29	8
5 BR	10	.26	0
5+ BR	4	.10	0
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

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)

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2007 grants)		
a) Public Housing Operating Fund	1,316,975	
b) Public Housing Capital Fund	1,114,174	
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	21,962,811	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
g) Resident Opportunity and Self-Sufficiency Grants	0	
h) Community Development Block Grant	0	0
i) HOME	0	0
Other Federal Grants (list below)		
Housing Counseling-LHA	27,0000	0
2. Prior Year Federal Grants (unobligated funds only) (list below)		
CFP 2006	154,778	154,778
3. Public Housing Dwelling Rental Income	1,546,440	1,546,440
4. Other income (list below)		
Wireless Lease	43,675	43,675
Investment Income	110,557	110,557
4. Non-federal sources (list below)		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
Summer Food Program	16,640	16,640
Total resources	\$26,293,050	\$26,293,050

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)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe) **When families reach top of the waiting list.**

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other: Credit 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
- Other (describe)

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

- PHA main administrative office
- PHA development site management office

Other (list below)

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

1. How many site-based waiting lists will the PHA operate in the coming year? **None**

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

3. Yes No: May families be on more than one list simultaneously
If yes, how many lists? **Low Rent and Housing Choice Voucher Programs**

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) www.lakecountyha.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)

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) **Coming out of Nursing Home**

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)

- Working families and those unable to work because of age or disability
- 2 Veterans and veterans’ families
- 1 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
- 2 Other preference(s) (list below) **Coming out of Nursing Home**

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 Hand Book, www.lakecountyha.org and Briefing**

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) **Within 10 days of change.**

(6) Deconcentration and Income Mixing

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

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

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

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

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

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

- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)

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

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

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

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

B. Section 8

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

(1) Eligibility

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

- Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity (list factors below)
- Other (list below) **Criminal or drug-related activity only when the a family reports it on the LCHA forms.**

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)

(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:

(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) **Coming out of Nursing Home.**

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)

- Working families and those unable to work because of age or disability
- 2 Veterans and veterans' families
- 1 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
- 2 Other preference(s) (list below) **Coming out of Nursing Home.**

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices

Other (list below) **Notification of non-profit organizations and municipalities.**

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

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

Other (describe below)

e. 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) **Changes in the family.**

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) **Developments operating coast and FMR.**

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to**

the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

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

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	590	160
Section 8 Vouchers	2550	450
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		
Housing Counseling	250	NA

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)

Admissions and Continued Occupancy Policy, Lease with Addenda and Riders, Rent Collection Policy, Economic Self Sufficiency and Community Service Policy, Deconcentration Policy, Pet Policy, Maintenance Charge Policy and Schedule of Charges, Grievance Procedures, Housekeeping Standards, Occupancy Policy, Maintenance Policy, Pest Eradication Policy, Preventive Maintenance Plan.

(2) Section 8 Management: (list below) **Housing Choice Voucher Administration Plan**

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

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

-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)

-or-

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

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

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

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

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
 - Revitalization Plan under development
 - Revitalization Plan submitted, pending approval
 - Revitalization Plan approved
 - Activities pursuant to an approved Revitalization Plan underway

- Yes No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name/s below:

- Yes No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
If yes, list developments or activities below:

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

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

submitted or approved:

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

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

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

5. Number of units affected:
6. Coverage of action: (select one)
 Part of the development
 Total development

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

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

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

- Preference/eligibility for section 8 homeownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>Elderly Service Coordinator</i>	<i>210</i>	<i>Elderly Residents</i>	<i>Developments</i>	<i>Public Housing</i>

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2005 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	590	160
Section 8	2550	450

- 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 Lake County Housing Authority Family Self-Sufficiency Coordinator position was vacant for a number of months after the previous staff person resigned. Our new FSS Coordinator did not begin her new position until, July 10, 2007. Therefore, the period from February 2006 to July 2007 was left without an FSS Coordinator.

Besides the change in staff, we had another significant change as well. In May 2006, the Lake County Housing Authority converted over to a new software program. Unfortunately, at the time of the conversion, all FSS participants and all of their information was never transferred over to the new system. Therefore, it was up to our new FSS Coordinator to locate all the FSS files and re-enter all of their information on the new system. Needless to say, this was a very time consuming task that took away from enrolling new FSS participants and conducting case management.

Regardless, of the above obstacles, the Lake County Housing Authority still managed to successfully graduate six FSS participants all who received an escrow balance. Also, we have enrolled a total of approximately thirteen new clients as well.

We believe and are confident that our current Family Self-Sufficiency Coordinator will increase the numbers at least to the minimum program size.

C. Welfare Benefit Reductions

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

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

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

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

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

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

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

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

C. Coordination between PHA and the police

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

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

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

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 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 2007 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)
 - Not applicable
 - Private management
 - Development-based accounting
 - Comprehensive stock assessment
 - Other: (list below)

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
 Attached at Attachment (File name)
 Provided below:

3. In what manner did the PHA address those comments? (select all that apply)
 Considered comments, but determined that no changes to the PHA Plan were necessary.
 The PHA changed portions of the PHA Plan in response to comments
List changes below:
 Other: (list below)

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

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

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

3. Description of Resident Election Process

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

- b. Eligible candidates: (select one)
 Any recipient of PHA assistance
 Any head of household receiving PHA assistance

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: **County of Lake, 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)
 - 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.

Coordination with Housing Authorities

The Executive Directors of the three housing authorities in the county and the community development staff of the three Consortium members held a number of joint meetings during the course of the preparation of this 2005 – 2009 *Consolidated Plan*.

The three governmental entities comprising the Lake County Consortium are also afforded the opportunity to review and comment on the Housing Authority Agency Plans prior to their submission to HUD. Lake County reviews the housing authorities' Annual and Five-Year Plans, and provides annual Certificates of Consistency with the *Consolidated Plan* to the housing authorities for submission to HUD in connection with these plans. Periodic joint meetings are scheduled, to the extent feasible, during the course of the program year in order to ensure a continuing dialogue between local government and the housing authorities.

In addition, the Executive Director of the Lake County Housing Authority has been a member of the Lake County Affordable Housing Commission throughout the 2000 to 2004 Action Plans. The Chairman of the Waukegan Housing Authority was previously a Commission member, as stated in the 2000 and 2001 Action Plans. The Chairman of the North Chicago Housing Authority was also a commission member as stated in the 2002 and 2003 Action Plans. Neither Chairman is currently on the Affordable Housing Commission Board of Directors.

Note: David A. Northern, Deputy Director of Lake County Housing Authority Appointed to the AHC board to replace Alon Jeffrey, Executive Director effective 6/13/06.

Housing Needs for Special Population

With regard to persons with disabilities who qualify for Section 8 assistance, the Lake County Housing Authority (LCHA) received a special allocation of 100 Section 8 vouchers in 1999 specifically for persons with disabilities. As of mid-June 2000, 65 of these vouchers had been utilized for leases, and approximately 18 more persons had received vouchers or were scheduled to do so imminently. The balance of the 100 vouchers were expected to be utilized shortly, since LCHA had approximately 700 persons with disabilities on its waiting list at the time it applied to HUD for the special Section 8 allocation.

Assisted and Special needs Housing Stock

Choice Voucher program, voucher holders can choose where they would like to live in the County. Even so, they are mostly concentrated in North Chicago, Waukegan, Zion, the Round Lake region, and in Warren Township (Lake County Consortium, *Consolidated Plan 2000:56*). There are 3,450 Section 8 Housing Choice vouchers that are administered through the three housing authorities, 69% of which are through the Lake County Housing Authority.

Needs of Public Housing

Lake County Housing Authority

According to its PHA Plan, the Lake County Housing Authority owns and manages a diverse public housing stock containing 176 buildings (620 units) at 146 sites. It includes high-rise structures housing older persons, contiguous housing units for families and scattered site single-family homes. The ages of these structures varies significantly giving rise to the need for many different types of repairs. Generally, however, needs at each development have been prioritized to respond to safety issues, the anticipated replacement requirements of mechanical equipment and structural elements and energy conservation. Further consideration has been given to improvements suggested by residents to enhance the living environment and concerns expressed by host communities for exterior and site improvements.

Specific improvement needs cited in the Capital Funds Five-Year Plan include: roof systems, fire suppression system, replace sidings, storm/screen doors, rehabilitation of vacant units, build gazebo, replace closet doors, replacement of windows and screens, appliance replacement, bathroom replacement, furniture replacement, maintenance building construction, cyclical painting of units, renovate common areas of senior buildings, replace air exchanger units, replace window treatments, and replacement of gutters, fascia and downspouts.

Section 504 Assessment: Lake County Housing Authority conducted its first 504 assessment in 1990 and reviewed that assessment in 1993. The Authority was determined to be in compliance with the Section without modifications. Nonetheless, in recognition of the fact that there is a growing need for accessible units among the elderly population, the Authority has converted 8 units at Beach Haven Towers for full accessibility. It also has converted 6 scattered site single-family homes as a result of reasonable accommodation requests.

Units expected to be lost: No units are expected to be lost from the inventory of the Lake County Housing Authority.

Strategies for Public Housing Improvements

Strategies for improving the operation and living conditions for public housing residents are as follows:

Lake County Housing Authority

Although the Lake County Housing Authority consistently scores in the high 80's and low 90's on the Public Housing Management Assessment Program, it

- 79 -

continues to seek ways to improve management and operations. Operationally, the Authority expects to reduce its tenant accounts receivables and improve its timely collection of rents. Staff, Commissioners and residents are afforded the opportunity to attend conferences, workshops and training programs. Each year the Housing Authority has improved management capacity under the Comprehensive Grant by updating software and engaging appropriate consultants.

With respect to living conditions, the Authority will continue to administer its modernization program in a fashion that obligates and expends funds in compliance with regulations on projects to ensure the long-term economic vitality of its properties. It will use its Comprehensive Grant Program funds to address the needed improvements described earlier under the public housing needs section.

Public Housing Resident Initiatives

Lake County Housing Authority

The Lake County Housing Authority has a resident Board of Commissioners member; involves residents in its planning process; encourages residents to participate in housing counseling for referral to first time homebuyer programs; provides notice of entry level employment opportunities at the Authority to residents; has trained residents to become licensed child care providers through its Drug Elimination Program, which is no longer a program of HUD's; and publishes a quarterly newsletter for tenants that includes information related to economic self sufficiency. The Section 8 Program sponsors families participating in the Family Self Sufficiency Program operated through Catholic Charities.

The Lake County Housing Authority's Housing Counseling Program serves the housing needs of low and moderate-income Lake County, Illinois residents. Included services are First Time Homebuyer Counseling, Mortgage Default Counseling/Foreclosure Intervention, Predatory Lending, Home Equity Conversion Mortgages, Cash Management, and Credit Counseling. The LCHA has regarded itself as providing a continuum of housing options for its constituency.

Section 8 Housing Choice Voucher Assistance

Currently, there are 3,461 Housing Choice Vouchers issued in Lake County. The Lake County Housing Authority manages 599 Section 8 Housing Choice Vouchers, while the North Chicago Housing Authority manages 471 and the Waukegan Housing Authority manages 594 vouchers. The greatest concentrations of Section 8 vouchers are found in the cities of North Chicago, Waukegan and Zion, while significant concentrations can be also found in the Round Lake, Grayslake, Gurnee and Antioch zip code areas. See Figure 2-16 and Map 2-6 below.

Unlike Section 8 project based and public housing projects, housing choice voucher holders can choose where they would like to live, as long as they can find a landlord willing to accept the Section 8 voucher. While Section 8 voucher funded housing can be used throughout Lake County, the availability of apartment units accepting vouchers is limited.

There continues to be great demand for Section 8 housing assistance throughout Lake County. Each of the three housing authorities that operate in Lake County has a substantial waiting list for new clients. The Waukegan Housing Authority currently has 200 people on its waiting list, which was opened in March 2004 briefly for one day. North Chicago Housing Authority reports having a 637-person waiting list, which has been closed since June 2003. The Lake County Housing Authority has a 7,092-person waiting list, which remains open. The Lake County Housing Authority ranks persons on its waiting list, giving preference to: residents of Lake County; the involuntarily displaced; victims of domestic violence, reprisal, and hate crimes; nursing home residents; veterans; elderly; and the disabled.

Project Based Section 8 Housing Assistance

There are currently 1,242 Project Based Section 8 units in Lake County. To see how the units are distributed across the various Lake County zip code areas, see Figure 2-16 and Map 2-7 below. During the development of the *2000-2004 Consolidated Plan*, there were 1,768 project based units, with 767 expected to expire by 2004. Project based assistance is renewed on an annual basis, so the number of available units can change in a short amount of time. Also there is a concern that HUD may cut its support for Section 8 funding, which would adversely affect the availability of project based units.

1.5 Housing Counseling

Needs:

Housing counseling services are needed to help individual households remain in their homes. Tenants, potential buyers and existing owners may also need counseling to assist with financial management issues.

Five-Year Goal:

Approximately 1,000 low-income tenants, prospective buyers and homeowners will maintain and/or improve their housing situations through housing counseling and education. **(Priority – Medium)**

Strategy:

Support existing programs in the continuation and expansion of effective counseling programs. The Affordable Housing Corporation, Lake County Community Action Program, and the Lake County Housing Authority currently provide housing counseling.

APPENDIX A: Public Involvement Process

Although a general description of the public involvement process has been included in the body of the Consolidated Plan, a list of meetings and participants has been also included to give a more complete picture of Lake County Consortium's citizen participation process and receipt of public input.

Consolidated Planning Process Oversight

Oversight for the planning process is provided by the advisory commission membership of the three entitlement jurisdictions, as discussed in the Institutional Structure and Coordination of Resources section of the Introduction.

Consultation with Public Housing Authorities

A joint meeting and numerous follow-up individual contacts were held with the directors and staff of the Public Housing Authorities to exchange information and to coordinate planning efforts, in addition to review of their PHA Plans.

Continuum of Care Planning Process Participants

The following governmental agencies, non-profit organizations, and other homeless advocates participate in either the Advisory Planning Group or the Lake County Coalition for the Homeless:

A Safe Place	Lake County Residential Development Center
Alexian Brothers (The Harbor)	Love, Inc.
Catholic Charities	Maristella
Christian Outreach of Lutherans (COOL)	NICASA
City of Waukegan	North Chicago VA Medical Center
Emmaus House	PADS Crisis Services
Fair Housing Center	Prairie State Legal Services
Habitat for Humanity	Project Reach
HealthReach	Shields Township
Independence Center	United Way of Lake County
Illinois Department of Human Services	University of Illinois/Chicago
I-Plus	Waukegan Township
Lake County Haven	Youth Build
Lake County Housing Authority	YWCA
Lake County Health Department/Behav. Health	Zion Township
Lake County Planning Department	

Copies of previous and current Continuum of Care applications provide a more complete listing of activities conducted by this group. Advisory Planning Group members continue to meet and plan for current and future Continuum of Care applications in an effort to end chronic homelessness.

Attachments

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

- **ATTACHMENT IL056 a08 DECONCENTRATION POLICY**
- **ATTACHMENT IL056 b08 PET POLICY**
- **ATTACHMENT IL056 c08 IMPLEMENTATION OF COMMUNITY SERVICE REQUIREMENTS**
- **ATTACHMENT IL056 d08 SECTION 8 HOMEOWNERSHIP CAPACITY STATEMENT**
- **ATTACHMENT IL056 e08 STATEMENT OF PROGRESS**
- **ATTACHMENT IL056 f08 DEFINITIONS**
- **ATTACHMENT IL056 g08 HARDSHIP EXEMPITON POLICY FOR MINIMUM RENT**
- **ATTACHMENT IL056 h08 RESIDENT ASVISORY BOARD MEETING MINUTES**
- **ATTACHMENT IL056 i08 THE REGIONAL HOUSING INITIATIVE**
- **ATTACHMENT IL056 j08 LCHA ORGANIZATIONAL CHART**
- **ATTACHMENT IL056 k08 PHA PLAN PUBLIC HEARING SUMMARY**
- **ATTACHMENT IL056 l08 RESIDENT ADVISORY BOARD**
- **ATTACHMENT IL056 o08 LAKE COUNTY HOUSING AUTHORITY BOARD OF COMMISSIONERS**
- **ATTACHMENT IL056 m08 PROTECTIONS UNDER THE VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2005 (VAWA)**
- **ATTACHMENT IL056 n08ADMISSIONS AND CONTINUED OCCUPANCY PLAN-IMPROVING ACCESS TO SERVICES FOR PERSONS WITH LIMITED ENGLISH PROFICIENCY (LEP)**

- **ATTACHMENT IL056 p08 SECTION 8 ADMINISTRATIVE PLAN-
IMPROVING ACCESS TO SERVICES FOR PERSONS WITH LIMITED
ENGLISH PROFICIENCY (LEP)**
- **ATTACHMENT IL056 q08 LAKE COUNTY HOUSING 2008
POLICY/PROCEDURE CHANGES**
- **ATTACHMENT IL056 r08 CAPITAL FUND PROGRAM PARTS I, II, III,
AND FIVE YEAR PLAN**
- **ATTACHMENT IL056 s08 CFP P&E 2005**
- **ATTACHMENT IL056 t08 CFP P&E 2006**
- **ATTACHMENT IL056 u08 CFP P&E 2007**
- **ATTACHMENT IL056 v08 CARBON MONOXIDE ALARM DETECTOR ACT**

ATTACHMENT IL056 a08

DECONCENTRATION POLICY

It is the policy of the Lake County Housing Authority to promote economic integration within its general occupancy developments (family housing) all of which exist as scattered site housing or are defined by the Department of Housing and Urban Development as “small developments”. In general, because of the nature of the Authority’s housing stock, developments with average incomes outside of the established income range may be regarded as having met the goals of deconcentration by virtue of their size, location and/or configuration. However, in order to evaluate the status of its developments the Authority will regularly collect and analyze income data.

Based on income data collected each month, the Authority shall determine annually the average income of all families residing in its general occupancy developments. Family housing developed in conjunction with elderly housing projects will be considered separate general occupancy developments for the purposes of this policy. Families with incomes above 115 % of the average shall be deemed high income and those below 85 % of the average shall be designated as low-income families.

Annually, based on income data collected monthly, the Authority shall determine the average income for each general occupancy development. Developments with average incomes above 115% of the overall average for Authority residents residing in family housing shall be designated high income developments while those with average incomes below 85 % the overall average for Authority residents residing in general occupancy developments shall be designated low income developments.

The Authority recognizes that income data appearing on the pre-application may not be current when the family’s name rises to the top of the waiting list. The Low Rent Program will encourage families on the waiting list to update information. It is the family’s responsibility to respond with current information in order to assure the offer of an appropriate unit. The Housing Authority cannot be held liable for improper skipping where a family neglects to provide current information. Further, the procedure and product of skipping is not subject to the Authority’s Grievance Procedures.

When a unit becomes available in a high-income development, the Authority may skip families on its waiting list, if necessary, to make the offer of the unit to a family with an income below the overall average. Similarly, when a unit becomes available in a low-income development, the Authority may skip families on its waiting list, if necessary, to make an offer of the unit to a family having an income above the overall Authority average. If the waiting list does not contain a family in the desired income category for the next available unit of family housing the Authority will offer the unit to the first family on the waiting list. In managing its waiting list to achieve economic integration the Authority may apply preferences except if using them would result in either offering a unit in a high income development to a family with income above the overall average or offering a unit in a low income development to a family with income below the overall average. These restrictions shall not apply to a family offered a unit as a result of a preference based on domestic violence.

Any family rejecting the offer of a unit resulting from skipping shall retain its position on the waiting list subject to the list’s periodical re-ranking.

At its discretion the Authority may evaluate income averages for general occupancy developments either monthly or quarterly to monitor the effects of its deconcentration procedures. Developments with average incomes between 115% and 85% of the overall average income shall be regarded as economically stable and integrated and newly vacated units within those developments exempt from deconcentration procedures until such time as the established income range is exceeded. In order to maintain economic integration, stable developments shall be evaluated at the same time as non-stable developments. Where imbalances reemerge beyond the established income range, a general occupancy development will again be subject to deconcentration procedures unless they may be regarded as having met deconcentration goals due to their size, location or configuration.

ATTACHMENT IL056 b08

PET POLICY

All pet owners or residents wishing to own a pet shall be required to complete a Pet Application in the form prescribed by the Housing Authority. It may limit the number and type of pets a household is allowed based on the size of the unit, the activity level needed by the pet and the exercise that the resident will provide the pet. No dog of the AKC breeds Stafford shire Bull Terrier and American Stafford shire Terrier or any other breed or mixed breed commonly known, as "pit bull" shall be permitted.

Pets Permitted

Only common domesticated household pets may be maintained on Authority property. These are dogs, cats, ferrets, gerbils, guinea pigs, hamsters, rabbits, fish, turtles and caged birds. Reptiles are prohibited. Cats may not weigh more than 15 pounds. Dogs may not weigh more than 35 pounds and/or stand 24 inches from the ground to the top of the head. The capacity of aquariums shall not exceed 20 gallons.

Application

Pet Applications must be completed as part of the admissions process or prior to an existing resident's acquisition of a pet. The Application must be renewed at the pet owners annual re-cert and evidence of current licensure presented. Pets will only be allowed upon the approval of the Application by the Authority. At admission the Application must be accompanied by appropriate proof that the pet is licensed if so required by the municipality in which the unit is located and that the animal has received inoculations for rabies and other communicable diseases. A photograph of each pet must be provided to the Authority. Residents wishing to become pet owners may receive conditional approval of an Application provided they agree to submit the same inoculation documentation and a photograph after the pet joins the household. The Application must provide for at least one affidavit of agreement signed by someone other than a household member to care for the pet in the event that illness or other circumstance prevents the owner from providing appropriate levels of care. The Application will also require consent of the owner to allow the Authority to place the pet in the care of a veterinarian or reputable pet care agency should the Authority be unable to contact the alternate caregiver within 24 hours or the alternate caregiver refuses assistance. Such action would be taken at the expense of the owner. Residents who are not current on their rent or any repayment agreement may not apply for pet ownership.

Deposit and Charges

A pet deposit of \$300 will be required to be submitted with the Application except at buildings housing elderly residents where the pet deposit will be equal to the household's security deposit but not to exceed \$300. The deposit will be returned when the household vacates the unit unless its use is necessary to cure problems created directly or indirectly by pet ownership.

The Authority may recover costs it incurs that are associated with its obtaining appropriate care for the pet in the event the owner is incapacitated and the alternate caregiver is

unavailable or refuses assistance. The Authority shall charge an amount equal to its cost for an hour's labor for removing pet waste beginning with the onset of each hour of labor.

Restrictions

1. Pet owners or alternate caregivers shall be responsible for the removal of all pet waste. All dog waste outdoors shall be scooped and properly disposed of and cat litter will be securely bagged before depositing it in garbage containers. Cages and aquariums shall be regularly cleaned and maintained in a manner that does not cause offensive odor.
2. Dogs and cats shall be restrained by leash or harness and under human control whenever they are outside the unit, indoors or outdoors.
3. Dogs and cats must wear collars at all time with appropriate licensure and valid rabies tag displayed.
4. Pets conventionally housed in cages, terraria or aquaria shall be so housed.
5. Dogs, cats and rabbits shall be neutered before they reach six months of age and documentation to that effect provided the Authority.
6. Pets must be under control at all times. Pet owners are responsible for the behavior of their animals at all times. Pets shall not be allowed to disturb the right of other resident's or neighbor's peaceful enjoyment of the premises due to noise, odor, threatening or physically harming behavior, vermin or parasites.
7. Pets are not allowed in any common area of a building except for egress or ingress to and from the closest entrance to the pet owner's unit.
8. No animal found to be dangerous or deemed to be vicious shall be permitted on Authority property.
9. Pet owners and other residents are responsible for visiting pets, which are subject to the same restrictions recited in this policy.
10. Pet owners shall indemnify the Authority and hold it harmless against loss or liability of any kind arising from their pets.
11. Cases of inappropriate care, abuse or abandonment shall be referred for investigation to animal control authorities or the Humane Society and the owner shall hold harmless the Authority for such referrals made in good faith.

Exemptions

The Authority shall, as a reasonable accommodation, waive elements of the Pet Policy for persons with disabilities. Nothing herein shall hinder full access to units and common areas by persons with disabilities who utilize certified guide dogs, signal dogs or other service dogs.

Enforcement

Any resident or employee of the Housing Authority observing a violation of the Pet Policy shall report the infraction to the Low Rent Housing Management. The pet owner shall be served written notice of the violation and means necessary to avoid future violations. The notice shall inform the pet owner that subsequent violations of the Policy may be grounds for the termination of pet ownership or the lease. In the event of repeated violations the Authority shall act to terminate tenancy in accordance with provisions of the lease, which include notification that the Authority's actions are subject to its Grievance Procedures.

ATTACHMENT IL056 c08

IMPLEMENTATION OF COMMUNITY SERVICE REQUIREMENTS

Pursuant to HUD regulations the Authority's Board of Commissioners adopted a policy requiring that households receiving TANF assistance perform 8 hours of community service each month and amended the low rent housing program lease to incorporate this requirement after allowing for the statutory period for resident review and comment. In advance of this action, all non-elderly public housing residents were provided a copy of the proposed policy and the amended lease language. Additionally, the Authority entered into a cooperation agreement with the State of Illinois Department of Human Services for the exchange of information related to TANF participation.

In implementing the policy the Authority originally examined its rent roster to determine which covered households received TANF benefits and were subject to the community service requirement. Those households were provided additional notice of their obligations and were given a sample list of the types of agencies or organizations through which the volunteer community service requirement could be met. They were also provided with community service work verification forms to be completed by the supervisor at the agency or organization site where the work is performed.

The Community Service Policy has been included as part of the Handbook for new admissions and is discussed in resident orientation meetings prior to occupancy.

Each month the Authority reviews its rent roster to determine which households are covered by the policy and sends letters reminding TANF recipients of their responsibility under the lease. Those that do not verify that they have met the community service requirement are informed of their obligation to make up their community service deficit or enter into an agreement with the Authority to do so at their first annual recertification following the policy's adoption. Further, they are put on notice that failure to enter into an agreement or comply with its conditions will result in the non-renewal of their lease beyond its term.

ATTACHMENT IL056 d08

SECTION 8 HOMEOWNERSHIP CAPACITY STATEMENT

Lake County Housing Authority is in the process of developing policies to govern the use of Section 8 resources to assist program participants become homeowners. The Authority envisions limiting eligibility to those Section 8 families that have been enrolled in the Family Self Sufficiency Program for one or more years; do not owe the Authority any money; have the ability to make a minimal down payment from their own savings; have sufficient income to support principal, interest, tax and insurance obligations; attend housing counseling; and, are able to qualify for a governmentally insured or private sector loan meeting generally acceptable underwriting standards.

Lake County Housing Authority is recognized by the Department as a Comprehensive Housing Counseling Agency and has received HUD support for that service. In previous years the Authority administered a County CDBG funded shared equity homeownership program for first time buyers. The County opted to shift responsibility for that program to its Affordable Housing Commission upon its creation.

ATTACHMENT IL056 e08

STATEMENT OF PROGRESS

Lake County Housing Authority continues to provide its low rent program residents with safe and well maintained housing and services as evidenced by its high marks on Resident Satisfaction surveys. Its modernization program has proceeded in an orderly fashion with funds obligated and expended within program requirements. The quality of documentation and physical work remains a top priority of the agency. The Authority uses its subsidy to fund ROSS activities for Service Coordinators. We continue to contract with a local social service agency to provide those services to elderly residents to increase their independence and well-being. The Authority has branched into the community to partner with many other agencies to provide any needed activities. Some partnerships include but are not limited to Youthbuild Lake County, State Funded Summer Food Program, PADS Crisis Center (Hurricane Katrina FEMA Funds), Shields Township's Shelter Care Plus Program and many others.

ATTACHMENT IL056 f08

DEFINITIONS

Significant Amendment or Modification: Any material change to the lease or policies therein incorporated by reference, admissions and occupancy policy, waiting list management or the methodology by which flat rents are calculated. They do not apply to any change that is mandated by regulation.

Substantial Deviation: The addition of new activities not contained in the most recent PHDEP plan or non-emergency work items in the Capital Fund Annual Statement unless those items have been identified in the Capital Fund Five Year Plan or most recent Comprehensive Grant Program Needs Assessment statement. It does not apply to allowable PHDEP budget deviations or differences between cost estimates and actual costs for work undertaken through the Capital Fund Program or work items where the Authority has exercised allowable fungibility.

ATTACHMENT IL056 g08

HARDSHIP EXEMPTION POLICY FOR MINIMUM RENT

The Lake County Housing Authority has set the minimum rent at \$50.00. However if the family requests a hardship exemption, the Lake County Housing Authority will immediately suspend the minimum rent for the family until the Housing Authority can determine whether the hardship exists and whether the hardship is of a temporary or long-term nature.

- A. A hardship exists in the following circumstances:
 - 1. When the family has lost eligibility for or is awaiting an eligibility determination for a Federal, State, or local assistance program;
 - 2. When the family would be evicted as a result of the imposition of the minimum rent requirement;
 - 3. When the income of the family has decreased because of changed circumstances, including loss of employment;
 - 4. When the family has an increase in expenses because of changed circumstances, for medical costs, childcare, transportation, education, or similar items;
 - 5. When a death has occurred in the family.
- B. No hardship. If the Housing Authority determines there is no qualifying hardship, the minimum rent will be reinstated, including requiring back payment of minimum rent for the time of suspension.
- C. Temporary hardship. If the Housing Authority reasonably determines that there is a qualifying hardship but that it is of a temporary nature, the minimum rent will not be imposed for a period of 90 days from the date of the family's request. At the end of the 90-day period, the minimum rent will be imposed retroactively to the time of suspension. The Housing Authority will offer a repayment agreement in accordance with Section 19 of this policy for any rent not paid during the period of suspension. During the suspension period the Housing Authority will not evict the family for nonpayment of the amount of tenant rent owed for the suspension period.
- D. Long-term hardship. If the Housing Authority determines there is a long-term hardship, the family will be exempt from the minimum rent requirement until the hardship no longer exists.
- E. *Appeals. The family may use the grievance procedure to appeal the Housing Authority's determination regarding the hardship. No escrow deposit will be required in order to access the grievance procedure.*

ATTACHMENT IL056 h08
RESIDENT ADVISORY BOARD MEETING
APRIL 23, 2008

Present:

Alon Jeffrey, Executive Director, LCHA
David Northern, Deputy Director, LCHA
Bobbie Russell, Supervisor, S8, LCHA
Hemant Shah, Comptroller, LCHA
Jeneen Smith-Underwood, LCHA
Elizabeth Sheehan, Public Housing Resident, Orchard Manor
Maere Floyd-Pitts, Public Housing Resident, Marion Jones
Felicia Lewis, Public Housing Resident, Grayslake
Karen Blatcher, S8- Northlake Farms
John Donald, Public Housing Resident Beach Haven Towers
Margaret Sparr, Village of Round Lake Beach

Minutes:

David Northern called the meeting to order at 1:20pm and thanked all present for attending. Alon Jeffrey gave some background regarding the status of Public Housing in Washington, DC. The proposal from the President's appropriation for the Section 8 program and the Public Housing Program is the worst he has ever seen. The trade association groups are expecting that the operating fund formula for the housing authorities will receive 81% to 82% of what they normally receive. The Public housing programs will receive 95% of the funding and Section 8 is prorated to 86% according to Mr. Shah. The capital Fund program is proposed nationally to receive 2 billion with the current rate of 2.4 billion, which amounts to a 17% cut in this program. This translates to about \$200,000 loss to LCHA. There are discussions to revamp the programs in Washington. There are two parts of both programs and largely the Section 8 three versions; one in the house, one in the senate and obviously none are the same. There are portions of those proposals that would affect public housing as well. Mostly in the area of how to calculate rent. One of the big ones is to go to three-year recertification when there is a fixed source such as social security and pension. Whatever they say it will be will have to go up nationally so that they wont have to re certify everybody every year. The second part of the proposed change would affect the health care deduction for persons with disability. What they want to do is to increase the automatic deduction. It varies from which bill you review. The proposed automatic deduction would change that other threshold to 10%. It is intended to be a wash. The theory behind it is to provide the biggest benefit to the person with the biggest expense. It saves time and effort. In the section 8 programs, there are discussions about a periodic evaluation of housing units also permitting someone to move into a unit with minor problems if cured within one month.

Mr. Northern stated that over the past few years, LCHA has been making a lot of the proposed positive changes and he thanked all present for

attending and helping with the process. He said the community benefits from the program but LCHA administers it. Even though, HUD mandates the process, he thinks it is a really good idea to have the community's input. He said he also received phone calls from people in the community about this meeting. He said in the past few years they changed a lot of policies, he mentioned payback and reasonable accommodation. It has helped improve the agency in both collecting money and making people accountable who owed the agency and no terminations have resulted from the policy changes. He stated there were a few policy changes this year and went over the process for implementing these changes. He explained the process consists of collecting staff, residents, citizens and HUD changes to develop a proposed plan. He introduced LCHA staff.

*Resident Advisory Meeting
April 23, 2008
Page Two*

LCHA Policy Changes

Taped Telephone Conversations

A way to observe how staff communicates with clients making sure it is professional, and in a courteous manner. Other possible benefits would be observing a client verbally abusing staff. All phone calls would be recorded unless an automated polling of every third call was instituted. It could be used for training purposes.

Ms. Blatcher was concerned about the confidentiality for both client & staff.

Mr. Shah stated LCHA already has family information.

Mr. Northern stated there would be a disclaimer at the beginning of all calls notifying callers that the call is being recorded.

Mr. Donald stated that most companies notify callers of potential taping.

Mr. Northern revealed that currently LCHA has the ability to tape calls.

Mr. Jeffrey stated that it is illegal to tape without notifying the caller.

Caller Identification Feature

A way to observe the name and number of the caller prior to answering the call or receiving voicemail. Other benefits would be to decipher poor communication from clients and bad connections.

Ms. Blatcher stated that she benefits from having caller identification and that those callers that did not want it could block their numbers.

Ms. Sparr stated that she has caller identification and it is important to have the numbers to write down.

Mr. Jeffrey stated that LCHA has 20 lines and there is no way to know who called from LCHA.

Mr. Northern stated that Waukegan Housing Authority assigned a three-digit number to their staff.

Mr. Shah stated that he had previously inquired about assigning numbers to the staff but the cost was prohibitive.

Ms. Lewis asked when was the last time LCHA updated their phone systems?

Mr. Northern answered that it was three to four years ago.

Mr. Northern polled the group for a general consensus and it was to accept the proposed policies for taped conversations and also there are no general problems with the caller identification.

Staff/ Resident/ Participant Safety

Mr. Northern stated LCHA has 2600 vouchers, 620 units and 100-200 clients are daily walk-ins and 30-40 staff daily in and out of the office. There is a chance for viruses and bacteria to spread in the office. Currently, LCHA is investigating on installation of a humidifier to circulate the air. Recently, several departments within the office have experienced illnesses that are from airborne viruses. The clients are not the cause of the illnesses. Staff is requesting the use of masks, gloves, and booties for protection. Clients would be notified prior to the use of such protection.

Ms. Blatcher stated she agreed (with the use of such protection).

Mr. Donald stated that there is a problem with a dog or cat smell at Beach Haven.

Resident Advisory Meeting

April 23, 2008

Page Three

Ms. Russell stated that her staff spoke with her regarding inspections. She talked about training for using gloves. She suggested that discrimination might be a concern for use of safety devices unless used for everyone and explained.

Mr. Northern responded that a lot of things are based on air.

Mr. Northern said that the general consensus is that it is a good policy but LCHA and would have to be considerate of the tenants, visitors and staff.

Further discussion was as follows:

Ms. Blatcher replied that inspector's with loud cologne is a problem for her.

Ms. Pitts said that maintenance smoking in her unit is a problem for her.

Mr. Northern stated he would take the name of the maintenance staff that smokes in her unit.

Ms. Sparr advised that paper booties would not work for staff as a safety device.

Reasonable Accommodation

Ms. Russell said that agencies called with the way it was done in the past. She said the policy is given to participants and they are asked then to have them filled out. She said she wants to see them filled out.

Ms. Pitts asked what was the difference between a briefing and an interview.

Ms. Russell responded to Ms. Pitts' question.

Mr. Northern polled the group for a general consensus and it was to accept the proposed policy.

Smoke free Illinois Act

Mr. Shah said that by law LCHA is required to display a sign.

Mr. Northern stated that the discussion with the Board is for a smoke-free environment free from second hand smoke. LCHA maintenance staff voiced a concern about the cigarette butts and congregation of people. It creates a cleaning expense. There is an extra cost for staff smoking in cars. There would be employee assistance provided before the decision becomes final.

Ms. Russell replied that the public does not read the sign until they are at the door.

Ms. Blatcher proclaimed that smokers are being difficult.

Mr. Shah declared that the sign was at the door not 20 feet and it meets whatever the guideline for display by the government requires.

Mr. Jeffrey stated this is relative for smoking inside.

Mr. Donald asked where does the staff go to smoke?

Ms. Blatcher said where she lives they had fires.

Mr. Donald asked what happened to smoke alarms?

Ms. Russell clarified the incident was at an outside apartment.

Ms. Blatcher said it was a tremendous cost.

Ms. Lewis said she see it as a problem with staff and students getting into bad habits.

Mr. Northern stated that Condell and Abbott have smoke free campuses.

Mr. Donald stated that probably 30% of Beach Haven residents smoke. Chicago hotels have 25% of their rooms designated for smokers. He said they are to go out back and smoke.

Mr. Northern explained that the gazebo was a proposed item already.

Resident Advisory Meeting

April 23, 2008

Page Four

Mr. Jeffrey stated that there were about 3000 housing authorities in the nation. He said only 35 are smoke free. He named Washington, and Colorado as totally banned. He suggested a survey be taken. He said the next step for the Board would be the interior of apartments.

Mr. Donald stated that would be hard to enforce.

Ms. Pitts said she thinks it is an addiction.

Mr. Jeffrey stated the policy would begin with a client when admitted to the program.

Ms. Lewis asked about the single-family homes?

Mr. Shah said smoking does destroy units.

Ms. Pitts replied moving in behind someone that smokes may affect the other person.

Ms. Russell confessed that it will be hard to enforce and maybe smokers could have a smoker's deposit.

Mr. Northern declared that if there is no smoking in units then tenants have a right to file a complaint and in single-family house LCHA would enforce the 20 ft. law.

Mr. Donald said that would make it smoke-free.

Mr. Jeffery proclaimed that would be smoke-free on Housing Authority property and anywhere.

Ms. Blatcher agreed that she thinks it should be all.

Section 8/Housing Choice Voucher Policy Changes

Lease up time to 60 days not 180 days

Mr. Northern gave an overview of the current policy for leasing up time being 180 days. He proposed the new policy of leasing per the handout to 60 days. He stated that he thinks it is justifiable. He completed a survey and found that there were few applicants waiting to lease up at the end of the 180-day timeframe.

Ms. Russell stated she disagrees with changing the time frame from 180 days to 60 days. She stated that the field reps deal with the poor and they have to have time to come up with a security deposit prior to leasing.

Mr. Jeffrey suggested a 15 days /30 days/ 30 days split for a new policy.

Mr. Shah said that we must think of it from an agency point of view and how the amount of days affects the agency.

Ms. Russell stated her reason was legitimate as Mr. Shaw's reason.

Ms. Sparr asked if LCHA could offer helpful suggestions to applicants on the waiting list giving them enough notice prior to lease up to what they would need.

Mr. Shah said any place you go you will have to give a security deposit and this is not new to applicants.

He said to look at it from LCHA time constraints wont allow the voucher to be given to anyone else.

Ms. Russell said that leased up is what HUD says.

Ms. Blatcher stated that she could agree with waiting to get into housing if other agencies could help applicants. She stated that private landlords could make arrangements.

Mr. Northern explained that Low Rent divides the security deposit into manageable percentages prior to leasing to applicants.

Mr. Shah advised that (support could be obtained by) taking a look between 5-6 years once the vouchers are given. He said proof should be given. He stated there

are 5000 people on the waiting list. This is serious in his opinion if the applicant is really serious about leasing up it will show.

Ms. Russell declared that sometimes applicants do not have access to vehicles causing a problem in the lease up process.

Ms. Lewis stated she would suggest applicants prioritize and make better choices.

Resident Advisory Meeting

April 23, 2008

Page Five

Mr. Northern polled the group for a general consensus and it was to accept 120 days with no extensions unless requested through the reasonable accommodation process.

Emergency Problems

Mr. Northern gave an overview of how the landlord is responsible for 5 calendar days' verses 5 business days to make repairs. The landlords want to change the language in the existing policy. This definition is not for life threatening repairs.

Ms. Sparr advised that there could be damage to the unit.

Ms. Russell asked what is identified as an emergency.

Ms. Sparr stated that too much time should not be given to landlords based on circumstances.

Mr. Jeffrey discussed an example would be a damaged refrigerator when the landlord would be required to keep bringing ice.

Mr. Northern polled the group for a general consensus of 5 calendar days.

Landlord Problems

Mr. Northern gave an overview Mr. Northern gave an example of an experience he had with a landlord. He stated that the landlord has the staff can be harder on clients than on landlords. However, in most cases it is the landlord that is the initiator of the problem. Mr. Northern gave an example of an experience he had with a landlord. He stated that the landlord has the power but the tenant is subject to experience the correction when the contract is terminated.

Ms. Russell proclaimed that both tenant and landlords should have to come off the program for inappropriate actions.

Mr. Northern said that on a bad occasion the landlord could lose all contracts with the LCHA.

Mr. Shah replied that only the tenant has to move-out if a contract is terminated.

Mr. Northern explained that it is in the landlord's contract that there are consequences to bad behavior and they are aware of this.

Background Checks

Mr. Northern said that this is something that HUD a long time ago allowed LCHA the opportunity not

to do background checks. LCHA chooses not to do background checks on Section 8 applicants. This was done but not officially in the plan.

Mr. Northern explained the difference between Low Rent & Section 8 rationale for background checks. The investigator time and cost for checks was discussed.

Mr. Northern polled the group for a general consensus and it was to accept the proposed policy.

Low Rent Policy Changes

Waiting List

There is a limited supply of four and five bedroom units. There is a large supply of people on the

waiting list wanting four and five bedroom units. However, some of there family size may allow them

to go into a smaller bedroom unit. Currently they aren't given a choice for that.

The proposed waiting list policy

would give applicants a choice to select smaller bedroom size to be apart of the low rent program.

Resident Advisory Meeting

April 23, 2008

Page Six

Ms. Sparr stated that tenants question her while inspecting for occupancy requirements based on local codes.

Mr. Northern gave an example of a Section 8 person allowing people to live in units illegally.

Mr. Northern polled the group and the general consensus is that this policy is approved as proposed as long as the municipal code is followed.

Addendum to Lease-Oxygen Fire Safety Policy

Mr. Jeffrey gave an overview that this addendum was proposed by LCHA self-insurance pool that would like to have this added as a new proposal.

He said this resulted from a bad fire in a senior high in Kankakee.

Ms. Sparr responded that sometimes you have to protect people from themselves by giving them the best information that you can and hope that they remember it and use it.

Mr. Northern polled the group for a general consensus and it was to accept the proposed policy.

Capital Fund Program

These are the proposed repairs by AMP's as identified by the managers and maintenance staff. There is still time to submit ideas to managers.

Ms Pitts asked Gator wants to order more cost efficient.

Mr. Donald asked when things would happen in Beach Haven? (new stoves and refrigerators)

Ms. Pitts asked about the closet doors.

Mr. Northern directed a question to Ms. Pitts regarding the new green city plans that is a little expensive. He said that because the grass won't grow, he is looking to sample the building (Marion Jones) with something like an Astroturf.

Ms. Pitts stated this would be worth a try.

Suggestions/comments made by attendees follow:

Some suggestions that came out of the discussion was to add natural paths and increased patios, gout-device-push grass & asphalt and asking the city to do new curbs.

Meeting adjourned at 4:00pm

The LCHA Public Hearing on all changes to our plan will be within 45-50 days.

Submitted by Jeneen Smith-Underwood

ATTACHMENT IL056 i08

THE REGIONAL HOUSING INITIATIVE

The RHI is an intergovernmental partnership with five partners: IHDA, the Metropolitan Planning Council (MPC), Chicago Housing Authority, Cook County Housing Authority and Lake County Housing Authority IHDA, the Metropolitan Planning Council (MPC), Chicago Housing Authority, Cook County Housing Authority Mc Henry County Housing Authority, Joliet Housing Authority and Lake County Housing Authority. The partnership is preparing an expansion to include other counties, and better serve municipalities throughout the region in 2008.

Developers in the Chicago region are benefiting from the **Regional Housing Initiative (RHI)**, a new and innovative tool that supports new construction, rehabilitation and/or acquisition of mixed-income family housing near jobs and transportation. The program was created to spur housing development that meets the Housing Endorsement Criteria adopted by the Metropolitan Mayors Caucus, and addresses several priority concerns of housing in Illinois. RHI provides financial incentives through operating subsidies that stay with the development for up to 10 years (renewable). Also, developers receiving RHI support who apply to IHDA for Federal Low-Income Housing Tax Credits receive four extra points in their IHDA application scoring.

The LCHA will make referrals to Project Based projects by using the following methods:

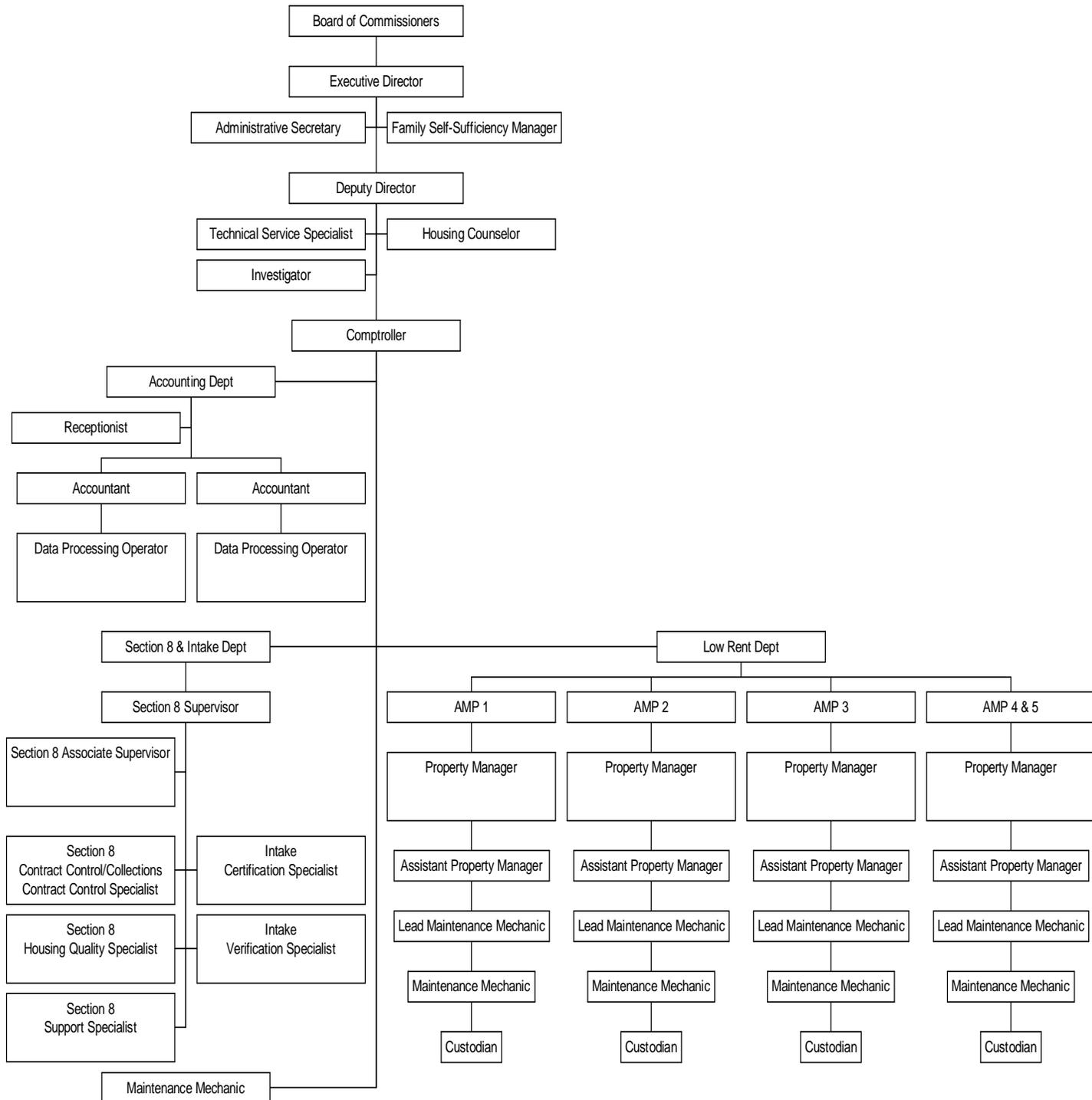
- LCHA will use its current waiting list selection process for Project Based properties in its jurisdiction.

LCHA will invite three applicants from the waiting list based on the earliest date applied, and will forward the names to the PHA or Owner of the Project Based property.

ATTACHMENT IL056 j08

LCHA ORGANIZATIONAL CHART

Lake County Housing Authority



ATTACHMENT IL056 k08

PHA PLAN PUBLIC HEARING

**SUMMARY OF PUBLIC HEARING
JUNE 13, 2008**

Present:

Alon Jeffrey, Executive Director, LCHA
David Northern, Associate Director, LCHA
Jeneen Smith-Underwood, Public Housing LCHA
Donna Rygh, Public Housing Resident, Warren Manor
Betty A. Smith, Public Housing Resident, Warren Manor
Mary Ellen Dorenfest, Public Housing Resident, Warren Manor

Minutes:

David Northern called the meeting to order at 1:05pm and handed out the timeline. LCHA staff made introductions. Mr. Northern stated the purpose of the meeting was for the submission of the PHA plan and changes to the administrative policy. The agenda was handed out and Mr. Northern discussed his plan for how this meeting would proceed.

Mr. Jeffrey gave some general comments regarding the status of Public Housing in Washington, DC. He said Mr. Northern will discuss later the status of the capital fund program that relates to what will happen with the individual properties that LCHA owns later in this meeting. In 2007, LCHA received \$1,114,174.00 of which all of it was for this Housing Authority. This year LCHA is scheduled to receive \$1,990,021.00, however under the President's proposed budget LCHA would receive \$915,612.00. Mr. Jeffrey said the disparity is apparent. The other piece that is that LCHA receives is an operating fund defined as a subsidy to operate the properties because the rent that is collected won't pay to run the buildings. HUD has a formula that determines how much it should take to run this Housing Authority. Mr. Jeffrey displayed a chart showing a graph of how much below the formula that this housing Authority has been operating with since the year 2000. It is obviously really down. The proposed budget would be over a billion dollars short nationwide. He stated that he wanted the public to know what obstacles that LCHA are up against attempting to operate housing assistance programs. The Section 8 program, rent assistance side that does not directly affect the public in attendance at this meeting today, but it is being funded at 84% of what should be funded.

Comments:

Ms. Dorenfest asked if the \$1,114, 174.00 amount included the entire State of Illinois.

Ms. Rygh stated that there are a lot of people receiving Sect 8 that should not receive it. There are others that really need it. This is the older generation right now and the next few years it will increase.

Ms. Smith stated that the age for assistance is getting younger and younger instead of 62 and handicapped it is 55. Those who are on disability are receiving assistance.

Ms. Rygh stated that there are people in her building that are younger than us (those in attendance). If you are on State disability apparently you qualify.

Mr. Northern stated that the assistance is not based solely on receiving funds due to a disability. He stated that someone 55 years old without a disability might qualify for LCHA. He stated that agencies have their own definitions. The reason LCHA selected to use the age 55 years and older was a result of the number of people on the waiting list. In an attempt to try to enhance that, LCHA has tried to keep the properties filled. Currently, LCHA has 30 vacancies at the senior buildings.

Mr. Jeffrey stated that there is an abundance of senior housing.

Ms. Rygh gave her personal testimony of moving into low-income housing.

LCHA Policy Changes

Mr. Northern stated that over the past few years, LCHA has been making a lot of the proposed positive changes, however currently there were few. He stated these policy changes affected low-rent and section 8 housing programs, and every aspect of the agency. He said he would go over them briefly.

Staff/ Resident/ Participant Safety

Mr. Northern stated LCHA decided to provide safety kits for staff knowing that sometimes they go in unsafe environments including activities such as inspections, work orders, and residents with nice carpets requesting that staff take their shoes off. Staff is requesting the use of masks, gloves, sanitizing lotions and booties for protection.

Reasonable Accommodation Forms

Mr. Northern stated that the reasonable accommodation form exist currently for residents that have a disability only. LCHA has decided to offer this form to anyone on Low-Rent or Section 8 instead of only telling the applicant that it is available.

8.2 Low Rent & 3.2 HCVP Eligibility Criteria

Mr. Northern stated that this is under the ACOP that changes the family status. He read the existing definition and the addition to the definition. He stated that if a person is unable to come to the LCHA it would be acceptable to have an attorney or as a directive from staff to a location for obtaining notarized signatures. The LCHA would like to make sure that they are providing a home to a child that is legally allowed to be in the assigned home.

Ms. Rygh asked if that would be on a court order.

Mr. Northern responded that Fair Housing guidelines states it could be in a court order or with written permission. The addition of written permission to the ACOP makes this consistent with Fair Housing guidelines.

Section 8/Housing Choice Voucher Policy Changes

Emergency Problems

Mr. Northern stated the change is to 5 working days to make repairs.

Landlord Problems

Mr. Northern stated that sometimes there are problems with fraud, overpayment, and abuse. LCHA plans to hold the landlords more accountable and there are guidelines in place to do this.

Background Checks

Mr. Northern said the LCHA chooses not to do background checks on Section 8 applicants unless notified of prior criminal history. He stated that there are some 2,603 vouchers and to do background checks on every adult member would not be cost effective.

Mr. Northern polled the group for a general understanding of the proposed policies.

Low Rent Policy Changes

Waiting List

Mr. Northern stated that LCHA would like the applicants to have a choice. HUD has a guideline allowing a certain number of persons per bedroom size. LCHA has a limited supply of four and five bedroom units. If it is left the way it is currently, people in need of four and five bedroom units would not have a choice to take a 3-bedroom unit even if they believed they could fit into it comfortably. LCHA would like to give them that choice.

Addendum to Lease-Oxygen Fire Safety Policy

Mr. Northern stated this was adopted from the insurance company. Mr. Jeffrey stated that LCHA belongs to ARMA, which is a self-insurance pool of housing authorities in Illinois, Iowa, and Nebraska. He said there have been a number of instances where in particularly in senior buildings with inappropriate use of smoking materials that has caused a really bad fire when oxygen is available. The insurance company has recommended that LCHA adopt a policy regarding smoking where there is oxygen in use, and make an amendment to the lease.

Basically, it is to treat the use of oxygen in the proper manner so that it is safe for neighbors.

Ms. Dorenfest gave a testimonial regarding a neighbor's misuse of smoking materials.

Ms. Rygh stated she smoked and gave an example of how she discards her materials.

Ms. Dorenfest stated she smells the smoke.

Mr. Jeffrey stated the Board is considering adopting a no smoking policy. 1% of 3500 housing authorities nationally have adopted no smoking policies but ultimately for LCHA it may be implemented for new admission residents.

10.4 Rejection of Unit

Mr. Northern stated that applicants would receive one refusal to try to get the units filled. He went over what sections that would be removed. He discussed the definition of "good cause" being too subjective to eliminate judgment calls.

Ms. Rygh stated she was offered a place in Round Lake that was so small she would not have space for her belongings. She said it was unreasonable.

13.8 Paying Rent

Changes made to make lease and ACOP consistent.

Ms. Rygh stated in other words the main office could not accept rent payments.

Mr. Northern stated that the main office would be the only office accepting cash.

Ms. Rygh stated that Arlene (Warren Manor Manager) stated she would not accept rents.

Mr. Northern stated that it reads, "may" so that the Amp's can decide how they want to handle it. He said it is difficult to collect rents from the offsite locations.

Repayment Agreement

Mr. Northern stated that this item was not on the agenda but recently brought to his attention. He gave the definition as a means for a tenant to make installment payments on money owed to the HA to stop lease termination. He stated the staff requested he review some additions to be added to the repayment agreement. The first, he stated was that the minimum amount of \$25.00 to be established for a repayment amount. He stated that a repayment agreement is initiated because a tenant failed to follow the terms of the lease. He said staff also suggested that if any two payments were in default at any time then the tenant would be terminated for failing to meet the terms of the repayment agreement. He stated he opted not to add this part. The terms of policy can be changed by the LCHA and make people accountable for the loan despite changes made to the terms.

Ms. Rygh stated that she pays in advance when leaving for vacation.

Capital Fund Program

Mr. Northern stated that the Capital Fund program is what Mr. Jeffrey was saying before regarding the million-dollar amount budgeted by HUD for our properties. The capital fund is the breakdown on how LCHA plans of budgeting those dollars.

The LCHA is required to plan for the future by developing a 5-year plan (2005-2009). The capital fund program is a plan for plans desired for existing projects, and the future. Mr. Northern discussed the open budgets that exist for Warren Manor with three years to spend the money. He said it included remodeling the building. He stated he met with an interior decorator yesterday to discuss the various colors, patterns, and new furniture. He said activities are planned for Warren Manor.

Ms. Rygh asked if LCHA was planning on anything for us (Warren Manor).

Mr. Jeffrey stated that Warren Manor is the youngest building in LCHA.

Ms. Rygh said there has not been a lot done inside.

Mr. Northern stated that the budget information was included in 2007 capital fund information.

Ms. Smith stated that she understood that LCHA was planning to take a part of the community room to make an office.

Mr. Northern stated that three walls would be built to make an office not blocking the windows. He made a drawing to display the plans.

Suggestions/comments made by attendees follow:

Some suggestions that came out of the discussion were there were problems at Warren Manor. The problems are in the walkways at night by someone hitting the walls and ringing the doorbells. Tenants are requesting monitors in the walkways. Snow comes in by the entrance near laundry area. Edging bushes are not trimmed in front. No place to go in case of emergency. Better lighting in hallway. Clean patios on the north side. Lift doesn't work properly. Hallway swept on main floor. Requesting no smoke in hallways.

Meeting adjourned at 1:56pm

Submitted by Jeneen Smith-Underwood

ATTACHMENT IL056 108

RESIDENT ADVISORY BOARD

Ms.	Brandy	Anderson	Resident Advisory Board	
Ms.	Karen	Blatcher	Resident Advisory Board	
Ms.	Lillie	Cleave	Resident Advisory Board	
Ms.	Leslie	Cicero	Resident Advisory Board	
Mr.	John	Donald	Resident Advisory Board	
Ms.	Maere	Floyd-Pitts	Resident Advisory Board	
Ms.	Loretta	Gbson	Resident Advisory Board	
Ms.	Dorothy	Hoffmeier	Resident Advisory Board	
Mr.	Walter J.	Johnson	Resident Advisory Board	
Ms.	Gail	Edwards	Resident Advisory Board	
Ms.	Felicia	Lewis	Resident Advisory Board	
Ms.	Lorena	Nelson	Resident Advisory Board	
Mr.	Curtis	Robinson	Resident Advisory Board	
Ms.	Elizabeth	Sheehan	Resident Advisory Board	
Ms.	Tonya	Reynolds Friar	Resident Advisory Board	
Ms.	Johanna	Crowley	Resident Advisory Board	
Ms.	Shirley	Hudson	Resident Advisory Board	
Ms.	Carol	Schwinn	Resident Advisory Board	
Ms.	Dorothy	Larson	Village of Antioch	Mayor
Mr.	Timothy	Perry	Village of Grayslake	Mayor
Mr.	Jim	Betusak	Village of Lindenhurst	Mayor
Mr.	Rich	Hill	Village of Round Lake Beach	Mayor
Ms.	Karen	Darch	Village of Barrington	President
Mr.	Tom	Hyde	Village of Island Lake	Mayor
Mr.	Kenneth	Kessler	Village of Mundelein	Mayor
Mr.	Salvatore	Saccomanno	Village of Wauconda	Mayor
Mr.	Milton	Jensen	Village of Beach Park	President Acting President
Mr.	John	Tolomei	Village of Lake Zurich	President
Mr.	Leon	Rockingham, Jr.	City of North Chicago	Mayor
Mr.	Lane	Harrison	City of Zion	Mayor
Ms.	Linda	Rothnagel	Prairie State Legal Services	Attorney

ATTACHMENT IL056 o08

LAKE COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS

Delacy Peters, Board Chair
Darrell Dick, Board Vice Chair
Patricia McMillendon, Resident Board Member
Cranston Byrd
Jeanine Gavagan
John Spoden
Sylvia Valadez

ATTACHMENT IL056 m08

**PROTECTIONS UNDER THE VIOLENCE AGAINST WOMEN
REAUTHORIZATION ACT OF 2005 (VAWA)**

The Lake County Housing Authority (LCHA) understands that the primary objectives of VAWA are to reduce violence against women and to protect, or increase the protection of, the safety and confidentiality of women who are victims of abuse.

To assist with this effort, the LCHA will:

- provide all applicants with notification of their protections and rights under VAWA at the time they request an application for housing assistance. The notice will explain the protections afforded under the law, inform each applicant of LCHA confidentiality requirements, and provide contact information for local victim advocacy groups or service providers.
- include in all notices of denial a statement explaining the protection against denial provided by VAWA.
- provide all tenants with notification of their protections and rights under VAWA at the time of admission and at annual reexamination.

The notice will explain the protections afforded under the law, inform the tenant of LCHA confidentiality requirements, and provide contact information for local victim advocacy groups or service providers.

- include in all lease termination notices a statement explaining the protection against termination or eviction provided by VAWA

Below is from ACOP:

NOTIFICATION TO APPLICANTS

The LCHA will provide all applicants with notification of their protections and rights under VAWA at the time they request an application for housing assistance.

The notice will explain the protections afforded under the law, inform each applicant of LCHA confidentiality requirements, and provide contact information for local victim advocacy groups or service providers.

The LCHA will also include in all notices of denial a statement explaining the protection against denial provided by VAWA.

NOTIFICATION TO TENANTS

VAWA requires LCHAs to notify tenants assisted under public housing of their rights under this law, including their right to confidentiality and the limits thereof.

The LCHA will provide all tenants with notification of their protections and rights under VAWA at the time of admission and at annual reexamination.

The notice will explain the protections afforded under the law, inform the tenant of LCHA confidentiality requirements, and provide contact information for local victim advocacy groups or service providers.

The LCHA will also include in all lease termination notices a statement explaining the protection against termination or eviction provided by VAWA

Below is from Admin Plan:

NOTIFICATION TO PARTICIPANTS

VAWA requires LCHAs to notify public housing program participants of their rights under this law, including their right to confidentiality and the limits thereof.

The LCHA will provide all participants with notification of their protections and rights under VAWA at the time of admission and at annual reexamination.

The notice will explain the protections afforded under the law, inform the participant of LCHA confidentiality requirements, and provide contact information for local victim advocacy groups or service providers.

The LCHA will also include in all assistance termination notices a statement explaining assistance termination protection provided by VAWA.

NOTIFICATION TO APPLICANTS

The LCHA will provide all applicants with notification of their protections and rights under VAWA at the time they request an application for housing assistance.

The notice will explain the protections afforded under the law, inform each applicant of LCHA confidentiality requirements, and provide contact information for local victim advocacy groups or service providers.

The LCHA will also include in all notices of denial a statement explaining the protection against denial provided by VAWA (see section 3-III.G).

NOTIFICATION TO OWNERS AND MANAGERS

VAWA requires LCHAs to notify owners and managers of their rights and responsibilities under this law.

Inform property owners and managers of their screening and termination responsibilities related to VAWA. The LCHA may utilize any or all of the following means to notify owners of their VAWA responsibilities:

As appropriate in day-to-day interactions with owners and managers. Inserts in HAP payments, 1099s, owner workshops, classes, orientations, and/or newsletters.
Signs in the LCHA lobby and/or mass mailings, which include model VAWA certification forms.

ATTACHMENT IL056 n08

Admissions and Continued Occupancy Plan

IMPROVING ACCESS TO SERVICES FOR PERSONS WITH LIMITED ENGLISH PROFICIENCY (LEP)

A. OVERVIEW

Language for Limited English Proficiency Persons (LEP) can be a barrier to accessing important benefits or services, understanding and exercising important rights, complying with applicable responsibilities, or understanding other information provided by the public housing program. In certain circumstances, failure to ensure that LEP persons can effectively participate in or benefit from federally-assisted programs and activities may violate the prohibition under Title VI against discrimination on the basis of national origin. This part incorporates the Notice of Guidance to Federal Assistance Recipients Regarding Title VI Prohibition Affecting Limited English Proficient Persons, published December 19, 2003 in the *Federal Register*.

The PHA will take affirmative steps to communicate with people who need services or information in a language other than English. These persons will be referred to as Persons with Limited English Proficiency (LEP).

LEP persons are defined as persons who do not speak English as their primary language and who have a limited ability to read, write, speak or understand English. For the purposes of this Admissions and Continued Occupancy Policy, LEP persons are public housing applicants and resident families, and parents and family members of applicants and resident families.

In order to determine the level of access needed by LEP persons, the PHA will balance the following four factors: (1) the number or proportion of LEP persons eligible to be served or likely to be encountered by the public housing program; (2) the frequency with which LEP persons come into contact with the program; (3) the nature and importance of the program, activity, or service provided by the program to people's lives; and (4) the resources available to the PHA and costs. Balancing these four factors will ensure meaningful access by LEP persons to critical services while not imposing undue burdens on the PHA.

B. ORAL INTERPRETATION

In a courtroom, a hearing, or situations in which health, safety, or access to important benefits and services are at stake, the PHA will generally offer, or ensure that the family is offered through other sources, competent interpretation services free of charge to the LEP person.

PHA Policy

The PHA will analyze the various kinds of contacts it has with the public, to assess language needs and decide what reasonable steps should be taken. "Reasonable steps" may not be reasonable where the costs imposed substantially exceed the benefits.

Where feasible, the PHA will train and hire bilingual staff to be available to act as interpreters and translators, will pool resources with other PHAs, and will standardize documents. Where feasible and possible, the PHA will encourage the use of qualified community volunteers.

Where LEP persons desire, they will be permitted to use, at their own expense, an interpreter of their own choosing, in place of or as a supplement to the free language services offered by the PHA. The interpreter may be a family member or friend.

C. WRITTEN TRANSLATION

Translation is the replacement of a written text from one language into an equivalent written text in another language.

PHA Policy

In order to comply with written-translation obligations, the PHA will take the following steps:

The PHA will provide written translations of vital documents for each eligible LEP language group that constitutes 5 percent or 1,000 persons, whichever is less, of the population of persons eligible to be served or likely to be affected or encountered. Translation of other documents, if needed, can be provided orally; or

If there are fewer than 50 persons in a language group that reaches the 5 percent trigger, the PHA may not translate vital written materials, but will provide written notice in the primary language of the LEP language group of the right to receive competent oral interpretation of those written materials, free of cost.

D. IMPLEMENTATION PLAN

After completing the four-factor analysis and deciding what language assistance services are appropriate, the PHA shall determine whether it is necessary to develop a written implementation plan to address the identified needs of the LEP populations it serves.

If the PHA determines that it is not necessary to develop a written implementation plan, the absence of a written plan does not obviate the underlying obligation to ensure meaningful access by LEP persons to the PHA's public housing program and services.

PHA Policy

If it is determined that the PHA serves very few LEP persons, and the PHA has very limited resources, the PHA will not develop a written LEP plan, but will consider alternative ways to articulate in a reasonable manner a plan for providing meaningful access. Entities having significant contact with LEP persons, such as schools, grassroots and faith-based organizations, community groups, and groups working with new immigrants will be contacted for input into the process.

If the PHA determines it is appropriate to develop a written LEP plan, the following five steps will be taken: (1) Identifying LEP individuals who need language assistance; (2) identifying language assistance measures; (3) training staff; (4) providing notice to LEP persons; and (5) monitoring and updating the LEP plan.

ATTACHMENT IL056 p08

Section 8 Administrative Plan

IMPROVING ACCESS TO SERVICES FOR PERSONS WITH LIMITED ENGLISH PROFICIENCY (LEP)

A. OVERVIEW

Language for Limited English Proficiency Persons (LEP) can be a barrier to accessing important benefits or services, understanding and exercising important rights, complying with applicable responsibilities, or understanding other information provided by the HCV program. In certain circumstances, failure to ensure that LEP persons can effectively participate in or benefit from federally-assisted programs and activities may violate the prohibition under Title VI against discrimination on the basis of national origin. This part incorporates the Notice of Guidance to Federal Assistance Recipients Regarding Title VI Prohibition Affecting Limited English Proficient Persons, published December 19, 2003 in the *Federal Register*.

The PHA will take affirmative steps to communicate with people who need services or information in a language other than English. These persons will be referred to as Persons with Limited English Proficiency (LEP).

LEP is defined as persons who do not speak English as their primary language and who have a limited ability to read, write, speak or understand English. For the purposes of this administrative plan, LEP persons are HCV applicants and participants, and parents and family members of applicants and participants.

In order to determine the level of access needed by LEP persons, the PHA will balance the following four factors: (1) the number or proportion of LEP persons eligible to be served or likely to be encountered by the Housing Choice Voucher program; (2) the frequency with which LEP persons come into contact with the program; (3) the nature and importance of the program, activity, or service provided by the program to people's lives; and (4) the resources available to the PHA and costs. Balancing these four factors will ensure meaningful access by LEP persons to critical services while not imposing undue burdens on the PHA.

B. ORAL INTERPRETATION

In a courtroom, a hearing, or situations in which health, safety, or access to important benefits and services are at stake, the PHA will generally offer, or ensure that the family is offered through other sources, competent services free of charge to the LEP person.

PHA Policy

The PHA will analyze the various kinds of contacts it has with the public, to assess language needs and decide what reasonable steps should be taken.

“Reasonable steps” may not be reasonable where the costs imposed substantially exceed the benefits.

Where feasible, the PHA will train and hire bilingual staff to be available to act as interpreters and translators, will pool resources with other PHAs, and will standardize documents. Where feasible and possible, the PHA will encourage the use of qualified community volunteers.

Where LEP persons desire, they will be permitted to use, at their own expense, an interpreter of their own choosing, in place of or as a supplement to the free language services offered by the PHA. The interpreter may be a family member or friend.

C. WRITTEN TRANSLATION

Translation is the replacement of a written text from one language into an equivalent written text in another language.

PHA Policy

In order to comply with written-translation obligations, the PHA will take the following steps: The Lake County Housing Authority will endeavor to have bilingual staff or access to people who speak languages other than English to assist non-English speaking families. The following languages will be covered: Spanish, Russian, and Bosnian

D. IMPLEMENTATION PLAN

After completing the four-factor analysis and deciding what language assistance services are appropriate, the PHA shall determine whether it is necessary to develop a written implementation plan to address the identified needs of the LEP populations it serves.

If the PHA determines that it is not necessary to develop a written implementation plan, the absence of a written plan does not obviate the underlying obligation to ensure meaningful access by LEP persons to the PHA’s Housing Choice Voucher program and services.

PHA Policy

If the PHA determines it is appropriate to develop a written LEP plan, the following five steps will be taken: (1) Identifying LEP individuals who need language assistance;

(2) identifying language assistance measures; (3) training staff; (4) providing notice to LEP persons; and (5) monitoring and updating the LEP plan.

ATTACHMENT IL056 q08

Lake County Housing 2008 Policy/Procedure Changes

Staff Safety Procedure

- Staff should be given a safety kit that has Masks, gloves, booties (to cover shoes) & sanitizers lotion for hands (Inspection and work orders).

Reasonable Accommodations Forms Procedure

Currently Reasonable Accommodations Forms are given during the interview with staff and discussed during briefing.

- Should we give a Reasonable Accommodations Forms at the briefing?
- Should RA forms be given at briefing or interview within Low Rent Program?

8.2 Low Rent & 3.2 HCVP Eligibility Criteria Policy

A. Family status.

- c. Children subject to a court custody order will generally be considered family members if the order gives the applicant custody 51 or more percent of the time. Also, children will be considered family members with the written permission from a parent or other person with court custody as defined above, to the person on or applying for LCHA programs. The written permission must be notarized at Housing Authority Office or Housing Authority accepted equal.**

Section 8/ Housing Choice Voucher Program Changes

Landlord problems Procedure

- LCHA should hold more landlords accountable for problems that they cause in the HCV program. (Fraud, over payments, abuse, ect.) (6.6 page 34 of Plan)

Background Checks Policy

4.8 Grounds for Denial p.24

E.

- LCHA choose not to do background checks on Section 8/ HCV Program new clients if not notified of prior criminal history.

Low Rent Program Changes
Waiting List Policy/Procedure

- **Change current waiting list guidelines so people can make a choice if they want to take smaller units to be housed based only on HUD Policy of Assignment of Bedroom Sizes to a Family.**
- **Note-LCHA has a small supply of 4 and 5 bedroom units and a large number of families on the waiting list as compared to units we have in inventory. The agency will work find a procedure by the January 1, 2009 update to the waitlist to accomplish the above goal.**

Addendum to Lease – Oxygen Fire Safety Policy Policy

- **See Attached Handout**

10.7 Rejection of Unit Policy

If in making the offer to the family the Lake County Housing Authority skipped over other families on the waiting list in order to meet their deconcentration goal or offered the family any other deconcentration incentive and the family rejects the unit, the family will not lose their place on the waiting list and will not be otherwise penalized.

If the Lake County Housing Authority did not skip over other families on the waiting list to reach this family, did not offer any other deconcentration incentive, and the family rejects a unit (1 Unit Refusal) *without good cause*, the family's application will be removed from the waiting list, and they must re-apply if they wish to remain on the waiting list.

~~**If the family rejects with good cause any unit offered, they will not lose their place on the waiting list. Good cause includes reasons related to health, proximity to work, school, and childcare (for those working or going to school). If the applicant is willing to accept an offered unit but is unable to move at the time of the offer and they can show clear evidence of their inability to move, they will not lose their place on the waiting list.**~~

The family will be offered the right to an informal review of any decision to alter their application status.

13.8 PAYING RENT Policy

Rent and other charges are due and payable on the first day of the month. All rents should be paid at either the Lake County Housing Authority Main Office, 33928 No. Route 45, Grayslake, IL 60030, mailed to same

address placed in the night deposit box at the same address. Rent payment may will not be accepted outside of regular business hours, or at other locations, whether on or off Lake County Housing Authority property. Reasonable accommodations for this requirement will be made for persons with disabilities. No LCHA staff member shall accept a resident's rent payment unless the staff member is authorized to collect rent. As a safety measure, no cash shall be accepted as a rent payment other than main office. Rent should be paid by personal check, cashier's check or money order.

ATTACHMENT IL056 r08

CAPITAL FUND PROGRAM PARTS I, II, III, AND FIVE YEAR PLAN

**Component 7
Capital Fund Program Annual Statement
Parts I, II, III, Five Year Plan**

Annual Statement

Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number IL06P056-501-08 FFY of Grant Approval: (10/2008)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	\$218,164.80
3	1408 Management Improvements	\$109,082.40
4	1410 Administration	\$109,082.40
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	\$60,000.00
8	1440 Site Acquisition	
9	1450 Site Improvement	50,000.00
10	1460 Dwelling Structures	384,494.00
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	150,000.00
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	\$10,000.40
20	Amount of Annual Grant (Sum of lines 2-19)	\$1,090,824.00
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	\$80,000.00
24	Amount of line 20 Related to Energy Conservation Measures	\$50,000.00

AMP 1
Annual Statement
Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
<u>AMP1</u>			
IL06P056-001 Marion Jones	Replace Unit Light Fixtures	1460	\$50,000
	Replace Tile Floor	1460	\$70,000
	Vacant Unit Turnaround/Rehab	1460	\$40,000
	Landscaping Upgrades and Needs	1450	\$50,000
Total			<u>\$210,000.00</u>
<u>AMP 2</u>			
IL06P056-008 Hawley Manor #22			
IL06P056-011 Hawley Manor #42			
IL06P056-013 Warren Manor			
IL06P056-002 Shiloh Towers			
Total			<u>\$0</u>
AMP 3			
IL06P056-008 Millview Manor			
IL06P056-008 John Kuester Manor			
IL06P056-011 Orchard Manor			

IL06P056-004 Beach Haven			
Total			<u>\$0</u>
AMP 4			
IL06P056-007 Scattered Sites	Vacant Unit Turnaround/Rehab By AMP Cyclical Painting of Units By AMP	1460	\$112,247.00
IL06P056-008 Scattered Sites			
IL06P056-012 Scattered Sites			
IL06P056-014 Scattered Sites			
IL06P056-015 Scattered Sites			
IL06P056-016 Scattered Sites			
IL06P056-017 Scattered Sites			
IL06P056-018 Scattered Sites			
IL06P056-019 Scattered Sites			
IL06P056-021 Scattered Sites			
IL06P056-022 Scattered Sites			
Total			<u>\$112,247.00</u>
AMP 5			
IL06P056-007 Scattered Sites	Vacant Unit Turnaround/Rehab By AMP Cyclical Painting of Units By AMP	1406	\$112,247.00
IL06P056-008 Scattered Sites			

IL06P056-012 Scattered Sites			
IL06P056-014 Scattered Sites			
IL06P056-015 Scattered Sites			
IL06P056-016 Scattered Sites			
IL06P056-017 Scattered Sites			
IL06P056-018 Scattered Sites			
IL06P056-019 Scattered Sites			
IL06P056-020 Scattered Sites			
IL06P056-021 Scattered Sites			
Total			<u>\$112,247.00</u>
<u>PHA WIDE</u>			
AMPS 1-5			
Total	Replacement of Vehicle's, Lawn and Snow Removal Equipment	1457	\$150,000.00
			<u>\$150,000.00</u>
Operations			
Total	Transfer Funds	1406	\$218,164.00
			<u>\$218,164.80</u>
	Management Improvements		
	Resident Safety & Security	1408	\$80,000.00
	Resident Initiatives	1408	\$20,000.00
	Computer Upgrade	1408	\$9,082.40
Total			<u>\$109,082.40</u>
Administration	Salary Allocation	1410	\$85,000.00
	EBC	1410	\$29,082.40
Total			<u>\$109,082.40</u>
Fees and Cost	A&E	1430	\$60,000.00
Total			

<p>Contingency Total</p> <p>Capital Fund Program Part II <u>Grant Sum</u></p>	<p>Any</p>	<p>1502</p>	<p><u>\$60,000.00</u></p> <p>\$10,000.40 <u>\$10,000.40</u></p> <p><u>\$1,090,824.00</u></p>
---	------------	-------------	---

Annual Statement

Capital Fund Program (CFP) Part III: Implementation Schedule

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

<u>AMP1</u>		
IL06P056-001 Marion Jones	10/2010	10/2012
<u>AMP 2</u>		
IL06P056-008 Hawley Manor #22	10/2010	10/2012
IL06P056-011 Hawley Manor #42	10/2010	10/2012
IL06P056-013 Warren Manor	10/2010	10/2012
IL06P056-002 Shiloh Towers	10/2010	10/2012
AMP 3		
IL06P056-008 Millview Manor	10/2010	10/2012
IL06P056-008 John Kuester Manor	10/2010	10/2012
IL06P056-011 Orchard Manor	10/2010	10/2012
IL06P056-004 Beach Haven	10/2010	10/2012
AMP 4		
IL06P056-007 Scattered Sites	10/2010	10/2012
IL06P056-008 Scattered Sites	10/2010	10/2012
IL06P056-012 Scattered Sites	10/2010	10/2012
IL06P056-014 Scattered Sites	10/2010	10/2012

IL06P056-015 Scattered Sites	10/2010	10/2012
IL06P056-016 Scattered Sites	10/2010	10/2012
IL06P056-017 Scattered Sites	10/2010	10/2012
IL06P056-018 Scattered Sites	10/2010	10/2012
IL06P056-019 Scattered Sites	10/2010	10/2012
IL06P056-021 Scattered Sites	10/2010	10/2012
IL06P056-022 Scattered Sites	10/2010	10/2012
AMP 5		
IL06P056-007 Scattered Sites	10/2010	10/2012
IL06P056-008 Scattered Sites	10/2010	10/2012
IL06P056-012 Scattered Sites	10/2010	10/2012
IL06P056-014 Scattered Sites	10/2010	10/2012
IL06P056-015 Scattered Sites	10/2010	10/2012
IL06P056-016 Scattered Sites	10/2010	10/2012
IL06P056-017 Scattered Sites	10/2010	10/2012
IL06P056-018 Scattered Sites	10/2010	10/2012
IL06P056-019	10/2010	10/2012

Scattered Sites		
IL06P056-020 Scattered Sites	10/2010	10/2012
IL06P056-021 Scattered Sites	10/2010	10/2012
PHA WIDE		
AMPS 1-5	10/2010	10/2012
Operations	10/2010	10/2012
Management	10/2010	10/2012
Improvements	10/2010	10/2012
Administration	10/2010	10/2012
Fees and Cost	10/2010	10/2012
Contingency		

--	--	--

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
IL06P056-501-01	Marion Jones Townhomes			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Lighting Living Room			120,000	2007-2009
Repair and Upgrade Parking Areas			220,000	2007-2009
Garage Doors			40,000	2007-2009
Total estimated cost over next 5 years			380,000	

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
IL06P056-501- 02	Shiloh Tower			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years				

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
IL06P056-501-04	Beach Haven Tower			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years				

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
IL06P056-501-07	Scattered Site			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years				

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

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

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
IL06P056-501-08	Hawley (22) Manor, Millview Manor, and Scattered Sites		
Description of Needed Physical Improvements or Management Improvements			Estimated Cost
Total estimated cost over next 5 years			

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
IL06P056-501-11	Hawley (45) Manor and Orchard Manor			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years				

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

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

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
IL06P056-501-12	Scattered Sites		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years			

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
IL06P056-501-13	Warren Manor			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years				

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
IL06P056-501-14	Scattered Sites			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years				

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
IL06P056-501-15	Scattered Sites			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years				

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
IL06P056-501-16	Scattered Sites			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years				

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
IL06P056-501-17	Scattered Sites			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years				

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
IL06P056-501-18	Scattered Sites			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years				

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
IL06P056-501-19	Scattered Sites			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years				

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
IL06P056-501-20	Scattered Sites			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years				

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
IL06P056-501-21	Scattered Sites			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years				

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
IL06P056-501-22	Almond Townhomes			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years				

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

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

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
IL06P056-501-	PHA-WIDE		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Seal Coat and Patch 162 Driveways		230,000	2007-2009
Strip, Seal Coat and Patch 11 Parking Lots		145,000	2007-2009
Re-Key all Secondary Doors Scattered Site		60,000	2007-2009
Convert Maintenance and Mezzanine Area to more Office Space		220,000	2007-2009
Concrete Replacement/Repair		30,000	2007-2009
30 Foot Bucket Trailer		12,000	2007-2009
Complete Rehabilitations /VUT		650,000	2007-2009
Replace Asphalt Driveways		250,000	2007-2009
Golf Carts		30,000	2007-2009
Cyclical painting		500,000	2007-2009
Office Furniture		50,000	2007-2009
Office Upgrades		200,000	2007-2009
Interior Doors Replacement		65,000	2007-2009
Secure Parts Rooms (3) at Senior Buildings		60,000	2007-2009
New Lawn Mower's		50,000	2007-2009
Landscaping		120,000	2007-2009
Tree Trimming		100,000	2007-2009
Bathroom Replacement		400,000	2007-2009
Storm and Screen Doors		250,000	2007-2009
Closet Doors		100,000	2007-2009
Appliances		130,000	2007-2009
Maintenance and Administration Vehicle's		180,000	2007-2009
Replace Roofs		300,000	2007-2009
Siding		160,000	2007-2009
Windows		400,000	2007-2009
Furnaces		120,000	2007-2009
Fence Replacement		100,000	2007-2009
Total estimated cost over next 5 years		\$4,912,000	

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
IL06P056-501	Management Improvements			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Resident Safety & Security			190,000	2007-2009
Resident Initiatives			170,000	2007-2009
Computer Upgrade			80,000	2007-2009
Training			60,000	2007-2009
Total estimated cost over next 5 years			500,000	

ATTACHMENT IL056 s08

CFP P&# 2005

Annual Statement/Performance and Evaluation Report
Part I: Summary

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

OMB approval No. 2577-0157 (Exp. 7/31/99)

HIA Name Lake County Housing Authority		Reserve for Disasters/Emergencies Performance & Evaluation Report for Program Year Ending 03/31/08		Comp Grant Number IL06P056-501-05	FFY of Grant Approval 2005
Original Annual Statement Final Performance & Evaluation Report		Revised Annual Statement/Revision Number			
Line #	Summary by Development Accounts	Total Estimated Cost	Revised (1)	Total Actual Cost (2)	Expended
1	Total Non-CCF Funds				
2	1406 Operations (May not exceed 20% of line 19)	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00
3	1408 Management Improvements	\$ 98,982.47	\$ 101,697.00	\$ 101,697.00	\$ 101,697.00
4	1410 Administration	\$ 112,755.00	\$ 112,755.00	\$ 112,755.00	\$ 112,755.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees & Cost	\$ 70,000.00	\$ 67,755.47	\$ 67,755.47	\$ 67,648.74
8	1440 Site Acquisition				
9	1450 Site Improvement	\$ 358,565.61	\$ 358,365.61	\$ 358,365.61	\$ 318,531.93
10	1460 Dwelling Structures	\$ 384,408.92	\$ 384,408.92	\$ 384,408.92	\$ 384,408.92
11	1465 I Dwelling Equipment-Nonexpendable	\$ -	\$ -	\$ -	\$ -
12	1470 Nondwelling Structures	\$ -	\$ -	\$ -	\$ -
13	1475 Nondwelling Equipment	\$ 2,570.00	\$ 2,570.00	\$ 2,570.00	\$ 2,570.00
14	1485 Demolition				
15	1490 Replacement Reserves				
16	1495 I Relocation Costs				
17	1498 Mod Used for Development				
18	1502 Contingency (may not exceed 8% of line 19)	\$ -	\$ -	\$ -	\$ -
19	Amount of Annual Grant (Sum of lines 2-18)	\$ 1,127,552.00	\$ 1,127,552.00	\$ 1,127,552.00	\$ 1,087,611.59
20	Amount of Line 19 related to LBP Activities				
21	Amount of Line 19 related to Section 504 Compliance				
22	Amount of Line 19 related to Security				
23	Amount of Line 19 related to Energy Conservation Measures				

(1) To be completed for the Performance & Evaluation Report of a Regular Annual Statement (2) To be completed for the Performance & Evaluation Report

Signature of Executive Director and Date
Alan Jeffrey 06/03/2008

Signature of Public Housing Director/Office of Public and Indian Housing Program Administrator and Date
 X

Form HUD-52187 (10/96) of Handbook 745.3

ATTACHMENT IL056 t08

CFP P&# 2005

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

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

HA Name: Lake County Housing Authority OHA# Approval No. 2577.0137 (Rev. 7/31/99)

Line #	Original Annual Statement Final Performance & Evaluation Report	Reserve for Disasters/Emergencies Performance & Evaluation Report	Revised Annual Statement/Revision Number		Total Actual Cost (2)	Expended
			Original	Revised (1)		
1	Summary by Development Accounts					
2	Total Non-CGP Funds					
3	1405 Operations (May not exceed 20% of line 19)	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	
4	1408 Management Improvements	\$ 22,000.00	\$ 7,331.15	\$ 2,200.00	\$ 2,200.00	
5	1410 Administration	\$ 98,142.00	\$ 98,142.00	\$ 98,142.00	\$ 69,144.04	
6	1411 Audit					
7	1415 Liquidated Damages					
8	1430 Fees & Cost	\$ 60,000.00	\$ 69,981.12	\$ 38,620.63	\$ 32,644.50	
9	1440 Site Acquisition					
10	1450 Site Improvement	\$ 72,505.00	\$ 170,907.23	\$ 168,407.23	\$ 167,681.23	
11	1465.1 Dwelling Equipment Nonexpendable	\$ 751,600.00	\$ 692,120.50	\$ 393,595.50	\$ 343,507.50	
12	1470 Nondwelling Structures	\$ -	\$ -	\$ -	\$ -	
13	1475 Nondwelling Equipment	\$ -	\$ -	\$ -	\$ -	
14	1485 Demolition	\$ -	\$ -	\$ -	\$ -	
15	1490 Replacement Reserves					
16	1495.1 Relocation Costs					
17	1498 Mod Used for Development					
18	Contingency (may not exceed 8% of line 19)	\$ 31,235.00	\$ -	\$ -	\$ -	
19	Amount of Annual Grant (Sum of lines 2-18)	\$ 1,088,482.00	\$ 1,088,482.00	\$ 750,965.36	\$ 665,177.27	
20	Amount of Line 19 related to LBP Activities					
21	Amount of Line 19 related to Section 504 Compliance					
22	Amount of Line 19 related to Security					
23	Amount of Line 19 related to Energy Conservation Measures					

(1) To be completed for the Performance & Evaluation Report in a Revised Annual Statement (2) To be completed for the Performance & Evaluation Report

Signature of Executive Director/Chief Financial Officer: Alan Jeffrey Date: 06/03/2008 Signature of Public Housing Director/Chief of Native American Programs Administrator and Date: X

ATTACHMENT IL056 u08

CFP P&# 2005

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

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

OMB approval No. 2577-0037 (Rev. 7/2/98)

Line #	Summary by Development Accounts	Original	Revised (1)	Obligated	Expended
1	Total Non-CFP Funds				
2	1406 Operations (May not exceed 20% of line 19)	\$ 50,000.00	\$ 50,000.00	\$ -	\$ -
3	1408 Management Improvements	\$ 50,000.00	\$ 55,000.00	\$ -	\$ -
4	1410 Administration	\$ 108,142.00	\$ 108,142.00	\$ -	\$ -
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees & Cost	\$ 70,000.00	\$ 70,000.00	\$ -	\$ -
8	1440 Site Acquisition				
9	1450 Site Improvement	\$ 255,692.00	\$ 236,999.62	\$ 159,124.58	\$ 156,734.96
10	1460 Dwelling Structures	\$ 570,340.00	\$ 590,272.00	\$ 148,591.00	\$ 148,591.00
11	1465.1 Dwelling Equipment-Nonexpendable	\$ -	\$ -	\$ -	\$ -
12	1470 Nondwelling Structures	\$ -	\$ -	\$ -	\$ -
13	1475 Nondwelling Equipment	\$ -	\$ -	\$ -	\$ -
14	1485 Demolition				
15	1490 Replacement Reserves				
16	1495.1 Relocation Costs				
17	1498 Mod Used for Development				
18	1502 Contingency (may not exceed 8% of line 19)	\$ 10,000.00	\$ 3,760.38	\$ -	\$ -
19	Amount of Annual Grant (Sum of lines 2-18)	\$ 1,114,174.00	\$ 1,114,174.00	\$ 307,715.58	\$ 305,325.96
20	Amount of Line 19 related to LBP Activities				
21	Amount of Line 19 related to Section 504 Compliance				
22	Amount of Line 19 related to Security				
23	Amount of Line 19 related to Energy Conservation Measures				

(1) To be completed for the Performance & Evaluation Report in a Revised Annual Statement (2) To be completed for the Performance & Evaluation Report
 Signature of Director/Deputy Director
Alan Jeffrey 06/03/2008
 Signature of Public Housing Director/Office of Native American Programs Administrator and Date
 X

ATTACHMENT IL056 v08

CARBON MONOXIDE ALARM DETECTOR ACT

1. Requires that every dwelling unit be equipped with at least one approved carbon monoxide alarm in an operating condition within 15feet of every room used for sleeping purposes.
2. Provides that the carbon monoxide alarm may be combined with smoke detecting devices provided that the combined unit complies standards, and departmental rules relating to both smoke detecting unit emits an alarm in a manner that clearly differentiates the hazard.
3. Provides that it is the responsibility of the owner of a structure to supply and install all required alarms.
4. Provides that it is the responsibility of a tenant to test and to provide general maintenance for the alarms within the tenant's dwelling unit or rooming unit, and to notify the owner or the authorized agent of the owner in writing of any deficiencies that the tenant cannot correct.
5. Provides that the willful failure to install or maintain in operating condition any carbon monoxide alarm required by the Act is a class B misdemeanor.
6. Provides that tampering with, removing, destroying, disconnecting or removing the batteries from any installed carbon monoxide alarm, except in the course of inspection, maintenance or replacement of the alarm, is a Class A misdemeanor in the case of a first conviction, and a Class 4 felony in the case of a second or subsequent conviction.
7. Provides for exemptions.

ATTACHMENT IL056 a08

DECONCENTRATION POLICY

It is the policy of the Lake County Housing Authority to promote economic integration within its general occupancy developments (family housing) all of which exist as scattered site housing or are defined by the Department of Housing and Urban Development as “small developments”. In general, because of the nature of the Authority’s housing stock, developments with average incomes outside of the established income range may be regarded as having met the goals of deconcentration by virtue of their size, location and/or configuration. However, in order to evaluate the status of its developments the Authority will regularly collect and analyze income data.

Based on income data collected each month, the Authority shall determine annually the average income of all families residing in its general occupancy developments. Family housing developed in conjunction with elderly housing projects will be considered separate general occupancy developments for the purposes of this policy. Families with incomes above 115 % of the average shall be deemed high income and those below 85 % of the average shall be designated as low-income families.

Annually, based on income data collected monthly, the Authority shall determine the average income for each general occupancy development. Developments with average incomes above 115% of the overall average for Authority residents residing in family housing shall be designated high income developments while those with average incomes below 85 % the overall average for Authority residents residing in general occupancy developments shall be designated low income developments.

The Authority recognizes that income data appearing on the pre-application may not be current when the family’s name rises to the top of the waiting list. The Low Rent Program will encourage families on the waiting list to update information. It is the family’s responsibility to respond with current information in order to assure the offer of an appropriate unit. The Housing Authority cannot be held liable for improper skipping where a family neglects to provide current information. Further, the procedure and product of skipping is not subject to the Authority’s Grievance Procedures.

When a unit becomes available in a high-income development, the Authority may skip families on its waiting list, if necessary, to make the offer of the unit to a family with an income below the overall average. Similarly, when a unit becomes available in a low-income development, the Authority may skip families on its waiting list, if necessary, to make an offer of the unit to a family having and income above the overall Authority average. If the waiting list does not contain a family in the desired income category for the next available unit of family housing the Authority will offer the unit to the first family on the waiting list. In managing its waiting list to achieve economic integration the Authority may apply preferences except if using them would result in either offering a unit in a high income development to a family with income above the overall average or offering a unit in a low income development to a family with income below the overall average. These restrictions shall not apply to a family offered a unit as a result of a preference based on domestic violence.

Any family rejecting the offer of a unit resulting from skipping shall retain its position on the waiting list subject to the list’s periodical re-ranking.

At its discretion the Authority may evaluate income averages for general occupancy developments either monthly or quarterly to monitor the effects of its deconcentration procedures. Developments with average incomes between 115% and 85% of the overall average income shall be regarded as economically stable and integrated and newly vacated units within those developments exempt from deconcentration procedures until such time as the established income range is exceeded. In order to maintain economic integration, stable developments shall be evaluated at the same time as non-stable developments. Where imbalances reemerge beyond the established income range, a general occupancy development will again be subject to deconcentration procedures unless they may be regarded as having met deconcentration goals due to their size, location or configuration.

ATTACHMENT IL056 b08

PET POLICY

All pet owners or residents wishing to own a pet shall be required to complete a Pet Application in the form prescribed by the Housing Authority. It may limit the number and type of pets a household is allowed based on the size of the unit, the activity level needed by the pet and the exercise that the resident will provide the pet. No dog of the AKC breeds Stafford shire Bull Terrier and American Stafford shire Terrier or any other breed or mixed breed commonly known, as "pit bull" shall be permitted.

Pets Permitted

Only common domesticated household pets may be maintained on Authority property. These are dogs, cats, ferrets, gerbils, guinea pigs, hamsters, rabbits, fish, turtles and caged birds. Reptiles are prohibited. Cats may not weigh more than 15 pounds. Dogs may not weigh more than 35 pounds and/or stand 24 inches from the ground to the top of the head. The capacity of aquariums shall not exceed 20 gallons.

Application

Pet Applications must be completed as part of the admissions process or prior to an existing resident's acquisition of a pet. The Application must be renewed at the pet owners annual re-cert and evidence of current licensure presented. Pets will only be allowed upon the approval of the Application by the Authority. At admission the Application must be accompanied by appropriate proof that the pet is licensed if so required by the municipality in which the unit is located and that the animal has received inoculations for rabies and other communicable diseases. A photograph of each pet must be provided to the Authority. Residents wishing to become pet owners may receive conditional approval of an Application provided they agree to submit the same inoculation documentation and a photograph after the pet joins the household. The Application must provide for at least one affidavit of agreement signed by someone other than a household member to care for the pet in the event that illness or other circumstance prevents the owner from providing appropriate levels of care. The Application will also require consent of the owner to allow the Authority to place the pet in the care of a veterinarian or reputable pet care agency should the Authority be unable to contact the alternate caregiver within 24 hours or the alternate caregiver refuses assistance. Such action would be taken at the expense of the owner. Residents who are not current on their rent or any repayment agreement may not apply for pet ownership.

Deposit and Charges

A pet deposit of \$300 will be required to be submitted with the Application except at buildings housing elderly residents where the pet deposit will be equal to the household's security deposit but not to exceed \$300. The deposit will be returned when the household vacates the unit unless its use is necessary to cure problems created directly or indirectly by pet ownership. The Authority may recover costs it incurs that are associated with its obtaining appropriate care for the pet in the event the owner is incapacitated and the alternate caregiver is unavailable or refuses assistance. The Authority shall charge an amount equal to its cost for an hour's labor for removing pet waste beginning with the onset of each hour of labor.

Restrictions

1. Pet owners or alternate caregivers shall be responsible for the removal of all pet waste. All dog waste outdoors shall be scooped and properly disposed of and cat litter will be securely bagged before depositing it in garbage containers. Cages and aquariums shall be regularly cleaned and maintained in a manner that does not cause offensive odor.
2. Dogs and cats shall be restrained by leash or harness and under human control whenever they are outside the unit, indoors or outdoors.
3. Dogs and cats must wear collars at all time with appropriate licensure and valid rabies tag displayed.
4. Pets conventionally housed in cages, terraria or aquaria shall be so housed.
5. Dogs, cats and rabbits shall be neutered before they reach six months of age and documentation to that effect provided the Authority.
6. Pets must be under control at all times. Pet owners are responsible for the behavior of their animals at all times. Pets shall not be allowed to disturb the right of other resident's or neighbor's peaceful enjoyment of the premises due to noise, odor, threatening or physically harming behavior, vermin or parasites.
7. Pets are not allowed in any common area of a building except for egress or ingress to and from the closest entrance to the pet owner's unit.
8. No animal found to be dangerous or deemed to be vicious shall be permitted on Authority property.
9. Pet owners and other residents are responsible for visiting pets, which are subject to the same restrictions recited in this policy.
10. Pet owners shall indemnify the Authority and hold it harmless against loss or liability of any kind arising from their pets.
11. Cases of inappropriate care, abuse or abandonment shall be referred for investigation to animal control authorities or the Humane Society and the owner shall hold harmless the Authority for such referrals mad in good faith.

Exemptions

The Authority shall, as a reasonable accommodation, waive elements of the Pet Policy for persons with disabilities. Nothing herein shall hinder full access to units and common areas by persons with disabilities who utilize certified guide dogs, signal dogs or other service dogs.

Enforcement

Any resident or employee of the Housing Authority observing a violation of the Pet Policy shall report the infraction to the Low Rent Housing Management. The pet owner shall be served written notice of the violation and means necessary to avoid future violations. The notice shall inform the pet owner that subsequent violations of the Policy may be grounds for the termination of pet ownership or the lease. In the event of repeated violations the Authority shall act to terminate tenancy in accordance with provisions of the lease, which include notification that the Authority's actions are subject to its Grievance Procedures.

ATTACHMENT IL056 c08

IMPLEMENTATION OF COMMUNITY SERVICE REQUIREMENTS

Pursuant to HUD regulations the Authority's Board of Commissioners adopted a policy requiring that households receiving TANF assistance perform 8 hours of community service each month and amended the low rent housing program lease to incorporate this requirement after allowing for the statutory period for resident review and comment. In advance of this action, all non-elderly public housing residents were provided a copy of the proposed policy and the amended lease language. Additionally, the Authority entered into a cooperation agreement with the State of Illinois Department of Human Services for the exchange of information related to TANF participation.

In implementing the policy the Authority originally examined its rent roster to determine which covered households received TANF benefits and were subject to the community service requirement. Those households were provided additional notice of their obligations and were given a sample list of the types of agencies or organizations through which the volunteer community service requirement could be met. They were also provided with community service work verification forms to be completed by the supervisor at the agency or organization site where the work is performed.

The Community Service Policy has been included as part of the Handbook for new admissions and is discussed in resident orientation meetings prior to occupancy.

Each month the Authority reviews its rent roster to determine which households are covered by the policy and sends letters reminding TANF recipients of their responsibility under the lease. Those that do not verify that they have met the community service requirement are informed of their obligation to make up their community service deficit or enter into an agreement with the Authority to do so at their first annual recertification following the policy's adoption. Further, they are put on notice that failure to enter into an agreement or comply with its conditions will result in the non-renewal of their lease beyond its term.

ATTACHMENT IL056 d08

SECTION 8 HOMEOWNERSHIP CAPACITY STATEMENT

Lake County Housing Authority is in the process of developing policies to govern the use of Section 8 resources to assist program participants become homeowners. The Authority envisions limiting eligibility to those Section 8 families that have been enrolled in the Family Self Sufficiency Program for one or more years; do not owe the Authority any money; have the ability to make a minimal down payment from their own savings; have sufficient income to support principal, interest, tax and insurance obligations; attend housing counseling; and, are able to qualify for a governmentally insured or private sector loan meeting generally acceptable underwriting standards.

Lake County Housing Authority is recognized by the Department as a Comprehensive Housing Counseling Agency and has received HUD support for that service. In previous years the Authority administered a County CDBG funded shared equity homeownership program for first time buyers. The County opted to shift responsibility for that program to its Affordable Housing Commission upon its creation.

ATTACHMENT IL056 e08

STATEMENT OF PROGRESS

Lake County Housing Authority continues to provide its low rent program residents with safe and well maintained housing and services as evidenced by its high marks on Resident Satisfaction surveys. Its modernization program has proceeded in an orderly fashion with funds obligated and expended within program requirements. The quality of documentation and physical work remains a top priority of the agency. The Authority uses its subsidy to fund ROSS activities for Service Coordinators. We continue to contract with a local social service agency to provide those services to elderly residents to increase their independence and well-being. The Authority has branched into the community to partner with many other agencies to provide any needed activities. Some partnerships include but are not limited to Youthbuild Lake County, State Funded Summer Food Program, PADS Crisis Center (Hurricane Katrina FEMA Funds), Shields Township's Shelter Care Plus Program and many others.

ATTACHMENT IL056 f08

DEFINITIONS

Significant Amendment or Modification: Any material change to the lease or policies therein incorporated by reference, admissions and occupancy policy, waiting list management or the methodology by which flat rents are calculated. They do not apply to any change that is mandated by regulation.

Substantial Deviation: The addition of new activities not contained in the most recent PHDEP plan or non-emergency work items in the Capital Fund Annual Statement unless those items have been identified in the Capital Fund Five Year Plan or most recent Comprehensive Grant Program Needs Assessment statement. It does not apply to allowable PHDEP budget deviations or differences between cost estimates and actual costs for work undertaken through the Capital Fund Program or work items where the Authority has exercised allowable fungibility.

ATTACHMENT IL056 g08

HARDSHIP EXEMPTION POLICY FOR MINIMUM RENT

The Lake County Housing Authority has set the minimum rent at \$50.00. However if the family requests a hardship exemption, the Lake County Housing Authority will immediately suspend the minimum rent for the family until the Housing Authority can determine whether the hardship exists and whether the hardship is of a temporary or long-term nature.

- A. A hardship exists in the following circumstances:
 - 1. When the family has lost eligibility for or is awaiting an eligibility determination for a Federal, State, or local assistance program;
 - 2. When the family would be evicted as a result of the imposition of the minimum rent requirement;
 - 3. When the income of the family has decreased because of changed circumstances, including loss of employment;
 - 4. When the family has an increase in expenses because of changed circumstances, for medical costs, childcare, transportation, education, or similar items;
 - 5. When a death has occurred in the family.
- B. No hardship. If the Housing Authority determines there is no qualifying hardship, the minimum rent will be reinstated, including requiring back payment of minimum rent for the time of suspension.
- C. Temporary hardship. If the Housing Authority reasonably determines that there is a qualifying hardship but that it is of a temporary nature, the minimum rent will not be imposed for a period of 90 days from the date of the family's request. At the end of the 90-day period, the minimum rent will be imposed retroactively to the time of suspension. The Housing Authority will offer a repayment agreement in accordance with Section 19 of this policy for any rent not paid during the period of suspension. During the suspension period the Housing Authority will not evict the family for nonpayment of the amount of tenant rent owed for the suspension period.
- D. Long-term hardship. If the Housing Authority determines there is a long-term hardship, the family will be exempt from the minimum rent requirement until the hardship no longer exists.
- E. *Appeals. The family may use the grievance procedure to appeal the Housing Authority's determination regarding the hardship. No escrow deposit will be required in order to access the grievance procedure.*

ATTACHMENT IL056 h08
RESIDENT ADVISORY BOARD MEETING
APRIL 23, 2008

Present:

Alon Jeffrey, Executive Director, LCHA
David Northern, Deputy Director, LCHA
Bobbie Russell, Supervisor, S8, LCHA
Hemant Shah, Comptroller, LCHA
Jeneen Smith-Underwood, LCHA
Elizabeth Sheehan, Public Housing Resident, Orchard Manor
Maere Floyd-Pitts, Public Housing Resident, Marion Jones
Felicia Lewis, Public Housing Resident, Grayslake
Karen Blatcher, S8- Northlake Farms
John Donald, Public Housing Resident Beach Haven Towers
Margaret Sparr, Village of Round Lake Beach

Minutes:

David Northern called the meeting to order at 1:20pm and thanked all present for attending. Alon Jeffrey gave some background regarding the status of Public Housing in Washington, DC. The proposal from the President's appropriation for the Section 8 program and the Public Housing Program is the worst he has ever seen. The trade association groups are expecting that the operating fund formula for the housing authorities will receive 81% to 82% of what they normally receive. The Public housing programs will receive 95% of the funding and Section 8 is prorated to 86% according to Mr. Shah. The capital Fund program is proposed nationally to receive 2 billion with the current rate of 2.4 billion, which amounts to a 17% cut in this program. This translates to about \$200,000 loss to LCHA. There are discussions to revamp the programs in Washington. There are two parts of both programs and largely the Section 8 three versions; one in the house, one in the senate and obviously none are the same. There are portions of those proposals that would affect public housing as well. Mostly in the area of how to calculate rent. One of the big ones is to go to three-year recertification when there is a fixed source such as social security and pension. Whatever they say it will be will have to go up nationally so that they wont have to re certify everybody every year. The second part of the proposed change would affect the health care deduction for persons with disability. What they want to do is to increase the automatic deduction. It varies from which bill you review. The proposed automatic deduction would change that other threshold to 10%. It is intended to be a wash. The theory behind it is to provide the biggest benefit to the person with the biggest expense. It saves time and effort. In the section 8 programs, there are discussions about a periodic evaluation of housing units also permitting someone to move into a unit with minor problems if cured within one month.

Mr. Northern stated that over the past few years, LCHA has been making a lot of the proposed positive changes and he thanked all present for attending and helping with the process. He said the community benefits from the program but LCHA administers it. Even though, HUD mandates the process,

he thinks it is a really good idea to have the community's input. He said he also received phone calls from people in the community about this meeting. He said in the past few years they changed a lot of policies, he mentioned payback and reasonable accommodation. It has helped improve the agency in both collecting money and making people accountable who owed the agency and no terminations have resulted from the policy changes. He stated there were a few policy changes this year and went over the process for implementing these changes. He explained the process consists of collecting staff, residents, citizens and HUD changes to develop a proposed plan. He introduced LCHA staff.

Resident Advisory Meeting

April 23, 2008

Page Two

LCHA Policy Changes

Taped Telephone Conversations

A way to observe how staff communicates with clients making sure it is professional, and in a courteous manner. Other possible benefits would be observing a client verbally abusing staff. All phone calls would be recorded unless an automated polling of every third call was instituted. It could be used for training purposes.

Ms. Blatcher was concerned about the confidentiality for both client & staff.

Mr. Shah stated LCHA already has family information.

Mr. Northern stated there would be a disclaimer at the beginning of all calls notifying callers that the call is being recorded.

Mr. Donald stated that most companies notify callers of potential taping.

Mr. Northern revealed that currently LCHA has the ability to tape calls.

Mr. Jeffrey stated that it is illegal to tape without notifying the caller.

Caller Identification Feature

A way to observe the name and number of the caller prior to answering the call or receiving voicemail. Other benefits would be to decipher poor communication from clients and bad connections.

Ms. Blatcher stated that she benefits from having caller identification and that those callers that did not want it could block their numbers.

Ms. Sparr stated that she has caller identification and it is important to have the numbers to write down.

Mr. Jeffrey stated that LCHA has 20 lines and there is no way to know who called from LCHA.

Mr. Northern stated that Waukegan Housing Authority assigned a three-digit number to their staff.

Mr. Shah stated that he had previously inquired about assigning numbers to the staff but the cost was prohibitive.

Ms. Lewis asked when was the last time LCHA updated their phone systems?
Mr. Northern answered that it was three to four years ago.
Mr. Northern polled the group for a general consensus and it was to accept the proposed policies for taped conversations and also there are no general problems with the caller identification.

Staff/ Resident/ Participant Safety

Mr. Northern stated LCHA has 2600 vouchers, 620 units and 100-200 clients are daily walk-ins and 30-40 staff daily in and out of the office. There is a chance for viruses and bacteria to spread in the office. Currently, LCHA is investigating on installation of a humidifier to circulate the air. Recently, several departments within the office have experienced illnesses that are from airborne viruses. The clients are not the cause of the illnesses. Staff is requesting the use of masks, gloves, and booties for protection. Clients would be notified prior to the use of such protection.
Ms. Blatcher stated she agreed (with the use of such protection).
Mr. Donald stated that there is a problem with a dog or cat smell at Beach Haven.

Resident Advisory Meeting

April 23, 2008

Pge Three

Ms. Russell stated that her staff spoke with her regarding inspections. She talked about training for using gloves. She suggested that discrimination might be a concern for use of safety devices unless used for everyone and explained.
Mr. Northern responded that a lot of things are based on air.
Mr. Northern said that the general consensus is that it is a good policy but LCHA and would have to be considerate of the tenants, visitors and staff.

Further discussion was as follows:

Ms. Blatcher replied that inspector's with loud cologne is a problem for her.
Ms. Pitts said that maintenance smoking in her unit is a problem for her.

Mr. Northern stated he would take the name of the maintenance staff that smokes in her unit.

Ms. Sparr advised that paper booties would not work for staff as a safety device.

Reasonable Accommodation

Ms. Russell said that agencies called with the way it was done in the past. She said the policy is given to participants and they are asked then to have them filled out. She said she wants to see them filled out.

Ms. Pitts asked what was the difference between a briefing and an interview.

Ms. Russell responded to Ms. Pitts' question.

Mr. Northern polled the group for a general consensus and it was to accept the proposed policy.

Smoke free Illinois Act

Mr. Shah said that by law LCHA is required to display a sign.

Mr. Northern stated that the discussion with the Board is for a smoke-free environment free from second hand smoke. LCHA maintenance staff voiced a concern about the cigarette butts and congregation of people. It creates a cleaning expense. There is an extra cost for staff smoking in cars. There would be employee assistance provided before the decision becomes final.

Ms. Russell replied that the public does not read the sign until they are at the door.

Ms. Blatcher proclaimed that smokers are being difficult.

Mr. Shah declared that the sign was at the door not 20 feet and it meets whatever the guideline for display by the government requires.

Mr. Jeffrey stated this is relative for smoking inside.

Mr. Donald asked where does the staff go to smoke?

Ms. Blatcher said where she lives they had fires.

Mr. Donald asked what happened to smoke alarms?

Ms. Russell clarified the incident was at an outside apartment.

Ms. Blatcher said it was a tremendous cost.

Ms. Lewis said she see it as a problem with staff and students getting into bad habits.

Mr. Northern stated that Condell and Abbott have smoke free campuses.

Mr. Donald stated that probably 30% of Beach Haven residents smoke. Chicago hotels have 25% of their rooms designated for smokers. He said they are to go out back and smoke.

Mr. Northern explained that the gazebo was a proposed item already.

Resident Advisory Meeting

April 23, 2008

Page Four

Mr. Jeffrey stated that there were about 3000 housing authorities in the nation. He said only 35 are smoke free. He named Washington, and Colorado as totally banned. He suggested a survey be taken. He said the next step for the Board would be the interior of apartments.

Mr. Donald stated that would be hard to enforce.

Ms. Pitts said she thinks it is an addiction.

Mr. Jeffrey stated the policy would begin with a client when admitted to the program.

Ms. Lewis asked about the single-family homes?

Mr. Shah said smoking does destroy units.

Ms. Pitts replied moving in behind someone that smokes may affect the other person.

Ms. Russell confessed that it will be hard to enforce and maybe smokers could have a smoker's deposit.

Mr. Northern declared that if there is no smoking in units then tenants have a right to file a complaint and in single-family house LCHA would enforce the 20 ft. law.

Mr. Donald said that would make it smoke-free.

Mr. Jeffery proclaimed that would be smoke-free on Housing Authority property and anywhere.

Ms. Blatcher agreed that she thinks it should be all.

Section 8/Housing Choice Voucher Policy Changes

Lease up time to 60 days not 180 days

Mr. Northern gave an overview of the current policy for leasing up time being 180 days. He proposed the new policy of leasing per the handout to 60 days. He stated that he thinks it is justifiable. He completed a survey and found that there were few applicants waiting to lease up at the end of the 180-day timeframe.

Ms. Russell stated she disagrees with changing the time frame from 180 days to 60 days. She stated that the field reps deal with the poor and they have to have time to come up with a security deposit prior to leasing.

Mr. Jeffrey suggested a 15 days /30 days/ 30 days split for a new policy.

Mr. Shah said that we must think of it from an agency point of view and how the amount of days affects the agency.

Ms. Russell stated her reason was legitimate as Mr. Shaw's reason.

Ms. Sparr asked if LCHA could offer helpful suggestions to applicants on the waiting list giving them enough notice prior to lease up to what they would need.

Mr. Shah said any place you go you will have to give a security deposit and this is not new to applicants.

He said to look at it from LCHA time constraints wont allow the voucher to be given to anyone else.

Ms. Russell said that leased up is what HUD says.

Ms. Blatcher stated that she could agree with waiting to get into housing if other agencies could help applicants. She stated that private landlords could make arrangements.

Mr. Northern explained that Low Rent divides the security deposit into manageable percentages prior to leasing to applicants.

Mr. Shah advised that (support could be obtained by) taking a look between 5-6 years once the vouchers are given. He said proof should be given. He stated there are 5000 people on the waiting list. This is serious in his opinion if the applicant is really serious about leasing up it will show.

Ms. Russell declared that sometimes applicants do not have access to vehicles causing a problem in the lease up process.

Ms. Lewis stated she would suggest applicants prioritize and make better choices.

Resident Advisory Meeting

April 23, 2008

Page Five

Mr. Northern polled the group for a general consensus and it was to accept 120 days with no extensions unless requested through the reasonable accommodation process.

Emergency Problems

Mr. Northern gave an overview of how the landlord is responsible for 5 calendar days' verses 5 business days to make repairs. The landlords want to change the language in the existing policy. This definition is not for life threatening repairs.

Ms. Sparr advised that there could be damage to the unit.

Ms. Russell asked what is identified as an emergency.

Ms. Sparr stated that too much time should not be given to landlords based on circumstances.

Mr. Jeffrey discussed an example would be a damaged refrigerator when the landlord would be required to keep bringing ice.

Mr. Northern polled the group for a general consensus of 5 calendar days.

Landlord Problems

Mr. Northern gave an overview Mr. Northern gave an example of an experience he had with a landlord. He stated that the landlord has the staff can be harder on clients than on landlords. However, in most cases it is the landlord that is the initiator of the problem. Mr. Northern gave an example of an experience he had with a landlord. He stated that the landlord has the power but the tenant is subject to experience the correction when the contract is terminated.

Ms. Russell proclaimed that both tenant and landlords should have to come off the program for inappropriate actions.

Mr. Northern said that on a bad occasion the landlord could lose all contracts with the LCHA.

Mr. Shah replied that only the tenant has to move-out if a contract is terminated.

Mr. Northern explained that it is in the landlord's contract that there are consequences to bad behavior and they are aware of this.

Background Checks

Mr. Northern said that this is something that HUD a long time ago allowed LCHA the opportunity not

to do background checks. LCHA chooses not to do background checks on Section 8 applicants. This was done but not officially in the plan.

Mr. Northern explained the difference between Low Rent & Section 8 rationale for background checks. The investigator time and cost for checks was discussed.

Mr. Northern polled the group for a general consensus and it was to accept the proposed policy.

Low Rent Policy Changes

Waiting List

There is a limited supply of four and five bedroom units. There is a large supply of people on the

waiting list wanting four and five bedroom units. However, some of these family size may allow them

to go into a smaller bedroom unit. Currently they aren't given a choice for that. The proposed waiting list policy

would give applicants a choice to select smaller bedroom size to be apart of the low rent program.

Resident Advisory Meeting

April 23, 2008

Page Six

Ms. Sparr stated that tenants question her while inspecting for occupancy requirements based on local codes.

Mr. Northern gave an example of a Section 8 person allowing people to live in units illegally.

Mr. Northern polled the group and the general consensus is that this policy is approved as proposed as long as the municipal code is followed.

Addendum to Lease-Oxygen Fire Safety Policy

Mr. Jeffrey gave an overview that this addendum was proposed by LCHA self-insurance pool that would like to have this added as a new proposal. He said this resulted from a bad fire in a senior high in Kankakee.

Ms. Sparr responded that sometimes you have to protect people from themselves by giving them the best information that you can and hope that they remember it and use it.

Mr. Northern polled the group for a general consensus and it was to accept the proposed policy.

Capital Fund Program

These are the proposed repairs by AMP's as identified by the managers and maintenance staff. There is still time to submit ideas to managers.

Ms Pitts asked Gator wants to order more cost efficient.

Mr. Donald asked when things would happen in Beach Haven? (new stoves and refrigerators)

Ms. Pitts asked about the closet doors.

Mr. Northern directed a question to Ms. Pitts regarding the new green city plans that is a little expensive. He said that because the grass won't grow, he is looking to sample the building (Marion Jones) with something like an Astroturf.

Ms. Pitts stated this would be worth a try.

Suggestions/comments made by attendees follow:

Some suggestions that came out of the discussion was to add natural paths and increased patios, gout-device-push grass & asphalt and asking the city to do new curbs.

Meeting adjourned at 4:00pm

The LCHA Public Hearing on all changes to our plan will be within 45-50 days.

Submitted by Jeneen Smith-Underwood

ATTACHMENT IL056 i08

THE REGIONAL HOUSING INITIATIVE

The RHI is an intergovernmental partnership with five partners: IHDA, the Metropolitan Planning Council (MPC), Chicago Housing Authority, Cook County Housing Authority and Lake County Housing Authority IHDA, the Metropolitan Planning Council (MPC), Chicago Housing Authority, Cook County Housing Authority Mc Henry County Housing Authority, Joliet Housing Authority and Lake County Housing Authority. The partnership is preparing an expansion to include other counties, and better serve municipalities throughout the region in 2008.

Developers in the Chicago region are benefiting from the **Regional Housing Initiative (RHI)**, a new and innovative tool that supports new construction, rehabilitation and/or acquisition of mixed income family housing near jobs and transportation. The program was created to spur housing development that meets the Housing Endorsement Criteria adopted by the Metropolitan Mayors Caucus, and addresses several priority concerns of housing in Illinois. RHI provides financial incentives through operating subsidies that stay with the development for up to 10 years (renewable). Also, developers receiving RHI support who apply to IHDA for Federal Low-Income Housing Tax Credits receive four extra points in their IHDA application scoring.

The LCHA will make referrals to Project Based projects by using the following methods:

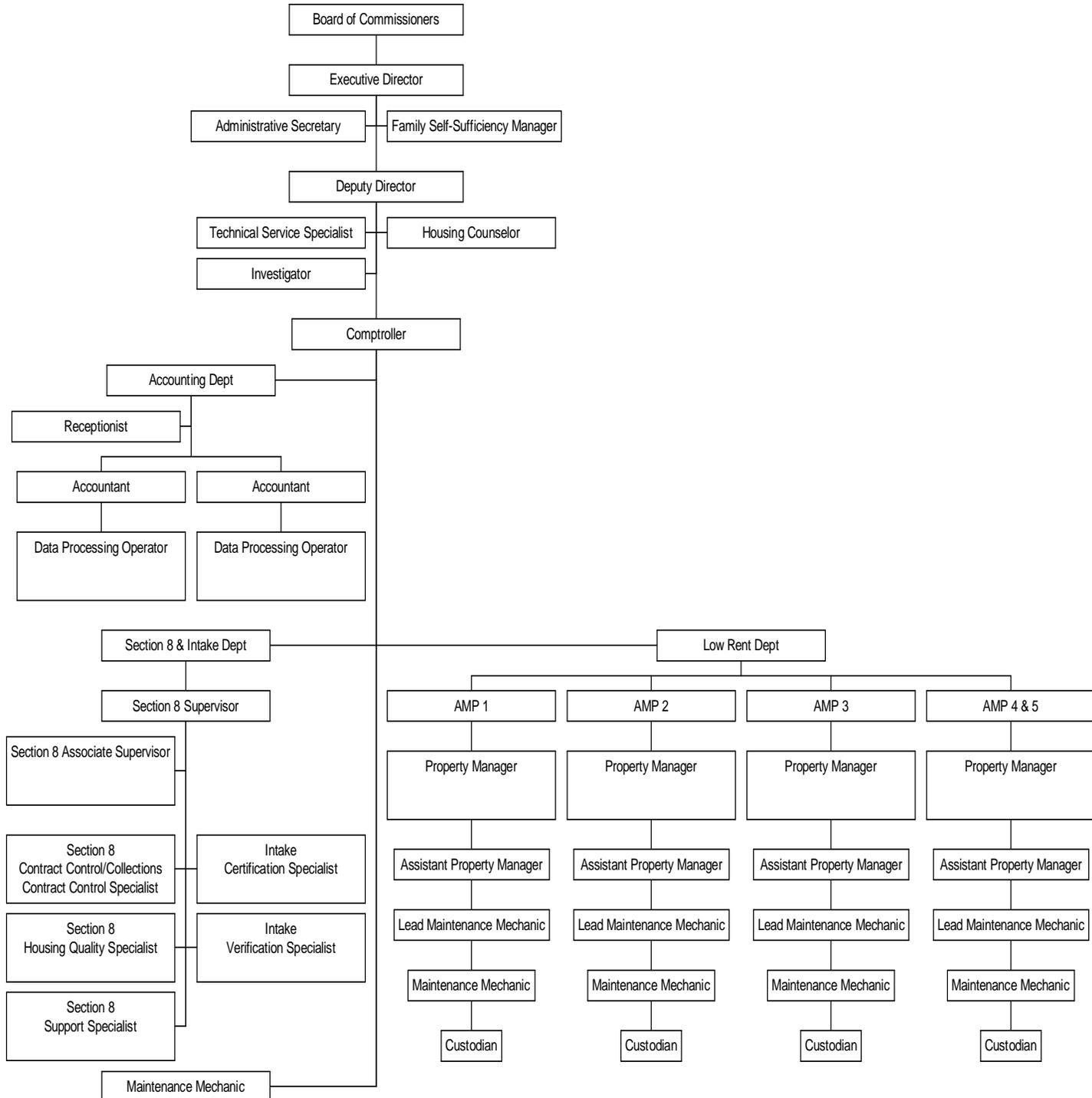
- LCHA will use its current waiting list selection process for Project Based properties in its jurisdiction.

LCHA will invite three applicants from the waiting list based on the earliest date applied, and will forward the names to the PHA or Owner of the Project Based property.

ATTACHMENT IL056 j08

LCHA ORGANIZATIONAL CHART

Lake County Housing Authority



ATTACHMENT IL056 k08

PHA PLAN PUBLIC HEARING

**SUMMARY OF PUBLIC HEARING
JUNE 13, 2008**

Present:

Alon Jeffrey, Executive Director, LCHA
David Northern, Associate Director, LCHA
Jeneen Smith-Underwood, Public Housing LCHA
Donna Rygh, Public Housing Resident, Warren Manor
Betty A. Smith, Public Housing Resident, Warren Manor
Mary Ellen Dorenfest, Public Housing Resident, Warren Manor

Minutes:

David Northern called the meeting to order at 1:05pm and handed out the timeline. LCHA staff made introductions. Mr. Northern stated the purpose of the meeting was for the submission of the PHA plan and changes to the administrative policy. The agenda was handed out and Mr. Northern discussed his plan for how this meeting would proceed.

Mr. Jeffrey gave some general comments regarding the status of Public Housing in Washington, DC. He said Mr. Northern will discuss later the status of the capital fund program that relates to what will happen with the individual properties that LCHA owns later in this meeting. In 2007, LCHA received \$1,114,174.00 of which all of it was for this Housing Authority. This year LCHA is scheduled to receive \$1,990,021.00, however under the President's proposed budget LCHA would receive \$915,612.00. Mr. Jeffrey said the disparity is apparent. The other piece that is that LCHA receives is an operating fund defined as a subsidy to operate the properties because the rent that is collected won't pay to run the buildings. HUD has a formula that determines how much it should take to run this Housing Authority. Mr. Jeffrey displayed a chart showing a graph of how much below the formula that this housing Authority has been operating with since the year 2000. It is obviously really down. The proposed budget would be over a billion dollars short nationwide. He stated that he wanted the public to know what obstacles that LCHA are up against attempting to operate housing assistance programs. The Section 8 program, rent assistance side that does not directly affect the public in attendance at this meeting today, but it is being funded at 84% of what should be funded.

Comments:

Ms. Dorenfest asked if the \$1,114, 174.00 amount included the entire State of Illinois. Ms. Rygh stated that there are a lot of people receiving Sect 8 that should not receive it. There are others that really need it. This is the older generation right now and the next few years it will increase.

Ms. Smith stated that the age for assistance is getting younger and younger instead of 62 and handicapped it is 55. Those who are on disability are receiving assistance.

Ms. Rygh stated that there are people in her building that are younger than us (those in attendance). If you are on State disability apparently you qualify.

Mr. Northern stated that the assistance is not based solely on receiving funds due to a disability. He stated that someone 55 years old without a disability might qualify for LCHA. He stated that agencies have their own definitions. The reason LCHA selected to use the age 55 years and older was a result of the number of people on the waiting list. In an attempt to try to enhance that, LCHA has tried to keep the properties filled. Currently, LCHA has 30 vacancies at the senior buildings.

Mr. Jeffrey stated that there is an abundance of senior housing.

Ms. Rygh gave her personal testimony of moving into low-income housing.

LCHA Policy Changes

Mr. Northern stated that over the past few years, LCHA has been making a lot of the proposed positive changes, however currently there were few. He stated these policy changes affected low-rent and section 8 housing programs, and every aspect of the agency. He said he would go over them briefly.

Staff/ Resident/ Participant Safety

Mr. Northern stated LCHA decided to provide safety kits for staff knowing that sometimes they go in unsafe environments including activities such as inspections, work orders, and residents with nice carpets requesting that staff take their shoes off. Staff is requesting the use of masks, gloves, sanitizing lotions and booties for protection.

Reasonable Accommodation Forms

Mr. Northern stated that the reasonable accommodation form exist currently for residents that have a disability only. LCHA has decided to offer this form to anyone on Low-Rent or Section 8 instead of only telling the applicant that it is available.

8.2 Low Rent & 3.2 HCVP Eligibility Criteria

Mr. Northern stated that this is under the ACOP that changes the family status. He read the existing definition and the addition to the definition. He stated that if a person is unable to come to the LCHA it would be acceptable to have an attorney or as a directive from staff to a location for obtaining notarized signatures. The LCHA would like to make sure that they are providing a home to a child that is legally allowed to be in the assigned home.

Ms. Rygh asked if that would be on a court order.

Mr. Northern responded that Fair Housing guidelines states it could be in a court order or with written permission. The addition of written permission to the ACOP makes this consistent with Fair Housing guidelines.

Section 8/Housing Choice Voucher Policy Changes

Emergency Problems

Mr. Northern stated the change is to 5 working days to make repairs.

Landlord Problems

Mr. Northern stated that sometimes there are problems with fraud, overpayment, and abuse. LCHA plans to hold the landlords more accountable and there are guidelines in place to do this.

Background Checks

Mr. Northern said the LCHA chooses not to do background checks on Section 8 applicants unless notified of prior criminal history. He stated that there are some 2,603 vouchers and to do background checks on every adult member would not be cost effective.

Mr. Northern polled the group for a general understanding of the proposed policies.

Low Rent Policy Changes

Waiting List

Mr. Northern stated that LCHA would like the applicants to have a choice. HUD has a guideline

allowing a certain number of persons per bedroom size. LCHA has a limited supply of four and

five bedroom units. If it is left the way it is currently, people in need of four and five bedroom units

would not have a choice to take a 3-bedroom unit even if they believed they could fit into it comfortably.

LCHA would like to give them that choice.

Addendum to Lease-Oxygen Fire Safety Policy

Mr. Northern stated this was adopted from the insurance company. Mr. Jeffrey stated that LCHA belongs to ARMA, which is a self-insurance pool of housing authorities in Illinois, Iowa, and Nebraska. He said there have been a number of instances where in particularly in senior buildings with inappropriate use of smoking materials that has caused a really bad fire when oxygen is available. The insurance company has recommended that LCHA adopt a policy regarding smoking where there is oxygen in use, and make an amendment to the lease. Basically, it is to treat the use of oxygen in the proper manner so that it is safe for neighbors.

Ms. Dorenfest gave a testimonial regarding a neighbor's misuse of smoking materials.

Ms. Rygh stated she smoked and gave an example of how she discards her materials.

Ms. Dorenfest stated she smells the smoke.

Mr. Jeffrey stated the Board is considering adopting a no smoking policy. 1% of 3500 housing authorities nationally have adopted no smoking policies but ultimately for LCHA it may be implemented for new admission residents.

10.4 Rejection of Unit

Mr. Northern stated that applicants would receive one refusal to try to get the units filled. He went over what sections that would be removed. He discussed the definition of “good cause” being too subjective to eliminate judgment calls.

Ms. Rygh stated she was offered a place in Round Lake that was so small she would not have space for her belongings. She said it was unreasonable.

13.8 Paying Rent

Changes made to make lease and ACOP consistent.

Ms. Rygh stated in other words the main office could not accept rent payments.

Mr. Northern stated that the main office would be the only office accepting cash.

Ms. Rygh stated that Arlene (Warren Manor Manager) stated she would not accept rents.

Mr. Northern stated that it reads, “may” so that the Amp’s can decide how they want to handle it. He said it is difficult to collect rents from the offsite locations.

Repayment Agreement

Mr. Northern stated that this item was not on the agenda but recently brought to his attention. He gave the definition as a means for a tenant to make installment payments on money owed to the HA to stop lease termination. He stated the staff requested he review some additions to be added to the repayment agreement. The first, he stated was that the minimum amount of \$25.00 to be established for a repayment amount. He stated that a repayment agreement is initiated because a tenant failed to follow the terms of the lease. He said staff also suggested that if any two payments were in default at any time then the tenant would be terminated for failing to meet the terms of the repayment agreement. He stated he opted not to add this part. The terms of policy can be changed by the LCHA and make people accountable for the loan despite changes made to the terms.

Ms. Rygh stated that she pays in advance when leaving for vacation.

Capital Fund Program

Mr. Northern stated that the Capital Fund program is what Mr. Jeffrey was saying before regarding the million-dollar amount budgeted by HUD for our properties. The capital fund is the breakdown on how LCHA plans of budgeting those dollars. The LCHA is required to plan for the future by developing a 5-year plan (2005-2009). The capital fund program is a plan for plans desired for existing projects, and the future.

Mr. Northern discussed the open budgets that exist for Warren Manor with three years to spend the money. He said it included remodeling the building. He stated he met with an interior decorator yesterday to discuss the various colors, patterns, and new furniture. He said activities are planned for Warren Manor.

Ms. Rygh asked if LCHA was planning on anything for us (Warren Manor).

Mr. Jeffrey stated that Warren Manor is the youngest building in LCHA.

Ms. Rygh said there has not been a lot done inside.

Mr. Northern stated that the budget information was included in 2007 capital fund information.

Ms. Smith stated that she understood that LCHA was planning to take a part of the community room to make an office.

Mr. Northern stated that three walls would be built to make an office not blocking the windows. He made a drawing to display the plans.

Suggestions/comments made by attendees follow:

Some suggestions that came out of the discussion were there were problems at Warren Manor. The problems are in the walkways at night by someone hitting the walls and ringing the doorbells. Tenants are requesting monitors in the walkways. Snow comes in by the entrance near laundry area. Edging bushes are not trimmed in front. No place to go in case of emergency. Better lighting in hallway. Clean patios on the north side. Lift doesn't work properly. Hallway swept on main floor. Requesting no smoke in hallways.

Meeting adjourned at 1:56pm

Submitted by Jeneen Smith-Underwood

ATTACHMENT IL056 108

RESIDENT ADVISORY BOARD

Ms.	Brandy	Anderson	Resident Advisory Board	
Ms.	Karen	Blatcher	Resident Advisory Board	
Ms.	Lillie	Cleave	Resident Advisory Board	
Ms.	Leslie	Cicero	Resident Advisory Board	
Mr.	John	Donald	Resident Advisory Board	
Ms.	Maere	Floyd-Pitts	Resident Advisory Board	
Ms.	Loretta	Gibson	Resident Advisory Board	
Ms.	Dorothy	Hoffmeier	Resident Advisory Board	
Mr.	Walter J.	Johnson	Resident Advisory Board	
Ms.	Gail	Edwards	Resident Advisory Board	
Ms.	Felicia	Lewis	Resident Advisory Board	
Ms.	Lorena	Nelson	Resident Advisory Board	
Mr.	Curtis	Robinson	Resident Advisory Board	
Ms.	Elizabeth	Sheehan	Resident Advisory Board	
Ms.	Tonya	Reynolds Friar	Resident Advisory Board	
Ms.	Johanna	Crowley	Resident Advisory Board	
Ms.	Shirley	Hudson	Resident Advisory Board	
Ms.	Carol	Schwinn	Resident Advisory Board	
Ms.	Dorothy	Larson	Village of Antioch	Mayor
Mr.	Timothy	Perry	Village of Grayslake	Mayor
Mr.	Jim	Betusak	Village of Lindenhurst	Mayor
Mr.	Rich	Hill	Village of Round Lake Beach	Mayor
Ms.	Karen	Darch	Village of Barrington	President
Mr.	Tom	Hyde	Village of Island Lake	Mayor
Mr.	Kenneth	Kessler	Village of Mundelein	Mayor
Mr.	Salvatore	Saccomanno	Village of Wauconda	Mayor
Mr.	Milton	Jensen	Village of Beach Park	President Acting President
Mr.	John	Tolomei	Village of Lake Zurich	President
Mr.	Leon	Rockingham, Jr.	City of North Chicago	Mayor
Mr.	Lane	Harrison	City of Zion	Mayor
Ms.	Linda	Rothnagel	Prairie State Legal Services	Attorney

ATTACHMENT IL056 m08

LAKE COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS

Delacy Peters, Board Chair
Darrell Dick, Board Vice Chair
Patricia McLendon, Resident Board Member
Cranston Byrd
Jeanine Gavagan
John Spoden
Sylvia Valadez

ATTACHMENT IL056 n08

**PROTECTIONS UNDER THE VIOLENCE AGAINST WOMEN REAUTHORIZATION
ACT OF 2005 (VAWA)**

The Lake County Housing Authority (LCHA) understands that the primary objectives of VAWA are to reduce violence against women and to protect, or increase the protection of, the safety and confidentiality of women who are victims of abuse.

To assist with this effort, the LCHA will:

- provide all applicants with notification of their protections and rights under VAWA at the time they request an application for housing assistance. The notice will explain the protections afforded under the law, inform each applicant of LCHA confidentiality requirements, and provide contact information for local victim advocacy groups or service providers.
- include in all notices of denial a statement explaining the protection against denial provided by VAWA.
- provide all tenants with notification of their protections and rights under VAWA at the time of admission and at annual reexamination.

The notice will explain the protections afforded under the law, inform the tenant of LCHA confidentiality requirements, and provide contact information for local victim advocacy groups or service providers.

- include in all lease termination notices a statement explaining the protection against termination or eviction provided by VAWA

Below is from ACOP:

NOTIFICATION TO APPLICANTS

The LCHA will provide all applicants with notification of their protections and rights under VAWA at the time they request an application for housing assistance.

The notice will explain the protections afforded under the law, inform each applicant of LCHA confidentiality requirements, and provide contact information for local victim advocacy groups or service providers.

The LCHA will also include in all notices of denial a statement explaining the protection against denial provided by VAWA.

NOTIFICATION TO TENANTS

VAWA requires LCHAs to notify tenants assisted under public housing of their rights under this law, including their right to confidentiality and the limits thereof.

The LCHA will provide all tenants with notification of their protections and rights under VAWA at the time of admission and at annual reexamination.

The notice will explain the protections afforded under the law, inform the tenant of LCHA confidentiality requirements, and provide contact information for local victim advocacy groups or service providers.

The LCHA will also include in all lease termination notices a statement explaining the protection against termination or eviction provided by VAWA

Below is from Admin Plan:

NOTIFICATION TO PARTICIPANTS

VAWA requires LCHAs to notify public housing program participants of their rights under this law, including their right to confidentiality and the limits thereof.

The LCHA will provide all participants with notification of their protections and rights under VAWA at the time of admission and at annual reexamination.

The notice will explain the protections afforded under the law, inform the participant of LCHA confidentiality requirements, and provide contact information for local victim advocacy groups or service providers.

The LCHA will also include in all assistance termination notices a statement explaining assistance termination protection provided by VAWA.

NOTIFICATION TO APPLICANTS

The LCHA will provide all applicants with notification of their protections and rights under VAWA at the time they request an application for housing assistance.

The notice will explain the protections afforded under the law, inform each applicant of LCHA confidentiality requirements, and provide contact information for local victim advocacy groups or service providers.

The LCHA will also include in all notices of denial a statement explaining the protection against denial provided by VAWA (see section 3-III.G).

NOTIFICATION TO OWNERS AND MANAGERS

VAWA requires LCHAs to notify owners and managers of their rights and responsibilities under this law.

Inform property owners and managers of their screening and termination responsibilities related to VAWA. The LCHA may utilize any or all of the following means to notify owners of their VAWA responsibilities:

As appropriate in day-to-day interactions with owners and managers. Inserts in HAP payments, 1099s, owner workshops, classes, orientations, and/or newsletters. Signs in the LCHA lobby and/or mass mailings, which include model VAWA certification forms.

ATTACHMENT IL056 o08

Admissions and Continued Occupancy Plan

**IMPROVING ACCESS TO SERVICES FOR PERSONS WITH
LIMITED ENGLISH PROFICIENCY (LEP)**

A. OVERVIEW

Language for Limited English Proficiency Persons (LEP) can be a barrier to accessing important benefits or services, understanding and exercising important rights, complying with applicable responsibilities, or understanding other information provided by the public housing program. In certain circumstances, failure to ensure that LEP persons can effectively participate in or benefit from federally-assisted programs and activities may violate the prohibition under Title VI against discrimination on the basis of national origin. This part incorporates the Notice of Guidance to Federal Assistance Recipients Regarding Title VI Prohibition Affecting Limited English Proficient Persons, published December 19, 2003 in the *Federal Register*.

The PHA will take affirmative steps to communicate with people who need services or information in a language other than English. These persons will be referred to as Persons with Limited English Proficiency (LEP).

LEP persons are defined as persons who do not speak English as their primary language and who have a limited ability to read, write, speak or understand English. For the purposes of this Admissions and Continued Occupancy Policy, LEP persons are public housing applicants and resident families, and parents and family members of applicants and resident families.

In order to determine the level of access needed by LEP persons, the PHA will balance the following four factors: (1) the number or proportion of LEP persons eligible to be served or likely to be encountered by the public housing program; (2) the frequency with which LEP persons come into contact with the program; (3) the nature and importance of the program, activity, or service provided by the program to people's lives; and (4) the resources available to the PHA and costs. Balancing these four factors will ensure meaningful access by LEP persons to critical services while not imposing undue burdens on the PHA.

B. ORAL INTERPRETATION

In a courtroom, a hearing, or situations in which health, safety, or access to important benefits and services are at stake, the PHA will generally offer, or ensure that the family is offered through other sources, competent interpretation services free of charge to the LEP person.

PHA Policy

The PHA will analyze the various kinds of contacts it has with the public, to assess language needs and decide what reasonable steps should be taken. “Reasonable steps” may not be reasonable where the costs imposed substantially exceed the benefits.

Where feasible, the PHA will train and hire bilingual staff to be available to act as interpreters and translators, will pool resources with other PHAs, and will standardize documents. Where feasible and possible, the PHA will encourage the use of qualified community volunteers.

Where LEP persons desire, they will be permitted to use, at their own expense, an interpreter of their own choosing, in place of or as a supplement to the free language services offered by the PHA. The interpreter may be a family member or friend.

C. WRITTEN TRANSLATION

Translation is the replacement of a written text from one language into an equivalent written text in another language.

PHA Policy

In order to comply with written-translation obligations, the PHA will take the following steps:

The PHA will provide written translations of vital documents for each eligible LEP language group that constitutes 5 percent or 1,000 persons, whichever is less, of the population of persons eligible to be served or likely to be affected or encountered. Translation of other documents, if needed, can be provided orally; or

If there are fewer than 50 persons in a language group that reaches the 5 percent trigger, the PHA may not translate vital written materials, but will provide written notice in the primary language of the LEP language group of the right to receive competent oral interpretation of those written materials, free of cost.

D. IMPLEMENTATION PLAN

After completing the four-factor analysis and deciding what language assistance services are appropriate, the PHA shall determine whether it is necessary to develop a written implementation plan to address the identified needs of the LEP populations it serves.

If the PHA determines that it is not necessary to develop a written implementation plan, the absence of a written plan does not obviate the underlying obligation to ensure meaningful access by LEP persons to the PHA's public housing program and services.

PHA Policy

If it is determined that the PHA serves very few LEP persons, and the PHA has very limited resources, the PHA will not develop a written LEP plan, but will consider alternative ways to articulate in a reasonable manner a plan for providing meaningful access. Entities having significant contact with LEP persons, such as schools, grassroots and faith-based organizations, community groups, and groups working with new immigrants will be contacted for input into the process.

If the PHA determines it is appropriate to develop a written LEP plan, the following five steps will be taken: (1) Identifying LEP individuals who need language assistance; (2) identifying language assistance measures; (3) training staff; (4) providing notice to LEP persons; and (5) monitoring and updating the LEP plan.

ATTACHMENT IL056 p08

Section 8 Administrative Plan

**IMPROVING ACCESS TO SERVICES FOR PERSONS WITH LIMITED
ENGLISH PROFICIENCY (LEP)**

A. OVERVIEW

Language for Limited English Proficiency Persons (LEP) can be a barrier to accessing important benefits or services, understanding and exercising important rights, complying with applicable responsibilities, or understanding other information provided by the HCV program. In certain circumstances, failure to ensure that LEP persons can effectively participate in or benefit from federally-assisted programs and activities may violate the prohibition under Title VI against discrimination on the basis of national origin. This part incorporates the Notice of Guidance to Federal Assistance Recipients Regarding Title VI Prohibition Affecting Limited English Proficient Persons, published December 19, 2003 in the *Federal Register*.

The PHA will take affirmative steps to communicate with people who need services or information in a language other than English. These persons will be referred to as Persons with Limited English Proficiency (LEP).

LEP is defined as persons who do not speak English as their primary language and who have a limited ability to read, write, speak or understand English. For the purposes of this administrative plan, LEP persons are HCV applicants and participants, and parents and family members of applicants and participants.

In order to determine the level of access needed by LEP persons, the PHA will balance the following four factors: (1) the number or proportion of LEP persons eligible to be served or likely to be encountered by the Housing Choice Voucher program; (2) the frequency with which LEP persons come into contact with the program; (3) the nature and importance of the program, activity, or service provided by the program to people's lives; and (4) the resources available to the PHA and costs. Balancing these four factors will ensure meaningful access by LEP persons to critical services while not imposing undue burdens on the PHA.

B. ORAL INTERPRETATION

In a courtroom, a hearing, or situations in which health, safety, or access to important benefits and services are at stake, the PHA will generally offer, or ensure that the family is offered through other sources, competent services free of charge to the LEP person.

PHA Policy

The PHA will analyze the various kinds of contacts it has with the public, to assess language needs and decide what reasonable steps should be taken. “Reasonable steps” may not be reasonable where the costs imposed substantially exceed the benefits.

Where feasible, the PHA will train and hire bilingual staff to be available to act as interpreters and translators, will pool resources with other PHAs, and will standardize documents. Where feasible and possible, the PHA will encourage the use of qualified community volunteers.

Where LEP persons desire, they will be permitted to use, at their own expense, an interpreter of their own choosing, in place of or as a supplement to the free language services offered by the PHA. The interpreter may be a family member or friend.

C. WRITTEN TRANSLATION

Translation is the replacement of a written text from one language into an equivalent written text in another language.

PHA Policy

In order to comply with written-translation obligations, the PHA will take the following steps: The Lake County Housing Authority will endeavor to have bilingual staff or access to people who speak languages other than English to assist non-English speaking families. The following languages will be covered: Spanish, Russian, and Bosnian

D. IMPLEMENTATION PLAN

After completing the four-factor analysis and deciding what language assistance services are appropriate, the PHA shall determine whether it is necessary to develop a written implementation plan to address the identified needs of the LEP populations it serves.

If the PHA determines that it is not necessary to develop a written implementation plan, the absence of a written plan does not obviate the underlying obligation to ensure meaningful access by LEP persons to the PHA’s Housing Choice Voucher program and services.

PHA Policy

If the PHA determines it is appropriate to develop a written LEP plan, the following five steps will be taken: (1) Identifying LEP individuals who need language assistance; (2) identifying language assistance measures; (3) training staff; (4) providing notice to LEP persons; and (5) monitoring and updating the LEP plan.

ATTACHMENT IL056 r08

Lake County Housing 2008 Policy/Procedure Changes

Staff Safety Procedure

- Staff should be given a safety kit that has Masks, gloves, booties (to cover shoes) & sanitizers lotion for hands (Inspection and work orders).

Reasonable Accommodations Forms Procedure

Currently Reasonable Accommodations Forms are given during the interview with staff and discussed during briefing.

- Should we give a Reasonable Accommodations Forms at the briefing?
- Should RA forms be given at briefing or interview within Low Rent Program?

8.2 Low Rent & 3.2 HCVP Eligibility Criteria Policy

A. Family status.

- c. Children subject to a court custody order will generally be considered family members if the order gives the applicant custody 51 or more percent of the time. Also, children will be considered family members with the written permission from a parent or other person with court custody as defined above, to the person on or applying for LCHA programs. The written permission must be notarized at Housing Authority Office or Housing Authority accepted equal.

Section 8/ Housing Choice Voucher Program Changes

Landlord problems Procedure

- LCHA should hold more landlords accountable for problems that they cause in the HCV program. (Fraud, over payments, abuse, ect.) (6.6 page 34 of Plan)

Background Checks Policy

4.8 Grounds for Denial p.24

E.

- LCHA choose not to do background checks on Section 8/ HCV Program new clients if not notified of prior criminal history.

Low Rent Program Changes

Waiting List Policy/Procedure

- **Change current waiting list guidelines so people can make a choice if they want to take smaller units to be housed based only on HUD Policy of Assignment of Bedroom Sizes to a Family.**
- **Note-LCHA has a small supply of 4 and 5 bedroom units and a large number of families on the waiting list as compared to units we have in inventory. The agency will work find a procedure by the January 1, 2009 update to the waitlist to accomplish the above goal.**

Addendum to Lease – Oxygen Fire Safety Policy Policy

- **See Attached Handout**

10.7 Rejection of Unit Policy

If in making the offer to the family the Lake County Housing Authority skipped over other families on the waiting list in order to meet their deconcentration goal or offered the family any other deconcentration incentive and the family rejects the unit, the family will not lose their place on the waiting list and will not be otherwise penalized.

If the Lake County Housing Authority did not skip over other families on the waiting list to reach this family, did not offer any other deconcentration incentive, and the family rejects a unit (1 Unit Refusal) ~~without good cause~~, the family's application will be removed from the waiting list, and they must re-apply if they wish to remain on the waiting list.

~~If the family rejects with good cause any unit offered, they will not lose their place on the waiting list. Good cause includes reasons related to health, proximity to work, school, and childcare (for those working or going to school). If the applicant is willing to accept an offered unit but is unable to move at the time of the offer and they can show clear evidence of their inability to move, they will not lose their place on the waiting list.~~

The family will be offered the right to an informal review of any decision to alter their application status.

13.8 PAYING RENT Policy

Rent and other charges are due and payable on the first day of the month. All rents should be paid at either the Lake County Housing Authority Main Office, 33928 No. Route 45, Grayslake, IL 60030, mailed to same address placed in the night deposit box at the same address. Rent payment ~~may~~ *will not* be accepted outside of regular business hours, or at other locations, whether on or off Lake County Housing Authority property. Reasonable accommodations for this requirement will be made for persons with disabilities. No LCHA staff member shall accept a resident's rent payment unless the staff member is authorized to collect rent. As a safety measure,

no cash shall be accepted as a rent payment other than main office. Rent should be paid by personal check, cashier's check or money order.

ATTACHMENT IL056 r08

CAPITAL FUND PROGRAM PARTS I, II, III, AND FIVE YEAR PLAN

**Component 7
Capital Fund Program Annual Statement
Parts I, II, III, Five Year Plan**

**Annual Statement
Capital Fund Program (CFP) Part I: Summary**

Capital Fund Grant Number IL06P056-501-08 FFY of Grant Approval: (10/2008)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	\$218,164.80
3	1408 Management Improvements	\$109,082.40
4	1410 Administration	\$109,082.40
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	\$60,000.00
8	1440 Site Acquisition	
9	1450 Site Improvement	50,000.00
10	1460 Dwelling Structures	384,494.00
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	150,000.00
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	\$10,000.40
20	Amount of Annual Grant (Sum of lines 2-19)	\$1,090,824.00
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	\$80,000.00
24	Amount of line 20 Related to Energy Conservation Measures	\$50,000.00

AMP 1

Annual Statement

Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
<u>AMP 1</u>			
IL06P056-001 Marion Jones	Replace Unit Light Fixtures	1460	\$50,000
	Replace Tile Floor	1460	\$70,000
	Vacant Unit Turnaround/Rehab	1460	\$40,000
	Landscaping Upgrades and Needs	1450	\$50,000
Total			<u>\$210,000.00</u>
<u>AMP 2</u>			
IL06P056-008 Hawley Manor #22			
IL06P056-011 Hawley Manor #42			
IL06P056-013 Warren Manor			
IL06P056-002 Shiloh Towers			
Total			<u>\$0</u>
<u>AMP 3</u>			
IL06P056-008 Millview Manor			
IL06P056-008 John Kuester Manor			
IL06P056-011 Orchard Manor			

IL06P056-004 Beach Haven Total			<u>\$0</u>
<u>AMP 4</u>			
IL06P056-007 Scattered Sites	Vacant Unit Turnaround/Rehab By AMP Cyclical Painting of Units By AMP	1460	\$112,247.00
IL06P056-008 Scattered Sites			
IL06P056-012 Scattered Sites			
IL06P056-014 Scattered Sites			
IL06P056-015 Scattered Sites			
IL06P056-016 Scattered Sites			
IL06P056-017 Scattered Sites			
IL06P056-018 Scattered Sites			
IL06P056-019 Scattered Sites			
IL06P056-021 Scattered Sites			
IL06P056-022 Scattered Sites Total			<u>\$112,247.00</u>
<u>AMP 5</u>			
IL06P056-007 Scattered Sites	Vacant Unit Turnaround/Rehab By AMP Cyclical Painting of Units By AMP	1406	\$112,247.00
IL06P056-008 Scattered Sites			

IL06P056-012 Scattered Sites			
IL06P056-014 Scattered Sites			
IL06P056-015 Scattered Sites			
IL06P056-016 Scattered Sites			
IL06P056-017 Scattered Sites			
IL06P056-018 Scattered Sites			
IL06P056-019 Scattered Sites			
IL06P056-020 Scattered Sites			
IL06P056-021 Scattered Sites			
Total			<u>\$112,247.00</u>
<u>PHA WIDE</u>			
AMPS 1-5 Total	Replacement of Vehicle's, Lawn and Snow Removal Equipment	1457	\$150,000.00 <u>\$150,000.00</u>
Operations Total	Transfer Funds	1406	\$218,164.00 <u>\$218,164.80</u>
Management Improvements	Resident Safety & Security	1408	\$80,000.00
	Resident Initiatives	1408	\$20,000.00
	Computer Upgrade	1408	\$9,082.40
Total			<u>\$109,082.40</u>
Administration	Salary Allocation	1410	\$85,000.00
	EBC	1410	\$29,082.40
Total			<u>\$109,082.40</u>
Fees and Cost Total	A&E	1430	\$60,000.00 <u>\$60,000.00</u>

Contingency Total	Any	1502	\$10,000.40 <u>\$10,000.40</u>
Capital Fund Program Part II Grant Sum			<u>\$1,090,824.00</u>

Annual Statement

Capital Fund Program (CFP) Part III: Implementation Schedule

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

<u>AMP1</u>		
IL06P056-001 Marion Jones	10/2010	10/2012
<u>AMP 2</u>		
IL06P056-008 Hawley Manor #22	10/2010	10/2012
IL06P056-011 Hawley Manor #42	10/2010	10/2012
IL06P056-013 Warren Manor	10/2010	10/2012
IL06P056-002 Shiloh Towers	10/2010	10/2012
<u>AMP 3</u>		
IL06P056-008 Millview Manor	10/2010	10/2012
IL06P056-008 John Kuester Manor	10/2010	10/2012
IL06P056-011 Orchard Manor	10/2010	10/2012
IL06P056-004 Beach Haven	10/2010	10/2012
<u>AMP 4</u>		
IL06P056-007 Scattered Sites	10/2010	10/2012
IL06P056-008 Scattered Sites	10/2010	10/2012
IL06P056-012 Scattered Sites	10/2010	10/2012
IL06P056-014 Scattered Sites	10/2010	10/2012
IL06P056-015 Scattered Sites	10/2010	10/2012

IL06P056-016 Scattered Sites	10/2010	10/2012
IL06P056-017 Scattered Sites	10/2010	10/2012
IL06P056-018 Scattered Sites	10/2010	10/2012
IL06P056-019 Scattered Sites	10/2010	10/2012
IL06P056-021 Scattered Sites	10/2010	10/2012
IL06P056-022 Scattered Sites	10/2010	10/2012
<u>AMP 5</u>		
IL06P056-007 Scattered Sites	10/2010	10/2012
IL06P056-008 Scattered Sites	10/2010	10/2012
IL06P056-012 Scattered Sites	10/2010	10/2012
IL06P056-014 Scattered Sites	10/2010	10/2012
IL06P056-015 Scattered Sites	10/2010	10/2012
IL06P056-016 Scattered Sites	10/2010	10/2012
IL06P056-017 Scattered Sites	10/2010	10/2012
IL06P056-018 Scattered Sites	10/2010	10/2012
IL06P056-019 Scattered Sites	10/2010	10/2012
IL06P056-020 Scattered Sites	10/2010	10/2012

IL06P056-021
Scattered Sites

10/2010

10/2012

PHA WIDE
AMPS 1-5

10/2010

10/2012

Operations

10/2010

10/2012

Management
Improvements

10/2010

10/2012

Administration

10/2010

10/2012

Fees and Cost

10/2010

10/2012

Contingency

10/2010

10/2012

--	--	--

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
IL06P056-501-01	Marion Jones Townhomes			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Lighting Living Room			120,000	2007-2009
Repair and Upgrade Parking Areas			220,000	2007-2009
Garage Doors			40,000	2007-2009

Total estimated cost over next 5 years	380,000	

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
IL06P056-501-02	Shiloh Tower			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years				

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
IL06P056-501-04	Beach Haven Tower			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years				

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
IL06P056-501-07	Scattered Site			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years				

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

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

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
IL06P056-501-08	Hawley (22) Manor, Millview Manor, and Scattered Sites		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Dte (HA Fiscal Year)
Total estimated cost over next 5 years			

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
IL06P056-501-11	Hawley (45) Manor and Orchard Manor			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years				

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
IL06P056-501-12	Scattered Sites			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years				

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
IL06P056-501-13	Warren Manor			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years				

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
IL06P056-501-14	Scattered Sites			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years				

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
IL06P056-501-15	Scattered Sites			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years				

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
IL06P056-501-16	Scattered Sites			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years				

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
IL06P056-501-17	Scattered Sites			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years				

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
IL06P056-501-18	Scattered Sites			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years				

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
IL06P056-501-19	Scattered Sites			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years				

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
IL06P056-501-20	Scattered Sites			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years				

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
IL06P056-501-21	Scattered Sites			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years				

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
IL06P056-501-22	Almond Townhomes			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years				

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

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

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
IL06P056-501-	PHA-WIDE		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Seal Coat and Patch 162 Driveways		230,000	2007-2009
Strip, Seal Coat and Patch 11 Parking Lots		145,000	2007-2009
Re-Key all Secondary Doors Scattered Site		60,000	2007-2009
Convert Maintenance and Mezzanine Area to more Office Space		220,000	2007-2009
Concrete Replacement/Repair		30,000	2007-2009
30 Foot Bucket Trailer		12,000	2007-2009
Complete Rehabilitations /VUT		650,000	2007-2009
Replace Asphalt Driveways		250,000	2007-2009
Golf Carts		30,000	2007-2009
Cyclical painting		500,000	2007-2009
Office Furniture		50,000	2007-2009
Office Upgrades		200,000	2007-2009
Interior Doors Replacement		65,000	2007-2009
Secure Parts Rooms (3) at Senior Buildings		60,000	2007-2009
New Lawn Mower's		50,000	2007-2009
Landscaping		120,000	2007-2009
Tree Trimming		100,000	2007-2009
Bathroom Replacement		400,000	2007-2009
Storm and Screen Doors		250,000	2007-2009
Closet Doors		100,000	2007-2009
Appliances		130,000	2007-2009
Maintenance and Administration Vehicle's		180,000	2007-2009
Replace Roofs		300,000	2007-2009
Siding		160,000	2007-2009
Windows		400,000	2007-2009
Furnaces		120,000	2007-2009
Fence Replacement		100,000	2007-2009

Total estimated cost over next 5 years	\$4,912,000	

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

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

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
IL06P056-501	Management Improvements		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Resident Safety & Security		190,000	2007-2009
Resident Initiatives		170,000	2007-2009
Computer Upgrade		80,000	2007-2009
Training		60,000	2007-2009
Total estimated cost over next 5 years		500,000	

ATTACHMENT IL056 v08

CARBON MONOXIDE ALARM DETECTOR ACT

1. Requires that every dwelling unit be equipped with at least one approved carbon monoxide alarm in an operating condition within 15feet of every room used for sleeping purposes.
2. Provides that the carbon monoxide alarm may be combined with smoke detecting devices provided that the combined unit complies standards, and departmental rules relating to both smoke detecting unit emits an alarm in a manner that clearly differentiates the hazard.
3. Provides that it is the responsibility of the owner of a structure to supply and install all required alarms.
4. Provides that it is the responsibility of a tenant to test and to provide general maintenance for the alarms within the tenant's dwelling unit or rooming unit, and to notify the owner or the authorized agent of the owner in writing of any deficiencies that the tenant cannot correct.
5. Provides that the willful failure to install or maintain in operating condition any carbon monoxide alarm required by the Act is a class B misdemeanor.
6. Provides that tampering with, removing, destroying, disconnecting or removing the batteries from any installed carbon monoxide alarm, except in the course of inspection, maintenance or replacement of the alarm, is a Class A misdemeanor in the case of a first conviction, and a Class 4 felony in the case of a second or subsequent conviction.
7. Provides for exemptions.