

PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011
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1.0	PHA Information PHA Name: <u>Housing Authority of the County of Cook</u> PHA Code: <u>IL025</u> PHA Type: <input type="checkbox"/> Small <input type="checkbox"/> High Performing <input checked="" type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>04/2010</u>					
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>2,068</u> Number of HCV units: <u>12,359</u>					
3.0	Submission Type <input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only					
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)					
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program	
					PH	HCV
PHA 1:						
PHA 2:						
	PHA 3:					
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.					
5.1	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 for the next five years: <i>To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.</i>					

5.2	<p>Goals and Objectives. Identify the PHA’s quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.</p> <p>The HACC will continue to accomplish its mission ideals through it goals and objectives:</p> <ul style="list-style-type: none"> • The HACC will continue to foster private and public partnerships in order to create new affordable housing opportunities. This will become increasingly critical as we continue to see market conditions adversely impacting families. We will work with the municipal, county and state governmental bodies in order to increase housing options for low income seniors, families with children, persons with disabilities, homeless families and veterans. These efforts will be channeled through the Housing Choice Voucher Program as well as the traditional Public Housing Program. • The HACC recognizes education among landlord, tenants and municipalities is critical to improving and sustaining the quality of affordable housing. The HACC will continue to host quarterly landlord meetings. This initiative helps the HACC hold itself accountable as well as landlords and clients. Accountability among all stakeholders improves the quality of housing that HACC provides to low income families. • The HACC will continue to work in partnership with its instrumentality – Turnstone Development, private developers to utilize Project Based Vouchers (“PBV”). The PBV Program coupled with our Mobility Counseling Program will facilitate our efforts to expand housing options for low income families in non-impact and job enriched communities. • The HACC has created a resident service agency-wide function. This function will promote the use of community resources to link families to appropriate services and programs to help enhance their migration to self-sufficiency. The HACC will incorporate a self-sufficiency assessment tool as part of its annual recertification program for both the Public Housing and Housing Choice Voucher Programs. This will help the HACC develop the appropriate programs for clients and evaluate the effectiveness of the Program. The resident services function will also help the HACC improve its Section 3 Program as well. • The HACC will develop an external communication function that will position the agency to become a more effective stakeholder within suburban Cook County. The HACC will continue to take proactive steps to educate the public on its programs and develop policies and programs that are conducive to the long-term sustainability of communities within suburban Cook County. • The HACC will continue strengthening relationships with law enforcement agencies at all levels to address issues of crime that have long plagued the housing developments. The HACC is becoming more aggressive in removing non-compliant landlords and clients from the Programs that may help eradicate crime and drug activities at the public housing developments and units assisted through the Housing Choice Voucher Program. It is important that we protect the integrity of our Programs and help provide safe environments for all residents within suburban Cook County. • The HACC will develop a prevention and intervention program for at risk youth in public housing developments. The HACC will work with local law enforcement to help develop and implement the program. This program will help to improve the quality of life of and provide assistance to at risk youth in our developments. • The HACC will continue to improve efficiencies and accountability within the agency in order to position itself for success to modernize its housing stock in a cost effective manner, adapt to the asset management model for the public housing program, increase housing choice voucher utilization, and migrate families to self-sufficiency. The HACC will rely on private and public partnerships to carry out our mission and commitment to affordable housing in suburban Cook County. 																														
6.0	<p>PHA Plan Update</p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:</p> <p>The Admissions and Continued Occupancy Policy (ACOP) and the Housing Choice Voucher Program Administrative Plan have been slightly revised since the last Annual Plan submission. These two documents are readily available to the public. The proposed changes to both documents are provide below:</p> <table border="1" data-bbox="240 1423 1521 1942"> <thead> <tr> <th colspan="3" style="text-align: center;">Proposed Changes to the Admission and Continued Occupancy Policy</th> </tr> <tr> <th style="text-align: center;">Chapter</th> <th style="text-align: center;">Page</th> <th style="text-align: center;">Proposed Change</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Table of Contents</td> <td style="text-align: center;">Table of Contents</td> <td>The page is completely missing and should be recreated</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td>Deny admission to any applicant or assistance to any tenant on the basis that the applicant or tenant is or has been a victim of domestic violence, dating violence, sexual violence, or stalking, if the applicant or resident otherwise qualifies or assistance or admission</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">6</td> <td>HACC will make an inquiry into an applicant’s ability to meet the requirements of tenancy;</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">6</td> <td>HACC will ask all applicants if the applicant is a current illegal drug abuser</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">6</td> <td>HACC will make an inquiry to determine if an applicant qualifies for a dwelling legally available only to persons with a disability or to persons with a particular type of disability (such as a sensory equipped unit);</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">6</td> <td>HACC will make an inquiry to determine if an applicant qualifies for a dwelling legally available only to persons with a disability or to persons with a particular type of disability (such as a sensory equipped unit);</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">6</td> <td>HACC will make an inquiry to determine if an applicant qualifies for housing that is legally available on a priority basis to persons with disabilities or to persons with a particular disability. This means that HACC may ask applicants if they need units with accessible features</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">6</td> <td>HACC will not ask if an applicant for a dwelling unit has a disability or if a person intending to reside in a dwelling or anyone associated with an applicant or resident has a disability, or</td> </tr> </tbody> </table>	Proposed Changes to the Admission and Continued Occupancy Policy			Chapter	Page	Proposed Change	Table of Contents	Table of Contents	The page is completely missing and should be recreated	2	3	Deny admission to any applicant or assistance to any tenant on the basis that the applicant or tenant is or has been a victim of domestic violence, dating violence, sexual violence, or stalking, if the applicant or resident otherwise qualifies or assistance or admission	2	6	HACC will make an inquiry into an applicant’s ability to meet the requirements of tenancy;	2	6	HACC will ask all applicants if the applicant is a current illegal drug abuser	2	6	HACC will make an inquiry to determine if an applicant qualifies for a dwelling legally available only to persons with a disability or to persons with a particular type of disability (such as a sensory equipped unit);	2	6	HACC will make an inquiry to determine if an applicant qualifies for a dwelling legally available only to persons with a disability or to persons with a particular type of disability (such as a sensory equipped unit);	2	6	HACC will make an inquiry to determine if an applicant qualifies for housing that is legally available on a priority basis to persons with disabilities or to persons with a particular disability. This means that HACC may ask applicants if they need units with accessible features	2	6	HACC will not ask if an applicant for a dwelling unit has a disability or if a person intending to reside in a dwelling or anyone associated with an applicant or resident has a disability, or
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2	6	Ask about the nature or extent or severity of a disability.
2	13	Add the following language “including but not limited to obtaining third party verifications. To show that a requested accommodation may be necessary there should be an identifiable relationship, or nexus, between the requested accommodation and the individual’s disability.”
2	17	OBLIGATIONS OF ALL FAMILIES: “Notwithstanding the above, an applicant or tenant family who has a qualified member with a disability must be able to meet the essential obligations of tenancy in the HACC Residential Lease Agreement. If a qualified applicant or tenant family requests assistance with one of the essential obligations of tenancy, the HACC may, as a reasonable accommodation, make a referral to an individual or agency that can provide such assistance. The applicant or tenant family is not obligated to accept this service. However, if the essential obligations of tenancy cannot be met or a lease violation continues, the HACC may deny the applicant or terminate the lease of the tenant”
3	5	The definitional elements of a person with disabilities for the purpose of a reasonable accommodation are defined in Exhibit 2-1 at the end of Chapter 2
3	7	...45 consecutive days or less is considered temporarily absent and continues to be a family member. Generally an individual who is or is expected to be absent from the public housing unit for more than 45 consecutive days or 120 cumulative days in a calendar year is considered permanently absent and no longer a family member (Family member may request an extension based upon exigent circumstances or for a reasonable accommodation)
3	15	PAGE 15, TOOK OUT REFERENCES TO “ONE STRIKE” SINCE THIS LAW HAS BEEN SUPERCEDED, AND ADDED FOLLOWING LANGUAGE: “HACC abides by its mission to provide safe housing to its residents. For that reason, HACC adopts a policy...”
3	15	Illegal drug in the State of Illinois also means any (i) substance as defined and included in the Schedules of Article II of the Illinois Controlled Substances Act, (ii) any cannabis as defined in Section 3 of the Cannabis Control Act, or (iii) any drug as defined in paragraph (b) of Section 3 of the Pharmacy Practice Act which is obtained without a prescription or otherwise in violation of the law.(740 ILCS 120/12)
3	17	... or is subject to registration as a sex offender under a state registration requirement, such as the State of Illinois 10 year registration requirement, regardless of whether it is a lifetime registration requirement, the family will be denied assistance.
4	6	If Authority does not receive a response within 7 business days the applicant will forfeit the opportunity to apply for the offered unit but...(change all references to number of days from 15 days to 7 business days)
4	7	UPDATING WAIT LIST TIME: 30 DAYS FOR FIRST NOTICE THEN AN ADDITIONAL 10 BUSINESS DAYS ...
4	10-11	“...not later than 30 calendar days from the date of HACC’s letter.”
4	13	Emergencies, reasonable accommodation, administrative transfers and other health and safety issues
4	19-20	Removal of section as it is discussed in next chapter
4	20	9. In order to comply with HUD’s leasing requirements, the HACC may move on to the next eligible responsive applicant when an applicant experiences repeated delays in attending scheduled meetings or in providing required documentation
4	20	10. “...Applicants who fail to attend one scheduled interview without HACC approval will have their applications made inactive based on the families failure to supply information needed to determine eligibility.”
4	21	If HACC determines that the family is ineligible...will inform family of its right to request a hearing. Family must request an informal hearing in writing within 10 business days in accordance with Chapter 14.
4	23	Removal of section as it was discussed pages prior in ACOP.
4	23	c.) persons subject to the State of Illinois Sex Offender registration requirement of 10 years, whether they have registered or not
5	5	This is addressed in Ch 4
5	6	Add the following language: Applicants who accept a unit offer within 3 business days must take possession of the unit within 30 calendar days.
5	6	2. “the family will move to the bottom of the list, failure to appear at a second interview will result in removal from the list.
8	5	Residents must pay a security deposit at the time of admission to the unit in the amount of \$250.
8	8	Add the following: Tenants are required to have the following utilities turned on in the unit in which they occupy at all times which will be defined in the lease. Electricity for all units and Gas for family units in which the tenant is responsible for their own heat. Utilities must be in the name of an adult member of the household who is a party to the lease. Failure to maintain utilities will result in termination of tenancy.
8	13	“...Defects hazardous to life, health...(bullet item) Utilities HACC provides including hot water.”
8	13	Emergency repairs could include Fire and the ACOP states HACC must offer the family standard accommodations. The HACC should be obligated to put a family in alternate housing temporarily until a cause is determined. If the investigation determines family negligence/cause, the HACC may move to terminate but must continue to assist the family. Fire terminations should be discussed in Chapter 13. HACC may move to terminate but must continue to assist the family. The family will be responsible for any damages deemed to have been caused as a result of the negligence of the family.
9	2	Anniversary date is defined as 12 months from the effective date of a family’s initial program admission.
9	4	If the family is unable to provide any required documentation or information within 10 business days the family may request an additional 10 business day extension.
9	8-9	Remove pages they are duplicates of pages 4 & 5 of the same chapter
10	3	While HACC can impose reasonable policies for the health and safety of residents and preservation of property

		rights, the pet weight restrictions and pet deposit and other fees policies stated in the pet policies described in Parts II through IV of this chapter [24 CFR 5.303; 960.705] are specifically excluded from applying to assistance animals
10	3	TOOK OUT SECTION ON PAGE 3 FOR CARE AND HANDLING OF ASSISTANCE ANIMALS SINCE PET POLICY (EXCEPT FOR WEIGHT RESTRICTIONS AND PET DEPOSIT) IS APPLICABLE NOW
10	14	Remove page it is a duplicate of page 16 same chapter
10	17	HACC chooses to adopt a non-refundable nominal pet fee except in the case of service animals.
11	2	An individual may request a reasonable accommodation from the Community Service requirement in accordance with the policy on reasonable accommodation provided in Chapter 2. Verification of disability may be required.
11	3	Bullet point of Caring for the children.... Add language: “subject to a disclaimer agreement signed by the child’s parent or guardian and the child’s caregiver”
11	3	Remove any work at HACC statement.
11	4	Add language after last bullet point of :Provision of child care services to an individual.... “Subject to a disclaimer agreement signed by the child’s parent or guardian and the child’s caregiver”...
11	10	strike out all language and heading
11	11	Remove the statement.
11	11	Strike out language “ If a disabled resident certifies...”
11	12	Strike them as they are repeating the information on page 3 same chapter.
11	12	take out bullet points
11	13	(bullet) Is working at least 20 hours per week.
11	15	Remove the statement.
12	7	Residents who are granted a tenant requested transfer are ineligible to move for 24 months.
12	8	The resident will bear all of the costs of transfer s/he requests. However in cases of documented financial hardship, administrative transfers (for HACC purposes) and reasonable accommodation costs may be borne by HACC
12	10	Transfers will be processed in the following order: 1. Emergency; 2. Reasonable Accommodation/Verified medical condition; 3. Transfer to make an accessible unit available; 4. Demolition, renovation, etc.; 5. Other HACC required transfers; 6. Verifiable employment related transfers; 7. Occupancy standards (over/under housed)
12	11	Add the following language: After a unit is accepted residents must move to the new unit within 30 calendar days.
12	12	Strike entire sentence
13	12	...An extended period is defined as any period greater than 15 calendar days. If a family is absent from the public housing unit for more than 45 consecutive days or 90 cumulative days within a 12-month period...HACC will terminate the lease for other good cause.
13	18	The tenant must request a grievance hearing in writing within 10 business days of HACC’s notice. Failure to request a grievance hearing will forfeit the tenant’s right to the grievance hearing however the tenant may still pursue the matter in court.
16	10	...If the family is unable to repay the debt within 30 days, HACC may offer to enter into a repayment agreement in accordance with the policies below.

Proposed Changes to the Housing Choice Voucher Program Administrative Plan

Chapter	Page	Topic	Proposed Change
2	16	Reasonable Accommodation	Inclusion that the HACC cannot make an accommodation if it would violate a Federal regulation
7	131	Use of HUD’s Enterprise Income Verification System (EIV)	Remove the “when available” and “when the HACC” language Insert the language about the components of the EIV system before the introduction of the policies
7	133	Third-Party Written and Oral Verification	Remove the word “unsuccessful” from the number of attempts required before using another form of verification
7	134	Third-Party Written and Oral Verification	Create a New Sub-Heading: EIV Verification If there is no discrepancy between the EIV reported wage source and the family reported wage source, the HACC will use the family-provided check stubs
7	145	Zero Annual Income Status	The HACC will schedule an interim reexamination every ninety (90) days for families reporting zero (0) income
9	176	Requesting Tenancy Approval	Add Bullets to the Documents Required: <ul style="list-style-type: none"> • Copy of the Payment and Ownership Declaration Form, signed by the owner • A W-9 form • Copy of the Social Security Card and/or IRS Tax Identification letter • Proof of Ownership-Deed or Title Insurance Policy • Management Agreement (if applicable)
10	188	Moving Papers	The HACC requires a written notice prior to the moving papers being issued.
13	233	Legal Ownership of a Unit	No tenancy will be approved without a copy of the Deed or Title Insurance policy outlining legal ownership. If a Deed or Title Insurance policy are not available, the HACC will accept a tax bill or HUD-1 form as proof of ownership following verification with the Office of the Recorder by an authorized HACC staff member. In the event that the property is included in a Trust, the HACC will require a copy of the trust agreement or other legal documentation identifying the ownership of the property. In the event that a third party is designated as the Payee, the HACC will require a Management

			Agreement signed by the Owner.
16	286	Repayment Policy	In reference to family debts, the HACC may offer to enter into a repayment agreement in accordance with the policies
16	287	Repayment Agreement Guidelines- Payment Thresholds	The HACC will not enter into a repayment agreement for amounts in excess of \$3,000. If the amount owed to the PHA is over \$3,000, the family or owner must pay the excess amount before a repayment agreement will be entered.
16	287	Repayment Agreement	Amounts between \$2,000 and \$3,000 must be repaid in 36 months
16	288	Repayment Agreement Guidelines-No Offer of Repayment	The HACC may choose not to enter into a repayment agreement if the family or owner previously had a repayment agreement for similar circumstances or other fraudulent activity.
16	288	Repayment Agreement Guidelines	<p>New Bullet: Debts Owed to Public Housing Agencies and Terminations The EIV system contains a national repository of families that owe a debt to a PHA and/or have been terminated from a federally assisted housing program, available online for all PHAs to access during the time of application for rental assistance.</p> <p>PHAs may deny admission to a program if the family is not suitable for tenancy for (but not limited to) such reasons as unacceptable past performance in meeting financial obligations, history of criminal activity, eviction from federally assisted housing in the last five years, family has committed fraud, bribery or any other corrupt or criminal act in connection with a federal housing program or if a family currently owes rent or other amounts to the PHA or to another PHA in connection with a federally assisted housing program under US Housing Act of 1937[24 CFR 982.552].</p>

(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.

The public may obtain copies of the 5-Year and Annual PHA Plan at the HACC's website, www.thehacc.org, our main office, 175 West Jackson Blvd., Chicago, IL 60616, and the 22 property management offices.

PHA Plan Elements. (24 CFR 903.7)

1. Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.

The Admissions and Continued Occupancy Policy (ACOP) and the Housing Choice Voucher Program Administrative Plan have been revised since the last submittal; the changes are summarized above.

2. Financial Resources (See Attachment IL025v02b).

3. Rent Determination. A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.

Board approved Flat Rent Schedule for Low Income Public Housing (See Attachment IL025v02c) and 2009 Payment Standards/Fair Market Rents for the Housing Choice Voucher Program for Cook County (See Attachment IL025v02d).

4. Operation and Management. A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.

No changes to this section. Updated Executive Management Organizational Chart (See Attachment IL025v02e).

5. Grievance Procedures. A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.

No changes to this section.

6. Designated Housing for Elderly and Disabled Families. With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: **1)** development name and number; **2)** designation type; **3)** application status; **4)** date the designation was approved, submitted, or planned for submission, and; **5)** the number of units affected.

Received Elderly Designation, as follows:

Golden Towers I (IL025-09) 65 Units – Approved 4/6/2009

Golden Towers II (IL025-22) 57 Units – Approved 4/6/2009

Edward Brown (IL025-08) 68 Units – Approved 4/6/2009

Turlington West (IL025-24) 149 Units – Approved 4/6/2009

Park Forest – Juniper Towers(IL025-13) 105 Units – Approved 4/6/2009

Franklin Park (IL025-18) Units – 125 Units - Approved 4/6/2009

7. Community Service and Self-Sufficiency. A description of: **(1)** Any programs relating to services and amenities provided or offered to assisted families; **(2)** Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; **(3)** How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. **(Note: applies to only public housing).**

Community Service Policy (See Attachment IL025v01k)

8. Safety and Crime Prevention. For public housing only, describe the PHA’s plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.

The Authority’s Board of Commissioners adopted a Public Safety Policy at the May, 2009 Board Meeting (See Attachment IL025v02f).

9. Pets. A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.

Pet Policy (See Attachment IL025v02g).

10. Civil Rights Certification. A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction’s initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.

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

11. Fiscal Year Audit. The results of the most recent fiscal year audit for the PHA.

HACC’s Auditors are in the process of finalizing the Audit for FY 03/31/2009. Attached is a letter from the Executive Director, requesting an extension to the Annual Audit for Fiscal Year 03/31/09, until June 28, 2010. HACC will send a final Plan immediately upon completion of the Audit for FY ending 03/31/09.

12. Asset Management. A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.

No changes to this section

13. Violence Against Women Act (VAWA). A description of: **1)** Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; **2)** Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and **3)** Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

See Violence Against Women Act Notification (Attachment IL025v01i)

	<p>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable.</i></p> <p>HOPE VI – The HACC has not received a HOPE VI Revitalization grant, however, plans to apply for the grant for the following properties:</p> <ul style="list-style-type: none"> • IL025-01 Daniel Bergen • IL025-02 John Mackler • IL025-04 Richard Flowers Homes • IL025-05 Sunrise Apartments • IL025-07 Vera L. Yates Homes • IL025-12 Edward Willett Homes <p>Mixed Finance Modernization or Development – The HACC has the following activities planned:</p> <ul style="list-style-type: none"> • IL025-19 June R. Perlman – HACC will explore development opportunities and position itself for possible tax credit funds for a 101 unit development. • IL025-24 Turlington West – HACC will explore development opportunities and position itself for possible tax credit funds for a 150 unit senior building. • IL025-03 Robert J. Allison Homes – HACC will start construction of a 60-70 unit Senior building on the site. • HACC will start construction on a development opportunity with its instrumentality, Turnstone, for the rehabilitation of a currently vacant 50-unit senior building in Riverdale, Illinois. This project will be funded from the American Recovery and Reinvestment Act (ARRA) Formula Grant. <p>Demolition and/or Disposition – The HACC received approval on 12/12/2008 for the demolition of the Robert J. Allison Homes (IL025-03). The Agency will work with the residents to get them relocated to suitable housing. The HACC also submitted demolition/disposition applications in October of 2009 for the demolition of Celina Blake Homes and Edward Willett Homes. In addition, the HACC plans to submit a demolition application for the following properties during the plan year:</p> <ul style="list-style-type: none"> • IL025-06 Celina Blake Homes • IL025-04 Richard Flowers Homes <p>Conversion of Public Housing – The HACC is considering the conversion of Public Housing developments that are economically challenged in the following areas:</p> <ul style="list-style-type: none"> • 100 Units in Robert J. Flowers (IL025-08) • 100 Units in Vera Yates (IL025-07) • 30 Units in Turlington West (IL025-24) • 25 Units in Franklin Park (IL025-18) <p>Home Ownership Programs – The HACC doesn't administer a Homeownership program for Low Income Public Housing. The HACC currently has 25 families participating in the Housing Choice Voucher Program Home Ownership Program. This program is expected to grow to 50 families by the end of the plan year. The Agency will establish homeownership workshops as required by HUD. Please see attachment IL025v02j for a complete overview of the program.</p> <p>Project Based Vouchers (PBV) – The HACC administers PBV at the following properties:</p> <ul style="list-style-type: none"> • Whistler Crossing aka Pacesetter – 26 PBV • Wisdom Village Senior Residences – 14 PBV <p>The HACC issued an RFP to solicit interest in converting up to 500 vouchers to project-based assistance. Project-basing is consistent with the Agency Plan because it encourages new development of affordable housing, and prevents the loss of affordable housing in other cases as well.</p>
8.0	<p>Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.</p>
8.1	<p>Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing.</p> <p>(See Attachment IL025v02k)</p>
8.2	<p>Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p> <p>(See Attachment IL025v02l)</p>
8.3	<p>Capital Fund Financing Program (CFFP).</p> <p><input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p>

Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.

Consistent with the Consolidated Plan of Cook County, there is a demonstrated need for affordable housing. In Cook County, very low-income households are defined as households at or below 30.0% of the Area Median Income (AMI). Thirty percent (30.0%) of the AMI in 2000 was \$15,000 for a household of two, \$17,750 for a household of three, and \$19,750 for a household of four. Low-income households are defined as households with income at or below 50% of the AMI. Fifty percent (50%) of AMI in 2000 was \$26,300 for a household of two, \$29,600 for a household of three, and \$32,900 for a household of four. Concentrations of very low-income and low-income households are found largely in the South and West Regions of Suburbia Cook County. The need for good quality affordable housing is high. According to recent inspection results from our HCV inspection process; many properties located in the South and West Region do not pass an initial HQS inspection. There is also an inadequate supply of affordable housing in the North and Northwest Regions of Cook County. This leads to a great need for affordable housing in the North and Northwest Regions of Cook County.

Waiting Lists:

The HACC currently has a Section 8 Waiting List comprising of approximately 15,529 households. HACC does not anticipate opening the wait list for Section 8 during FY2010.

As of November, 2009, there were a total of 790 households on the public housing waiting list. The public housing wait list opened in December 1, 2009, and applications are being received and uploaded. The public housing wait list will close on January 29, 2010.

9.0

Housing Needs of Families on the Public Housing Waiting List			
	# of families	% of total families	Annual Turnover
Waiting list total	790		20%
Extremely low income <=30% AMI	688	87.09%	
Very low income (>30% but <=50% AMI)	70	8.86%	
Low income (>50% but <80% AMI)	32	4.05%	
Families with children	292	36.96%	
Elderly families	211	26.71%	
Families with Disabilities	335	42.41%	
Race/ethnicity B	502	63.54%	
Race/ethnicity W	244	30.89%	
Race/ethnicity H	35	4.43%	
Race/ethnicity O	9	1.14%	
Characteristics by Bedroom Size			
1BR	355	44.94%	
2 BR	267	33.80%	
3 BR	152	19.24%	
4 BR	15	1.90%	
5 BR	1	0.13%	
5+ BR	0	0%	

Housing Needs of Families on the Section 8 Waiting List			
	# of families	% of total families	Annual Turnover
Waiting list total*	15,249		5%
Extremely low income <=30% AMI	2,788	90.23%	
Very low income (>30% but <=50% AMI)	181	5.86%	
Low income (>50% but <80% AMI)	121	3.91%	
Families with children	1,473	47.67%	
Elderly families	333	10.78%	
Families with Disabilities	250	8.09%	
Race/ethnicity W	247	7.99%	
Race/ethnicity B	1,768	57.22%	
Race/ethnicity H	46	1.49%	
Race/ethnicity O	1,029	33.30%	
<i>*In 2010, HACC will update its Section 8 wait-list with more complete information. At that time, the demographics will be updated to better reflect the actual characteristics of the applicants. We currently have demographic information on 3,090 families on our waitlist.</i>			
Characteristics by Bedroom Size			
1BR	1797	58.16%	
2 BR	509	16.47%	
3 BR	500	16.18%	
4 BR	116	3.75%	
5 BR	165	5.34%	
5+ BR	3	0.10%	

9.1	<p>Strategy for Addressing Housing 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. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</p> <p>The HACC will continue to increase voucher utilization by housing applicants from the Section 8 Waiting List as well as issue an RFP to solicit interest in converting up to 500 vouchers to project-based assistance. Plans are to lease-up to 100% of the voucher capacity for the Agency (12,359). The HACC is also pursuing development/acquisition of additional affordable housing by leveraging tax credits and other means to address the overall shortage of affordable housing in Suburban Cook County.</p>
10.0	<p>Additional Information. Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year Plan.</p> <p><u>PHA Goal: Expand the supply of assisted housing:</u></p> <p>Section 8: The HACC recognizes the critical need to foster private and public partnerships in order to create new opportunities as we see shrinkage in the availability of funding to support affordable housing for low income families, seniors, and persons with disabilities, homeless families and veterans. The HACC and its development instrumentality – Turnstone Development are currently working municipalities within its jurisdiction, the Illinois Housing Development Authority, the County of Cook, community based organizations, and lenders to implement several affordable housing initiatives. The HACC has utilized Project Based Vouchers to help leverage funds for the construction of 140 affordable family units in Riverdale, Illinois. The Authority issued a Request for Qualifications to develop a short list of development teams interested in utilizing Project Based Vouchers to leverage construction funds for new and existing affordable units. The Authority has committed over 200 Project Based Vouchers in order to help leverage funds to construct 200 affordable senior units within three (3) distinct communities. These 200 units are expected to start coming on line in 2010. As we face an unprecedented foreclosure rate, the HACC is currently developing a “Housing Choice Voucher Receivership Program” in an effort to keep Housing Choice Vouchers clients in units that are in foreclosures. It is projected that this Program may potentially keep over 100 families in place.</p> <p>Public Housing: Public Housing Authorities throughout the country are challenged in their efforts to create affordable housing opportunities for non-elderly families in non-impacted areas. HACC continues to work with community stakeholders in order to remove perceptions that have historically discouraged residents from welcoming affordable housing initiatives within their communities. Due to these constraints and the high cost of land, the Authority will first look to build new units on land that it owns in Chicago Heights, Illinois and Ford Heights, Illinois. The HACC will utilize its public and private partnerships to identify opportunities to increase its public housing stock in job-enriched communities where HACC currently does not have a presence. The HACC is currently working with Cook County Department of Planning and Development and lending institutions to explore the feasibility of acquiring bank foreclosed/owned properties.</p> <p><u>PHA Goal: Improve the quality of assisted housing:</u></p> <p>Section 8: The HACC recognizes education among landlord, tenants and municipalities are critical to improving and sustaining the quality of affordable housing. The Authority instituted a policy to host at least four (4) landlord forums each quarter – two (2) for the north region and two (2) for the south region. The first series of forums were held in August, 2008. At the forums, staff discusses changes in relevant agency and HUD policies and procedures and address concerns expressed by landlords. Landlords are encouraged to complete Landlord Survey Forms in order to help HACC improve the Section 8 Program. The Authority has created an external affairs function that is responsible for working with local police departments and elected officials to help hold landlords and clients accountable. This collaboration allows the HACC and municipalities to identify ways that absentee landlords can maintain the physical and social conditions of their properties at an acceptable standard. Also, the HACC collaborates with the police departments to help remove non-compliant clients from the program. The HACC feels that these initiatives will help improve the physical and social conditions of communities within its jurisdiction. As more resources become available, the HACC will implement policy to conduct random samples of criminal background checks each year.</p> <p>Face-to-face annual recertification briefings will continue and HACC will expand the topics of discussions in those briefings. HACC also launched its first quarterly newsletter for the Program which educates both clients and landlords on various aspects of the Program.</p> <p>Public Housing: The HACC has completed the viability assessment of its current housing stock. The assessment included an evaluation of both the physical conditions of the building and other factors that impact the social viability of the communities. The assessment concluded that the seniors units are in sound condition and located within viable communities. However, the family units are in need of substantial physical improvements and are located in crime-plagued and drug-infested communities.</p> <p>The HACC deems it prudent to identify one senior building each year and develop a modernization program utilizing a mixed-finance approach. The HACC intends to submit the first tax credit application in 2010 for one of HACC- owned properties in the north region. The HACC is the process of exploring the possibility of modernizing units in the Ford Heights and Chicago Heights communities. HACC has restructured its property management functions and implemented an aggressive training and certification program in order to upgrade management and custodian staff to a high level of professionalism. The HACC has developed a Memorandum of Understanding between HACC and Tenant Council Organizations. The HACC will encourage the creation of a tenant council organization at each site. To date, the HACC has entered into 5 MOU’s with Tenant Council Organizations. These partnerships will help HACC in its effort to provide quality housing for its residents. HACC is also in the process of drafting its first newsletter for the Program. The newsletter will educate clients on various aspects of the Program. Residents are encouraged to complete the Resident Survey Forms that HACC will use to help improve the Program.</p>

PHA Goals: Increase assisted housing choices:

The HACC will continue to work in partnership with its instrumentality – Turnstone Development, private developers, the Illinois Housing Development Authority, the County of Cook, municipalities and other stakeholders in an effort to meet the goals to end homelessness, increase housing options for homeless and disabled veterans, elderly families and families with children. The Authority will continue to utilize project based vouchers to help leverage funds to construct new units or rehabilitate existing units via low income housing tax credits. The HACC will work with County of Cook to identify affordable housing opportunities that can be funded with the County of Cook’s allocation of Neighborhood Stabilization Funds. The HACC will work with those communities that are required to create affordable housing pursuant to the Illinois Affordable Housing Appeal Act. The HACC will continue to strength its Mobility Program.

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

Section 8: The HACC has created a resident service agency-wide function. This function promotes the use of community resources to link families to appropriate services and programs to help enhance their migration to self-sufficiency. The HACC is currently looking for ways to link families to networks that provide life skill coaching, job training, job placement, etc. The HACC will continue to work with agencies such as Age Options, Healing Hands and other organizations that provide on-site services to elderly families. The Authority will incorporate a self-sufficiency assessment tool as part of its annual recertification program. This will help HACC develop the appropriate program for clients and evaluate the effectiveness of the Program.

Public Housing: The HACC has created a resident service agency-wide function. This function promotes the use of community resources to link families to appropriate services and programs to help enhance their migration to self-sufficiency. The HACC is currently looking for ways to link families to networks that provide life skill coaching, job training, job placement, etc. This is critical for public housing families considering that we have a large number of families with zero income. The HACC will continue to work with agencies such as Age Options, Healing Hands and other organizations that provide on-site services to elderly families. The Authority will incorporate a self-sufficiency assessment tool as part of its annual recertification program. This will help HACC develop the appropriate program for clients and evaluate the effectiveness of the Program.

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

The HACC will continue to build its internal infrastructure so that it is well positioned to be an effective stakeholder within suburban Cook County. The HACC will continue to take proactive steps to educate the public on its programs and develop policies and programs that are conducive to the long-term sustainability of communities within suburban Cook County. The HACC will continue to work with residents and organizations to ensure that low income families have adequate access to decent, safe and affordable housing and that all communities within Cook County are well diversified.

PHA Goal: Provide improved living environment:

A more strategic and comprehensive communication strategy will assist HACC in its overall efforts to improve the living environment for current and prospective clients. The HACC has begun strengthening relationships with law enforcement agencies at all levels to address issues of crime that have long plagued the housing developments. HACC has entered into a Memorandum of Understanding with the Cook County Sheriff Police Department to patrol its family developments. The HACC will implement a policy to select a random sample of clients for criminal background checks each year for both the Section 8 and Public Housing Programs. The HACC is currently conducting monthly meetings with law enforcement agencies and municipalities in an effort to hold landlords and clients more accountable. The HACC is becoming more aggressive in removing non-compliant landlords and clients from the Programs.

(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA’s definition of “significant amendment” and “substantial deviation/modification”

The HACC considers any significant change to the HCV Administrative Plan or the ACOP that would change the rent, admissions policies, or pet policies, as significant amendment or substantial deviation/modification. Any change with regard to additional demolition or disposition, designation, or conversion activities not contemplated in this plan would be constituted as a significant amendment.

(c) PHAs must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. **(Note: Standard and Troubled PHAs complete annually).**

N/A

11.0 Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. **Note:** Faxed copies of these documents will not be accepted by the Field Office.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations* (which includes all certifications relating to Civil Rights)
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace* (PHAs receiving CFP grants only)
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions* (PHAs receiving CFP grants only)
- (d) Form SF-LLL, *Disclosure of Lobbying Activities* (PHAs receiving CFP grants only)
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet* (PHAs receiving CFP grants only)
- (f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.
- (g) Challenged Elements
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report* (PHAs receiving CFP grants only)
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan* (PHAs receiving CFP grants only)

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced 5-Year and Annual PHA Plans. The 5-Year and Annual PHA plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated there under at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality

Instructions form HUD-50075

Applicability. This form is to be used by all Public Housing Agencies (PHAs) with Fiscal Year beginning April 1, 2008 for the submission of their 5-Year and Annual Plan in accordance with 24 CFR Part 903. The previous version may be used only through April 30, 2008.

1.0 PHA Information

Include the full PHA name, PHA code, PHA type, and PHA Fiscal Year Beginning (MM/YYYY).

2.0 Inventory

Under each program, enter the number of Annual Contributions Contract (ACC) Public Housing (PH) and Section 8 units (HCV).

3.0 Submission Type

Indicate whether this submission is for an Annual and Five Year Plan, Annual Plan only, or 5-Year Plan only.

4.0 PHA Consortia

Check box if submitting a Joint PHA Plan and complete the table.

5.0 Five-Year Plan

Identify the PHA's Mission, Goals and/or Objectives (24 CFR 903.6). Complete only at 5-Year update.

5.1 Mission. A statement of the mission of the public housing agency for serving the needs of low-income, very low-income, and extremely low-income families in the jurisdiction of the PHA during the years covered under the plan.

5.2 Goals and Objectives. Identify quantifiable goals and objectives that will enable the PHA to serve the needs of low income, very low-income, and extremely low-income families.

6.0 PHA Plan Update. In addition to the items captured in the Plan template, PHAs must have the elements listed below readily available to the public. Additionally, a PHA must:

- (a) Identify specifically which plan elements have been revised since the PHA's prior plan submission.
- (b) Identify where the 5-Year and Annual Plan may be obtained by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on its official website. PHAs are also encouraged to provide each resident council a copy of its 5-Year and Annual Plan.

PHA Plan Elements. (24 CFR 903.7)

1. **Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.** Describe the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists.

2. **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources.
3. **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.
4. **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.
5. **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.
6. **Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: **1)** development name and number; **2)** designation type; **3)** application status; **4)** date the designation was approved, submitted, or planned for submission, and; **5)** the number of units affected.
7. **Community Service and Self-Sufficiency.** A description of: **(1)** Any programs relating to services and amenities provided or offered to assisted families; **(2)** Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; **(3)** How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. **(Note: applies to only public housing).**
8. **Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.

9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.
10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.
11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.
12. **Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.
13. **Violence Against Women Act (VAWA).** A description of: **1)** Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; **2)** Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and **3)** Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers

- (a) **Hope VI or Mixed Finance Modernization or Development.** **1)** A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and **2)** A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>
- (b) **Demolition and/or Disposition.** With respect to public housing projects owned by the PHA and subject to ACCs under the Act: **(1)** A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and **(2)** A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm
Note: This statement must be submitted to the extent that **approved and/or pending** demolition and/or disposition has changed.
- (c) **Conversion of Public Housing.** With respect to public housing owned by a PHA: **1)** A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or

that the public housing agency plans to voluntarily convert; **2)** An analysis of the projects or buildings required to be converted; and **3)** A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>

- (d) **Homeownership.** A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.
- (e) **Project-based Vouchers.** If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.

8.0 Capital Improvements. This section provides information on a PHA's Capital Fund Program. With respect to public housing projects owned, assisted, or operated by the public housing agency, a plan describing the capital improvements necessary to ensure long-term physical and social viability of the projects must be completed along with the required forms. Items identified in 8.1 through 8.3, must be signed where directed and transmitted electronically along with the PHA's Annual Plan submission.

8.1 Capital Fund Program Annual Statement/Performance and Evaluation Report. PHAs must complete the *Capital Fund Program Annual Statement/Performance and Evaluation Report* (form HUD-50075.1), for each Capital Fund Program (CFP) to be undertaken with the current year's CFP funds or with CFFP proceeds. Additionally, the form shall be used for the following purposes:

- (a) To submit the initial budget for a new grant or CFFP;
- (b) To report on the Performance and Evaluation Report progress on any open grants previously funded or CFFP; and
- (c) To record a budget revision on a previously approved open grant or CFFP, e.g., additions or deletions of work items, modification of budgeted amounts that have been undertaken since the submission of the last Annual Plan. The Capital Fund Program Annual Statement/Performance and Evaluation Report must be submitted annually.

Additionally, PHAs shall complete the Performance and Evaluation Report section (see footnote 2) of the *Capital Fund Program Annual Statement/Performance and Evaluation* (form HUD-50075.1), at the following times:

1. At the end of the program year; until the program is completed or all funds are expended;
2. When revisions to the Annual Statement are made, which do not require prior HUD approval, (e.g., expenditures for emergency work, revisions resulting from the PHAs application of fungibility); and
3. Upon completion or termination of the activities funded in a specific capital fund program year.

8.2 Capital Fund Program Five-Year Action Plan

PHAs must submit the *Capital Fund Program Five-Year Action Plan* (form HUD-50075.2) for the entire PHA portfolio for the first year of participation in the CFP and annual update thereafter to eliminate the previous year and to add a new fifth year (rolling basis) so that the form always covers the present five-year period beginning with the current year.

8.3 Capital Fund Financing Program (CFFP). Separate, written HUD approval is required if the PHA proposes to pledge any

portion of its CFP/RHF funds to repay debt incurred to finance capital improvements. The PHA must identify in its Annual and 5-year capital plans the amount of the annual payments required to service the debt. The PHA must also submit an annual statement detailing the use of the CFFP proceeds. See guidance on HUD's website at:

<http://www.hud.gov/offices/pih/programs/ph/capfund/cffp.cfm>

9.0 Housing Needs. Provide a statement of the housing needs of families residing in the jurisdiction served by the PHA and the means by which the PHA intends, to the maximum extent practicable, to address those needs. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

9.1 Strategy for Addressing Housing Needs. Provide a 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. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

10.0 Additional Information. Describe the following, as well as any additional information requested by HUD:

- (a) **Progress in Meeting Mission and Goals.** PHAs must include (i) a statement of the PHAs progress in meeting the mission and goals described in the 5-Year Plan; (ii) the basic criteria the PHA will use for determining a significant amendment from its 5-year Plan; and a significant amendment or modification to its 5-Year Plan and Annual Plan. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**
- (b) **Significant Amendment and Substantial Deviation/Modification.** PHA must provide the definition of "significant amendment" and "substantial deviation/modification". **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.)**

- (c) PHAs must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. **(Note: Standard and Troubled PHAs complete annually).**

11.0 Required Submission for HUD Field Office Review. In order to be a complete package, PHAs must submit items (a) through (g), with signature by mail or electronically with scanned signatures. Items (h) and (i) shall be submitted electronically as an attachment to the PHA Plan.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace (PHAs receiving CFP grants only)*
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions (PHAs receiving CFP grants only)*
- (d) Form SF-LLL, *Disclosure of Lobbying Activities (PHAs receiving CFP grants only)*
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet (PHAs receiving CFP grants only)*
- (f) Resident Advisory Board (RAB) comments.
- (g) Challenged Elements. Include any element(s) of the PHA Plan that is challenged.
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.1.
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.2.