

# FY2005 Annual Report



**CHANGE.**  
CHICAGO HOUSING AUTHORITY

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**COLLABORATIONS**

# INTRODUCTION

The United States Department of Housing and Urban Development (HUD) approved the Chicago Housing Authority's (CHA) Plan for Transformation and Moving to Work Demonstration Agreement (MTW Agreement) on February 6, 2000. The MTW Agreement and its amendments grant the CHA the formal authority to implement modern strategies for revitalizing public housing and providing residents with the tools they need to become economically self-sufficient. The Plan for Transformation provides an outline of the CHA's strategies for accomplishing these goals. Since the CHA first took on the challenging endeavors of reshaping the landscape of public housing in Chicago and improving the living conditions of public housing residents, the CHA provides a regular update to the Plan for Transformation in each annual plan.

In accordance with the MTW Agreement, the CHA is required to submit an annual report. Each annual report provides an examination of the progress the CHA has made toward achieving the goals set forth in the annual plan for the reporting year. This document serves as the CHA's FY2005 Annual Report submitted to HUD on March 1, 2006 and outlines the progress made during the sixth year of the historic Plan for Transformation.

The CHA is proud of the accomplishments made in FY2005 and looks forward to continued collaboration with HUD, the City of Chicago, residents, and corporate partners as it continues to revitalize public housing and provide residents with access to tools to become economically self-sufficient.

## HIGHLIGHTS OF THE FY2005 ANNUAL REPORT

### Chapter 1: Renewal of Chicago's Public Housing

- Completed 1,052 revitalized public housing units for a Plan-to-date total of 14,189 or 57% of the 25,000 unit goal.
- Closed nine real estate transactions for a Plan-to-date total of 39.
- Delivered 346 redeveloped/rehabilitated as mixed-income units, including the completion of three phases of redevelopment: Mahalia Place, Oakwood Shores Phase 1A, and The Pershing.
- Completed 464 units at five traditional family public housing developments.
- Concluded Phases I – IV of senior housing rehabilitation, with 206 units completed in FY2005.
- Rehabilitated 36 scattered site units to complete the scattered site rehabilitation program.

### Chapter 2: Enhancing Affordable Housing Opportunities

- Provided 35,339 households with tenant-based vouchers for use in the private market.

- Updated the Housing Choice Voucher (HCV), Project-Based Voucher, and Moderate Rehabilitation Programs Administrative Plan to remain consistent with HUD regulations, create standards for tenants and unit owners, and to expand assistance to victims of natural disasters.
- Celebrated the 100<sup>th</sup> home purchase through the Choose to Own Home Ownership Program.
- Enrolled families into the Housing Opportunity Program, which facilitated families' moves into low-poverty areas in Chicago.

### **Chapter 3: Supporting Residents Through Relocation**

- Assisted 444 families with their moves in to permanent replacement homes.
- Hosted Relocation Fairs at Grace Abbott Homes/Robert H. Brooks Homes and Extension/Loomis Courts/Jane Addams Homes (ABLA), Francis Cabrini Extension North, Jazz on the Boulevard, Legends South, Robert Taylor Homes, Rockwell Gardens, and William Green Homes.
- Offered residents assistance during each step of the relocation process to help them make a smooth transition to new homes.

### **Chapter 4: Achieving Economic Self-Sufficiency**

- Opened 2,463 cases and provided 7,369 referrals to a wide range of services through the Service Connector System.
- One thousand two-hundred and fifty-eight (1,258) residents obtained full and part-time jobs bringing the Plan-to-date total number of job placements to 5,228.
- Forty-eight (48) Resident Service Coordinators offered services and activities to residents living in senior designated properties.
- Served over one million meals to CHA youth through the Summer Food Program.

### **Chapter 5: Promoting Economic Opportunities**

- Provided contracting opportunities through the Minority, Women, and Disadvantaged Business Enterprises Program.
- Held "How to Do Business with the CHA" training sessions for potential contractors.
- Completed the first full year of implementation of the Earn and Learn Program, which provided CHA residents and other low-income individuals with job-skills training and employment opportunities.

### **Chapter 6: Operation of Chicago's Public Housing**

- Monitored the property management companies' performance relative to FY2005 benchmarks.

- Communicated with residents and the public-at-large through a variety of vehicles, such as: brochures, press releases, the CHA website (www.thecha.org), and the award-winning cable show “A Better Place.”
- Received approval for the FY2005 Senior Designated Housing Plan from HUD.
- Revised the Admissions and Continued Occupancy Policy, Residential Lease Agreement, and Pet Policy and Pet Ownership Procedure for traditional public housing developments.
- Coordinated with the Chicago Police Department, property managers, and Resident Outreach Services to enhance safety and security at CHA properties.

### **Chapter 7: Advancing the Vision for CHAnge**

- Approved the relocation and consolidation of CHA administrative offices to reduce costs.
- Received the Certificate of Achievement for Excellence in Financial Reporting and the Distinguished Budget Presentation Award from the Government Finance Officers Association.
- Leveraged \$8.99 million in new resources reaching a total of \$81.99 million in new resources since the inception of the Plan for Transformation.



#### *2005 APEX Award for Publication Excellence*

For the second year in a row, the Chicago Housing Authority received the APEX Award for Publication Excellence for its annual report. The CHA won the 2005 APEX Award for Publication Excellence for the FY2004 Annual Report, which was made available to the public on March 1, 2005. The APEX Awards are given after a national competition for writers, editors, publications staff, and non-profit communicators. Awards are given based upon the graphic design, editorial content, and overall effectiveness of the document.

## MESSAGE FROM THE CHIEF EXECUTIVE OFFICER

This document serves as the Chicago Housing Authority (CHA) FY2005 Annual Report, which formally details the CHA's accomplishments during the past year. It demonstrates that the CHA is continuing to accomplish its annual objectives and is helping to improve the lives of public housing and Housing Choice Voucher (HCV) program families through the Plan for Transformation, a visionary guide that endeavors to transform the landscape of public housing in Chicago through the redevelopment and rehabilitation of 25,000 public housing units.

FY2005 proved to be a challenging yet rewarding year, as the CHA continued its momentum toward accomplishing the goals set forth in the Plan for Transformation. This year, the CHA completed 1,052 revitalized public housing units, bringing the total number of completed units to date to 14,189, or almost 57% of the total number of units committed to. The CHA, in conjunction with its various collaborators, completed nine mixed-income real estate transaction closings, for a Plan-to-date total of 39. As the Plan has progressed, the CHA has not only become an exemplary public housing developer, but a quality asset manager as well. The long-term capital improvements resulting from the Plan for Transformation are visible throughout the city of Chicago, serving as a proud testament to the accomplishments of the CHA.



Since implementation of the Plan began in FY2000, CHA families have been re-integrated into the Chicago community as residents have moved from old housing projects to new, revitalized apartments and homes. For the 444 families that moved into their final housing choice in FY2005, and for many other low-income families in Chicago, the bold promise of the Plan for Transformation has come to fruition.

The CHA will build upon the success of FY2005 by delivering more units, empowering more families with the tools to be successful in mixed-income settings, and providing more residents with opportunities that will cultivate their economic and social self-sufficiency, which mutually benefits residents, the CHA, and the entire city of Chicago. We look forward to another year of progress.

Sincerely,

Terry Peterson, Chief Executive Officer  
Chicago Housing Authority

## MESSAGE FROM THE CHAIRPERSON OF THE BOARD OF COMMISSIONERS



I am pleased to present the FY2005 Annual Report, which describes the achievements of the Chicago Housing Authority (CHA) during FY2005. This Annual Report illustrates that the CHA continues to move toward reaching the goals set forth in the Plan for Transformation. During FY2005, the CHA completed 1,052 units, bringing the total number of completed units to 14,189 or 57% of the units promised under the Plan. Hundreds of CHA families relocated into new and rehabilitated homes in communities with greater access to schools, parks, social services, and retail establishments.

The Plan, however, is about more than building units. It also creates opportunities for low-income individuals to advance socially and economically. Housing Choice Voucher participants continued to thrive by purchasing 42 homes in FY2005. That means 138 families have taken advantage of the Choose to Own Home Ownership Program since the Plan began. Public housing residents engaged in the Service Connector Delivery System availed themselves of a wide variety of services, including job placement, skill enhancement, and educational programs. Additionally, the CHA promoted and encouraged economic growth through Minority, Women, and Disadvantaged Business Enterprises (M/W/DBE), Section 3, and Resident Owned Businesses (ROB) policies.

Funding is a challenge in many arenas. For the Plan to be successful, the CHA must secure funds in addition to those provided by HUD. Supplemental financing comes from grants, private and public resources, which may include tax credits, tax-exempt bonds, and HOPE VI awards.

The CHA's progress toward completing the Plan has been possible because of the collaborative efforts of private businesses, community leaders, our residents, and the United States Department of Housing and Urban Development (HUD). In order for the face of public housing to evolve from despair into one of hope, the CHA must continue to prepare families to be successful. It must also connect residents with opportunities that will foster their economic and social self-sufficiency as well as deliver more units. I continue to look forward to this gratifying work in progress and the success stories that come along with it. I thank you for your continued support and urge you to help us make FY2006 another year of triumph.

Sincerely,

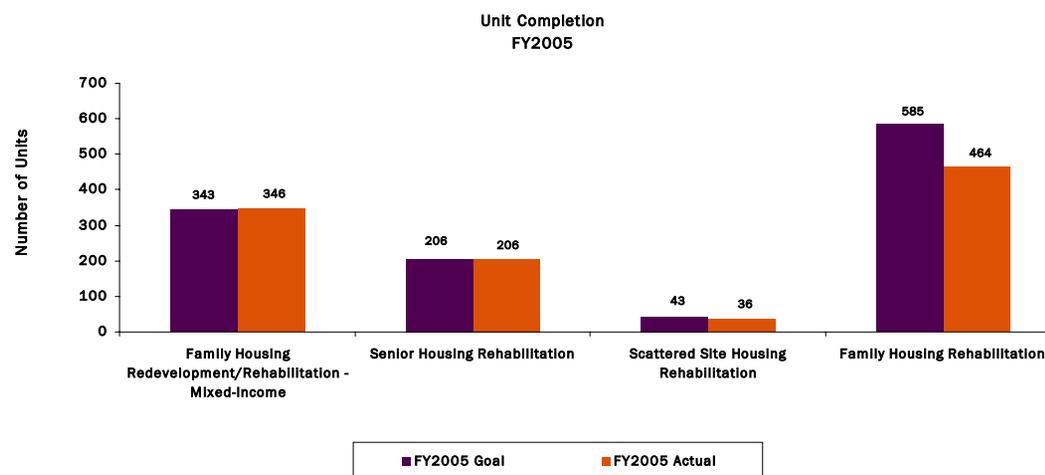
A handwritten signature in black ink that reads "Sharon Gist Gilliam".

Sharon Gist Gilliam, Chairperson  
Chicago Housing Authority Board of Commissioners

## CHAPTER 1: RENEWAL OF CHICAGO'S PUBLIC HOUSING

The Chicago Housing Authority (CHA) closed out the sixth year of the Plan for Transformation (Plan) with a total of 1,052 redeveloped or rehabilitated public housing units completed. These units combined with those completed in previous years brought the total number of revitalized units to 14,189 or 57% of the 25,000 public housing units committed to under the Plan. Some key highlights of FY2005 revitalization activities include:

- Completed 1,052 public housing mixed-income, senior, scattered site, and family units;
- Delivered 346 public housing units at redevelopment sites;
- Completed three phases of redevelopment: Mahalia Place, Oakwood Shores Phase 1A, and The Pershing;
- Closed nine real estate transactions;
- Broke ground at two mixed-income redevelopment sites;
- Managed construction at all ten major mixed-income redevelopment sites;
- Rehabilitated 464 family units at Altgeld Gardens/Murray Homes, Lowden Homes, Trumbull Park Homes, Washington Park Low-Rises, and Wentworth Gardens;
- Completed Phases I - IV of senior housing rehabilitation; and
- Completed rehabilitation of the scattered site portfolio.



These accomplishments made it possible for the low-income families to relocate to revitalized homes. The Plan is having a positive impact on the communities where public housing is located. This is demonstrated by the growing number of neighborhood amenities near each of the CHA properties undergoing revitalization.

Unit Completion Plan to Date									
Category	Development Name	Actual Units Delivered FY2000 & Before	Actual Units Delivered FY2001	Actual Units Delivered FY2002	Actual Units Delivered FY2003	Actual Units Delivered FY2004	FY2005 Unit Delivery Goal*	Actual Units Delivered FY2005	Actual Total Units Delivered through FY2005
<b>Family Housing Redevelopment/Rehabilitation - Mixed-Income</b>									
<b>Family Housing Redevelopment - Mixed-Income</b>									
1	ABLA Homes	329	-	-	-	-	118	117	446
1	Francis Cabrini Extension North	44	32	53	57	20	66	70	276
1	Governor Henry Horner Homes	553	-	-	8	79	-	0	640
1	Lakefront Replacement Housing	90	16	-	15	62	16	16	199
5B	Rockwell Gardens	-	-	-	-	16	4	4	20
5B	Stateway Gardens	-	-	-	-	-	27	27	27
1 & 5B	Robert Taylor Homes	29	27	-	-	-	54	54	110
1	Madden Park/Ida B. Wells Homes and Extension/Clarence Darrow Homes	-	-	-	-	11	52	52	63
<b>Family Housing Rehabilitation - Mixed-Income</b>									
1	Hilliard Towers Apartments	-	-	-	94	59	-	0	153
1	Washington Park-St. Edmund's Meadows	-	-	-	-	-	6	6	6
	Fountainview	-	-	-	-	-	-	0	0
<b>TOTAL: Family Housing Redevelopment/Rehabilitation - Mixed-Income</b>		<b>1,045</b>	<b>75</b>	<b>53</b>	<b>174</b>	<b>247</b>	<b>343</b>	<b>346</b>	<b>1,940</b>
<b>Senior Housing Rehabilitation</b>									
2	Phases I - IV	-	1,026	3,489	2,911	1,166	206	206	8,798
2	Phase V: Larrabee	-	-	-	-	-	-	-	-
2	Phase VI: Flannery, Britton/Budd	-	-	-	-	-	-	-	-
2	Phase VII: Pomeroy, Kenmore	-	-	-	-	-	-	-	-
<b>TOTAL: Senior Housing Rehabilitation</b>		<b>0</b>	<b>1,026</b>	<b>3,489</b>	<b>2,911</b>	<b>1,166</b>	<b>206</b>	<b>206</b>	<b>8,798</b>
<b>Scattered Site Housing Rehabilitation</b>									
3	Scattered Site North Central, Northeast, Southeast, Southwest, and West	-	688	1,063	654	77	43	36	2,518
4	Cabrini-Lincoln	-	18	-	-	-	-	-	18
<b>TOTAL: Scattered Site Housing Rehabilitation</b>		<b>0</b>	<b>706</b>	<b>1,063</b>	<b>654</b>	<b>77</b>	<b>43</b>	<b>36</b>	<b>2,536</b>
<b>Family Housing Rehabilitation</b>									
5A	Altgeld Gardens/Phillip Murray Homes	-	-	-	-	-	101	101	101
4	Bridgeport Homes	-	-	-	15	10	35	0	25
4	Francis Cabrini Rowhouses	-	-	-	-	-	0	0	0
4	Lake Parc Place	-	-	-	21	279	0	0	300
4	Lawndale Gardens	-	-	-	-	-	0	0	0
4	Lowden Homes	-	-	-	5	49	34	39	93
5A	Trumbull Park Homes	-	-	-	-	27	162	162	189
4	Washington Park Low-Rises	-	-	-	-	45	139	32	77
4	Wentworth Gardens	-	-	-	-	-	114	130	130
<b>TOTAL: Family Housing Rehabilitation</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>41</b>	<b>410</b>	<b>585</b>	<b>464</b>	<b>915</b>
<b>To Be Redeveloped or Rehabilitated</b>									
<b>To Be Redeveloped</b>									
5B	Francis Cabrini Extension South/William Green Homes/1230 N. Burling	-	-	-	-	-	-	-	0
4	Lathrop Homes	-	-	-	-	-	-	-	0
4	Lawndale Complex	-	-	-	-	-	-	-	0
4	LeClaire Courts Extension	-	-	-	-	-	-	-	0
5B	Randolph Towers	-	-	-	-	-	-	-	0
5B	Washington Park High-Rises	-	-	-	-	-	-	-	0
<b>To Be Rehabilitated</b>									
5A	Dearborn Homes	-	-	-	-	-	-	-	0
5A	Harold Ickes Homes	-	-	-	-	-	-	-	0
<b>TOTAL: To Be Rehabilitated or Redeveloped</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>GRAND TOTALS</b>									
<b>TOTAL NUMBER OF PUBLIC HOUSING UNITS</b>		<b>1,045</b>	<b>1,807</b>	<b>4,605</b>	<b>3,780</b>	<b>1,900</b>	<b>1,177</b>	<b>1,052</b>	
<b>CUMULATIVE TOTAL NUMBER OF PUBLIC HOUSING UNITS</b>		<b>1,045</b>	<b>2,852</b>	<b>7,457</b>	<b>11,237</b>	<b>13,137</b>	<b>14,314</b>	<b>14,189</b>	
<b>PERCENTAGE OF 25,000</b>		<b>4.2%</b>	<b>11.4%</b>	<b>29.8%</b>	<b>44.9%</b>	<b>52.5%</b>	<b>57.3%</b>	<b>56.8%</b>	

\*As indicated in the FY2006 Annual Plan

Public Housing Unit Construction Schedule			
Category	Development Name	FY2005 Units Under Construction Goal*	Actual Units Under Construction FY2005**
<b>Family Housing Redevelopment/Rehabilitation - Mixed-Income</b>			
1	ABLA Homes	125	125
1	Francis Cabrini Extension North	66	74
1	Governor Henry Horner Homes	34	34
1	Lakefront Replacement Housing	33	33
5B	Rockwell Gardens	61	61
5B	Stateway Gardens	127	127
1 & 5B	Robert Taylor Homes	54	54
1	Madden Park/Ida B. Wells Homes and Extension/Clarence Darrow Homes	115	115
<b>Family Housing Rehabilitation - Mixed-Income</b>			
1	Hilliard Towers Apartments	152	152
1	Washington Park-St. Edmund's Meadows	14	14
	Fountainview	0	0
<b>TOTAL: Family Housing Redevelopment/Rehabilitation - Mixed-Income</b>		<b>781</b>	<b>789</b>
<b>Senior Housing Rehabilitation</b>			
2	Phases I - IV	206	206
2	Phase V: Larrabee	0	0
2	Phase VI: Flannery, Britton/Budd	0	0
2	Phase VII: Pomeroy, Kenmore	0	0
<b>TOTAL: Senior Housing Rehabilitation</b>		<b>206</b>	<b>206</b>
<b>Scattered Site Housing Rehabilitation</b>			
3	Scattered Site North Central, Northeast, Southeast, Southwest, and West	43	36
4	Cabrini-Lincoln	0	0
<b>TOTAL: Scattered Site Housing Rehabilitation</b>		<b>43</b>	<b>36</b>
<b>Family Housing Rehabilitation</b>			
5A	Altgeld Gardens/Phillip Murray Homes	378	195
4	Bridgeport Homes	97	0
4	Francis Cabrini Rowhouses	0	0
4	Lake Parc Place	0	0
4	Lawndale Gardens	0	0
4	Lowden Homes	73	77
5A	Trumbull Park Homes	407	162
4	Washington Park Low-Rises	139	6
4	Wentworth Gardens	344	130
<b>TOTAL: Family Housing Rehabilitation</b>		<b>1,438</b>	<b>570</b>
<b>To Be Redeveloped or Rehabilitated</b>			
<i>To Be Redeveloped</i>			
5B	Francis Cabrini Extension South/William Green Homes/1230 N. Burling	-	-
4	Lathrop Homes	-	-
4	Lawndale Complex	-	-
4	LeClaire Courts Extension	-	-
5B	Randolph Towers	-	-
5B	Washington Park High-Rises	-	-
<i>To Be Rehabilitated</i>			
5A	Dearborn Homes	-	-
5A	Harold Ickes Homes	-	-
<b>TOTAL: To Be Rehabilitated or Redeveloped</b>		<b>-</b>	<b>-</b>
<b>GRAND TOTALS</b>			
<b>TOTAL NUMBER OF PUBLIC HOUSING UNITS</b>		<b>2,468</b>	<b>1,601</b>

## **FAMILY HOUSING REDEVELOPMENT/REHABILITATION AS MIXED-INCOME COMMUNITIES**

Several strides were made towards fulfilling the CHA's commitment to redevelop more than 6,200 public housing units in mixed-income communities during FY2005. The CHA completed construction of 346 public housing units in ten mixed-income communities during the year, thereby allowing hundreds of CHA families to live next door to affordable and market-rate renters, as well as home owners. The CHA also closed nine real estate transactions and prepared to close additional transactions in the upcoming year. The work of the CHA was complemented by the City of Chicago which made extensive infrastructure improvements in and around the new mixed-income communities and provided additional funding for development.

### **Overview of Redevelopment Process**

The process used to create new mixed-income communities is different each time. There are distinct developers and community needs that affect the timelines. The CHA has used its experience to streamline the lengthy progression of interdependent steps with overlapping timelines.

### **Creation of a Working Group**

The working group participates throughout the redevelopment process and is comprised of resident leadership and representatives, the master developer, CHA staff, community partners, the Habitat Company, the City of Chicago, and the Gautreaux Plaintiffs' Counsel. During FY2005 the CHA maintained a working group at each one of the major mixed-income redevelopment sites.

### **Identification and Selection of a Master Developer and Creation of a Master Developer Agreement**

Requests for Proposals (RFP) for master developers are solicited nationally through the CHA's competitive procurement process. The CHA and the working group jointly select the master developer. Subsequently, the CHA enters into a Master Developer Agreement (MDA) with the selected developer. The MDA includes a description of the project, the master developer's responsibilities, the CHA's



*Revitalization of public housing requires regular collaboration between the City of Chicago, the CHA, and residents. Each plays a major role in bringing new units to fruition. Pictured above is the Honorable Richard M. Daley, Mayor of Chicago, Sharon Gist Gilliam, Chairperson of the CHA Board of Commissioners, Terry Peterson, Chief Executive Officer of the CHA, Darnetta K. Tyus, Managing Director of the Board of Commissioners' Office, and members of the Central Advisory Council.*



responsibilities, and a timeline for unit construction and delivery. The CHA Board of Commissioners (Board), The Habitat Company, and HUD must all approve each MDA before it is finalized.

### **Creation of the Redevelopment Plans for the Mixed-Income Community**

The master developer contracts with a master architect and/or urban planner to create a redevelopment plan for the mixed-income community. The working group helps create the final redevelopment plan by reviewing proposals from the master architect and/or urban planner and providing feedback and requesting revisions. The final redevelopment plan illustrates the building and land uses proposed for the site, as well as the total number of public housing, affordable, and market-rate units to be developed.

Mixed-income units are built on both the actual site of a former CHA development (on-site), and on parcels in the vicinity of CHA land (off-site). The redevelopment plan shows how the chosen mix of residential buildings, common areas, parking lots, commercial space, and green space will blend into the surrounding community.

### **Submitting the Rental Term Sheet and Mixed-Finance Proposal**

A Rental Term Sheet and Mixed-Finance Proposal for each phase of redevelopment must be submitted to HUD for approval. These documents describe the overall unit count and building types, sources of funding, names of major partners, non-residential or mixed uses, and any special features of each phase (e.g., a land exchange, commercial facilities, scattered site acquisition, and development).

### **Securing Supplemental Financing**

The master developer must secure funds in addition to those provided by HUD in order for mixed-income communities to be built. As a result, the master developer and the CHA work together to secure the necessary additional financial support from a variety of external sources. Supplemental financing comes from both private and public resources and may include tax credits, private mortgages, tax-exempt bonds, and HOPE VI awards.

The complex nature of each mixed-income community's financial structure, coupled with the significant effort required to build a new mixed-income community, causes the CHA and master developer often to divide the redevelopment process into phases and secure financing for each phase, rather than attempt to secure financing for the entire development at once. As real estate transactions close, the CHA and master developers' ability to secure financing for future phases increases.

### **Drafting a Tenant Selection Plan and Lease**

The master developer must establish the admissions criteria and occupancy policies for those interested in renting public housing, affordable, and market-rate units at the mixed-income community. The master developer, together with the working group, drafts the site-specific admissions criteria contained in the Tenant Selection Plan (TSP) and the occupancy policies contained in each respective lease. The CHA created the Minimum Tenant Selection Plan for Mixed-Income/Mixed-Finance Communities (MTSP), to serve as a guide for working groups as they create new site-specific tenant selection plans. The master developers and working groups used the MTSP as a guide to create TSPs in FY2005.

Once the working group has finalized the documents, the CHA subsequently releases them to the public for review during a 30-day public comment period. The table below lists the sites for which the CHA held public comment periods for mixed-income TSPs and leases throughout FY2005.

<b>Mixed-Income Sites' Tenant Selection Plans and Leases FY2005</b>	
<b>Original CHA Site</b>	<b>Mixed-Income Community</b>
Francis Cabrini Extension North	The Larrabee
Madden Park/Ida B. Wells Homes and Extension/Clarence Darrow Homes	Oakwood Shores Phase 1B
Robert Taylor Homes	Hansberry Square

### **Building Closure and Demolition**

Before construction may begin on the site of a former CHA development, the land must be cleared of existing structures. For that reason, the existing CHA-owned and occupied buildings must be vacated and demolished. Once a building has been identified for closure, the CHA works with current residents to educate them about their temporary and permanent housing options in accordance with the CHA Leaseholder and Housing Choice Relocation Rights Contract (Relocation Rights Contract). The CHA strives to afford residents a smooth transition from their current unit to their temporary or permanent home. Buildings are not closed until all lease-holding residents have been notified of the building closure and have been relocated by the CHA<sup>1</sup>. For more details on relocation and building closure activity that occurred during the year, please see Chapter 3: Supporting Residents through Relocation.

<sup>1</sup> Residents have the option of choosing to relocate to another public housing unit, the private market using a Housing Choice Voucher, or to an unsubsidized unit pursuant to the Relocation Rights Contract.

## Infrastructure

Mixed-income community redevelopment plans include updated utility infrastructure, revised street grids, new alleys, new or upgraded public facilities, landscaping, and green space. The CHA and the master developer collaborate with various City of Chicago Departments, Sister Agencies, and utility companies to develop site-specific plans for installing new or updating existing systems. Site-specific plans are necessary because the required infrastructure improvements vary from site to site. Improvements can include upgrades to sewer and water lines, as well as new public parks, public schools, and police and fire stations.

## Closing the Real Estate Transaction

Through hard work and lessons learned from past experiences, the CHA completed nine real estate transactions in FY2005. The real estate transaction closing is a significant milestone because it signifies that HUD approved the legal documents, the TSP, and the lease, that financial papers and planning documents have been fully executed, and that an adequate source of funding for the phase of redevelopment is available. Since the beginning of the Plan of Transformation, the CHA has completed 39 real estate transactions.



*To compliment the newly built units, the existing infrastructure is updated. This often includes repaving streets and incorporating them into the traditional Chicago street grid.*

### Mixed-Income Community Real Estate Transaction Closings FY2005

Original CHA Site	Mixed-Income Community	Real Estate Transaction Closing Month
Francis Cabrini Extension North	River Village North	May
Hilliard Towers Apartments	Phase II	May
ABLA Homes	Roosevelt Square Phase 1 Home Ownership	June
Madden Park/Ida B. Wells Homes and Extension/Clarence Darrow Homes	Oakwood Shores Phase 1B	July
Francis Cabrini Extension North	River Village South	September
Madden Park/Ida B. Wells Homes and Extension/Clarence Darrow Homes	The Arches of Oakwood Phase 1 Home Ownership	November
Stateway Gardens	Park Boulevard Phase 1B	November
Governor Henry Horner Homes	Westhaven Citiflats Home Ownership Phase IIa2	December
Rockwell Gardens	Jackson Square at West End Phase 1B	December

## **Construction**

After the real estate transaction closing, construction can begin. The construction process typically takes 18 to 24 months from the date of the real estate transaction closing until the first unit is transferred to the CHA. The units delivered in FY2005 were the result of successful real estate transaction closings completed in earlier years. In FY2005, the CHA broke ground at two mixed-income redevelopment phases: Oakwood Shores Phase 1B and Park Boulevard. During the year, 789 units were under construction at all ten major mixed-income redevelopment sites.



*Following the closing in July, construction began on Oakwood Shores Phase 1B. This phase will yield 63 public housing units for families who chose Madden Park/Ida B. Wells Homes and Extension/Clarence Darrow Homes as their replacement housing site.*

## **Preparing for Leasing**

Prior to unit completion, the CHA begins working with residents to prepare them to relocate to the new units. Once the units are completed, the CHA receives a Certificate of Occupancy. For more details on leasing activity in FY2005, please see Chapter 6: Operation of Chicago's Public Housing.

The following pages contain information on FY2005 completed redevelopment activity and unit delivery for:

*Grace Abbott Homes/Robert H. Brooks Homes and Extension/Loomis Courts/Jane Addams Homes (ABLA)*

*Francis Cabrini Extension North*

*Hilliard Towers Apartments*

*Governor Henry Horner Homes*

*Lakefront Replacement Housing*

*Madden Park Homes/Ida B. Wells Homes and Extension/Clarence Darrow Homes*

*Robert Taylor Homes*

*Rockwell Gardens*

*Stateway Gardens*

*St. Edmund's Meadows*

*Fountainview*



## **GRACE ABBOTT HOMES/ROBERT H. BROOKS HOMES AND EXTENSION/LOOMIS COURTS/JANE ADDAMS HOMES (ABLA)**

*Street Boundaries: Cabrini/Blue Island/16<sup>th</sup>/Ashland*

The first CHA families moved into Roosevelt Square in FY2005. Upon its completion, Roosevelt Square will be comprised of 2,441 public housing, affordable, and market-rate units in a variety of building types, such as three- and six-unit buildings, town houses, courtyard buildings, and buildings with first-floor retail spaces.

The efforts of the CHA to change the face of public housing attracted the attention of several national and international housing, planning, and architecture groups during FY2005. To demonstrate the conversion of CHA developments into economically diverse mixed-income communities via the Plan for Transformation, several tours were conducted over the course of the year. Those who toured the mixed-income communities were HUD Officials, staff from other housing authorities, international delegations, students, and resident groups.

### **Roosevelt Square Phase 1**

The CHA completed the first 117 public housing units in Roosevelt Square Phase 1 in FY2005. In addition to the first units being delivered at Roosevelt Square, the Chicago Department of Transportation concluded construction of five blocks of new public alleys and four new public streets. Moreover, three multi-block sections of existing streets were completely re-built along the perimeter of the Roosevelt Square Phase 1 site. The new streets and alleys included new private utilities, underground sewer and water infrastructure, as well as new lighting.

The developer of Roosevelt Square closed the real estate transaction for the home ownership component of Phase 1 in June. Home ownership phases of mixed-income communities are important because they provide financing for subsequent phases of redevelopment. In FY2005, construction financing was secured and construction began on the 233 affordable and market-rate for-sale units.



*Roosevelt Square*

## Roosevelt Square Phase 2

Phase 2 is comprised of 198 rental units, of which 139 are public housing and 240 home ownership units. In preparation for the start of construction of Phase 2, the CHA made presentations of the Roosevelt Square Phase 2 site plan and unit mix to the ABLA Working Group and other stakeholders. Additionally, the City of Chicago worked with the CHA to acquire the land needed for Phase 2.



*The Public Building Commission of Chicago completed the new state-of-the-art Fosco Park Community Center in FY2005 which offers an indoor pool, gym, and daycare center. This facility, which sits handsomely amid the enlarged Fosco Park, was dedicated by the Honorable Richard M. Daley, Mayor of Chicago, and was soon filled with people taking advantage of the outdoor water park, full-court basketball gym, and day care center. In addition to providing recreational and day care services for Roosevelt Square and community residents, the Fosco Park Community Center served as the City of Chicago's main Hurricane Katrina Relief Center in September.*

## FRANCIS CABRINI EXTENSION NORTH

*Street Boundaries: Clybourn/Larabee/Division/Oak*

Francis Cabrini Extension North will be replaced with 740 public housing units both on- and off-site. In FY2005 infrastructure work began on Parkside of Old Town, which is the first on-site component of redevelopment at Francis Cabrini Extension North. The CHA also acquired units from private developers who constructed new housing developments near Francis Cabrini Extension North.

### Parkside of Old Town

Parkside of Old Town will be the first mixed-income community built directly on the site of former Francis Cabrini Extension North high-rise buildings. During the year, the CHA worked with several City of Chicago departments to prepare the site for the first phase of construction. The Chicago Department of Water Management installed new utility water mains and made sewer improvements. The Chicago Department of Transportation coordinated with the CHA to design public and private utility lines and worked on the street plans for the site. Furthermore, the CHA worked with the Chicago Park District to harmonize the landscape of Parkside of Old Town with nearby Seward Park.

Construction of the 107 public housing, 63 affordable, and 197 market-rate units will begin soon after the real estate transaction closing, which is scheduled for FY2006. In preparation for the closing, the CHA Board approved the submission of the Master Development Agreement to HUD and the developer requested Tax Increment Financing (TIF) from the Chicago Department of Planning and Development.



*A model of the future Parkside of Old Town site was unveiled in June to CHA residents, community members, and elected officials.*

### Old Town Village West, East I & II

Unit delivery at Old Town Village East and West concluded in FY2005. Eighteen (18) public housing units were completed in three-flat condominiums at Old Town Village West for a grand total of 38 public housing units. One public housing unit was delivered at Old Town Village East I for a grand total of 12 public housing units. Eight units were completed at Old Town Village East II for a grand total of 16 units. The units at Old Town Village East are located in either walk-ups or in the mid-rise condominium building, while the units at Old Town Village West are located in three-flat condominiums. The CHA families that moved into the new units joined the other CHA families that have been enjoying their new home, with new kitchen

cabinets and appliances, ceramic-tiled bathrooms, and in-unit laundry hook-ups since FY2003. Many of the units in Old Town Village East and West have parking, iron railings, and landscaped exteriors.



### **The Larrabee**

The CHA will acquire four units in the 72-unit mid-rise building named The Larrabee. Construction continued during FY2005 on The Larrabee units, which includes amenities as granite countertops, new cabinets, new kitchen appliances, hardwood floors, and modern bathrooms. In FY2005, the CHA negotiated the purchase agreement with the developer, as well as drafted the TSP and lease for The Larrabee, which was approved by the CHA Board in December.





### River Village North & South

The CHA acquired a total of 43 public housing units at River Village, an off-site development that will provide replacement housing for Francis Cabrini Extension North. Prior to the real estate transaction closings, the CHA worked with the developer to create the acquisition packages and submit them to HUD for approval. An acquisition package includes documents relating to site design, cost, zoning and location maps, occupancy permits, environmental review, and the purchase agreement.

In May, the real estate transaction for River Village North closed and the CHA acquired 25 units. The real estate transaction for River Village South closed in September allowing the CHA to acquire 18 more units.

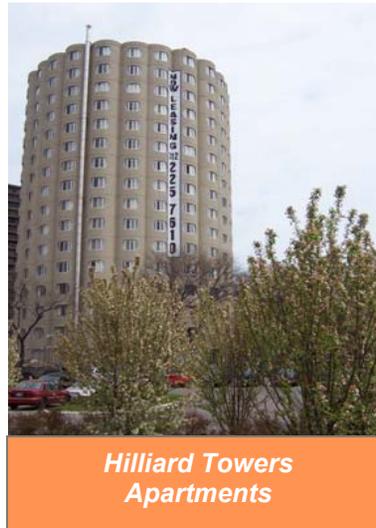
## HILLIARD TOWERS APARTMENTS

*Street Boundaries: Cullerton/Cermak/State/Clark*

Hilliard Towers Apartments was known as the Raymond M. Hilliard Center prior to the intense historic preservation and rehabilitation effort made possible through the Plan for Transformation. The unique design of the two family housing buildings and two senior housing buildings are the work of the renowned architect Bertrand Goldberg, who also designed Chicago's Marina Towers.

The CHA focused its efforts in FY2005 on the second and final phase of rehabilitation. The Chicago City Council approved an ordinance authorizing the Chicago Department of Housing to provide funding for Phase 2, as well as critical financing in the form of tax-exempt bonds and a Community Development Block Grant loan.

The CHA closed the real estate transaction for Phase 2 in May and construction began shortly thereafter. Similar to the first phase, Phase 2 is comprised of one family building and one senior building. Upon completion, Phase 2 will include an additional 94 public housing senior units and 52 public housing family units in a vibrant neighborhood with a number of amenities, such as basketball and volleyball courts, an activity center, a rose garden, and a playground. In FY2005, construction of a new circle drive drop-off and loading area began and a new vehicular and pedestrian entrance was completed. The new circle drive will help improve access to the front entrance of the property for visitors, as well as cut down on traffic congestion caused by loading and unloading vehicles on Cermak Road.





### Hilliard Towers Apartments

*Hilliard Towers Apartments is on the National Register of Historic Places. In August, the Advisory Council on Historic Preservation (ACHP) bestowed upon HUD Chicago the Chairman's Award for Federal Achievement in Historic Preservation for working to conserve the historically and architecturally significant Hilliard Towers Apartments. The CHA, the developer, the Illinois State Historic Preservation Officer, the HUD Chicago Regional Offices, and the Offices of Housing, Public Housing, and Community Planning and Development were awarded ACHP partnership certificates for their collaboration to preserve the historic buildings.*

## **GOVERNOR HENRY HORNER HOMES**

*Street Boundaries: Lake/Washington/Hermitage/Oakley*

Westhaven Park, the name for Governor Henry Horner Homes redevelopment, is situated on the Near West Side of the city of Chicago. CHA families living in Westhaven Park have access to a myriad of neighborhood amenities such as restaurants, retail establishments, public transportation, parks, libraries, and social service facilities. The CHA is currently working on the second phase of Westhaven Park, which is divided into five, on-site sub-phases.

### **Westhaven Park Phase IIa2**

Construction began in FY2005 at Westhaven Park Phase IIa2. This phase consists of a single mid-rise condominium building and several low-rise buildings containing affordable and market-rate for-sale units. The mid-rise condominium building will provide, upon completion, 34 public housing units with contemporary kitchens and bathrooms, alarm systems, radiant heated floors, and individually-controlled gas, heat, and air conditioning. The CHA will lease the completed units to families who chose Governor Henry Horner Homes as their permanent housing choice.



### **Westhaven Park Phase IIB**

This redevelopment phase will include 70 public housing units in five to nine-unit buildings. The CHA worked with the City of Chicago throughout FY2005 to coordinate work schedules for construction of infrastructure. The City of Chicago approved the site plan, land use, and zoning for Phase II B. The CHA worked with the developer to finalize construction drawings to apply for building permits from the Chicago Department of Construction and Permits. The building permits were requested and a vacation/dedication plan was submitted. Moreover, in FY2005 the CHA received the working group's approval for the final redevelopment plan for Phase IIB.

The CHA collaborated with the Chicago Park District to enter in a Memorandum of Agreement for a land swap that will impact both Phase B and an upcoming phase of development. The land swap will provide additional land for Phase IIB and space for a future park.

## LAKEFRONT REPLACEMENT HOUSING

Lakefront Replacement Housing is comprised of 441 public housing units which will serve as replacement housing for the former residents of the Lake Michigan Homes. The CHA, through the Plan for Transformation, will provide a total of 120 public housing units at Lake Park Crescent, 30 public housing units at Jazz on the Boulevard, and 291 public housing units scattered throughout the North Kenwood/Oakland and Woodlawn Communities, including units at Hutchinson's Row and Keystone Place.



### Jazz on the Boulevard

*Street Boundaries: 41st/43rd/Drexel/Cottage Grove*

Jazz on the Boulevard is a mixed-income community consisting of 137 public housing, affordable, and market-rate units in town houses and mid-rise buildings. Construction at Jazz on the Boulevard and substantial landscaping work along both Drexel and Cottage Grove Avenues occurred throughout the year. As planned, the first 13 of 30 public housing units were completed and transferred to the CHA for occupancy by CHA families.

The Chicago Department of Streets and Sanitation's Bureau of Electricity installed three of six new street lights planned for the site; the remainder will be installed after further construction is complete. The Chicago Department of Transportation reconstructed all of the east-west streets including the construction of new concrete and asphalt pavement, curbs and gutters, alley driveways, and sidewalks throughout the development site.

### Hutchinson's Row

*Street Boundaries: Various*

The final three public housing units at Hutchinson's Row were completed in FY2005. The CHA acquired a total of 20 public housing units in this 45-unit mixed-income community. As units were acquired, the CHA relocated eligible public housing families into the units.

## Keystone Place

*Street Boundaries: 63rd/66th/Ingleside/Greenwood*

Keystone Place is a planned 69 rental unit (38 public housing units, 24 affordable, and seven market-rate rental units) and 68 for-sale unit mixed-income community located in the Woodlawn Community of Chicago. The preliminary site plan and drawings were prepared and a land survey was completed in FY2005. The Illinois Housing and Development Authority (IHDA) approved an application for Low-Income Tax Credits for Keystone Place. Additionally, the CHA submitted the Rental Term Sheet to HUD for approval.



## Lake Park Crescent

*Street Boundaries: 41st/43rd/Oakenwald/Lake Park*

*Lake Park Crescent will be a 490-unit mixed-income community of town houses, mid-rises, and condominiums when complete. In FY2005, the Lake Park Crescent Collaborative was formed by the developer and cultural and non-for-profit organizations to respond to the anticipated building needs of Lake Park Crescent community.*

*The working group met throughout FY2005 to discuss plans for additional phases of development. Plans for Phase I Home Ownership and Lake Park Crescent Park were finalized. The collaborative efforts of the CHA and city departments paved the way for site preparation and excavation on both Lake Park Crescent and Lake Park Crescent Park. Private utility companies also began removing utility poles from the park site.*

## **MADDEN PARK HOMES/IDA B. WELLS AND EXTENSION/CLARENCE DARROW HOMES**

*Street Boundaries: 35th/Pershing/Martin Luther King Drive/Ellis*

Oakwood Shores, the name given to Phase I of the redeveloped Madden Park Homes, Ida B. Wells Homes and Extension, and Clarence Darrow Homes, is just steps away from public transportation and minutes away from Lake Michigan and downtown Chicago. In FY2005 the CHA completed one rental phase, and began construction on the second rental and the first home ownership phases of this mixed-income community.

### **Oakwood Shores Phase 1A**

Fifty-two (52) public housing units were completed at Oakwood Shores Phase 1A in FY2005 concluding construction of the 63 public housing units in this phase of redevelopment. Building framing, painting, interior finishes, and masonry work were also completed on all 21 buildings in Phase 1A.

During the year, the CHA worked with the Chicago Department of Environment to remedy environmental risks at Phase 1A. Once remedied, the CHA requested No Further Remediation (NFR) Letters for each of the actions completed from the Illinois Environmental Protection Agency (IEPA). A NFR acknowledges that the CHA and the developer satisfied the IEPA's requirements.

In the fall of FY2005, neighborhood students from pre-kindergarten through eighth grade were able to enroll at the Donoghue School. Donoghue School was re-opened as a charter school by the University of Chicago.



### **Oakwood Shores Phase 1B**

The CHA will receive 63 public housing units in Phase 1B. The CHA submitted the Rental Term Sheet and the Mixed-Finance Proposal to HUD for Oakwood Shores Phase 1B in the first quarter of FY2005. Additionally, a HOME and TIF ordinance was introduced to the Community Development Commission (CDC), reviewed by the Department of Housing's Finance Committee, and approved by the Chicago City Council in early FY2005.

HUD approved the Rental Term Sheet and the Mixed Finance Proposal allowing the CHA to close the real estate transaction for Oakwood Shores Phase 1B in July. The Chicago Department of Construction and Permits issued the building permits for the 24 buildings at Oakwood Shores 1B and

construction began soon after closing. By fall FY2005, the foundation work was completed at all 24 building sites. Additionally, building framing was completed, site remediation work conducted, and slab on grade was poured for several of the buildings.

Public housing residents who chose the redeveloped Madden Park Homes, Ida B. Wells Homes and Extension, and Clarence Darrow Homes as their permanent housing choice began to prepare to move in to Phase 1B homes. To assist with their efforts, the CHA hosted a Housing Offer Process Fair, which was attended by over 100 residents and 35 service providers.



*The CHA, its residents, and the Honorable Richard M. Daley, Mayor of Chicago, celebrated the completion of Phase 1A and the commencement of Phase 1B during the official groundbreaking held last August.*

### **The Arches at Oakwood Shores**

Phase 1 of redevelopment at Oakwood Shores has one home ownership component, The Arches of Oakwood Shores. The developer of The Arches at Oakwood Shores set aside 12 units to allow public housing residents the opportunity to purchase a home steps away from the lakefront. These homes will be interspersed among market-rate and affordable for sale homes.

The City of Chicago collaborated with the CHA to complete the real estate transaction closing in November 2005. The TIF developer designation, which was approved by the CDC last year, was introduced and granted by the Chicago City Council. Additionally, the Chicago Department of Housing issued approval for construction activity at the site, and the Chicago Department of Construction and Permits provided building permits.



## **ROBERT TAYLOR HOMES**

*Street Boundaries: 39th/54th/State/Federal*

Legends South was selected as the umbrella name for the mixed-income community that will replace Robert Taylor Homes. Legends South will stretch for two miles on the South Side of the city and will include more than 2,500 new residential units. Redevelopment activity throughout FY2005 was centered on preparing for the Hansberry Square real estate transaction closing and unit delivery at Mahalia Place.

### **Hansberry Square**

The on-site redevelopment of Robert Taylor Homes begins at Hansberry Square, the first of three separate mixed-income development phases on the footprint of the original Robert Taylor Homes site. Hansberry Square will provide 83 public housing units in a community of a total of 181 public housing, affordable, and market-rate units.

In FY2005, the CHA held the public comment period and hearing, as well as obtained CHA Board approval, for the TSP and lease for the rental units at Hansberry Square. The Chicago Department of Transportation and the Chicago Department of Water Management installed the sewer and water infrastructure required to construct the variety of building designs that will be available at Hansberry Square. These designs include two flats, stacked duplexes, three flats, town homes, and a six-flat courtyard building. Hansberry Square permit drawings were in the final stages of review at the Chicago Department of Construction and Permits at the end of the year.

Environmentally-related activities also occurred at Hansberry Square in FY2005. IEPA approved the Remediation Objective Report, Remediation Action Plan, and the Comprehensive Site Investigation Report. These are all required for the remediation of the site.

As for financing Hansberry Square, the CHA obtained approval of an IHDA funding application submitted last year. The Chicago City Council passed an ordinance approving HOME funds for Hansberry Square. Additional funding was requested and provided by the Chicago Federal Home Loan Bank through its Affordable Housing Program, which is aimed at improving affordable housing opportunities for lower-income families and individuals.



### Mahalia Place

*Mahalia Place is the first of four off-site phases of Legends South to be completed. All 54 of the public housing units in this phase of redevelopment were transferred to the CHA in FY2005. Construction work at Mahalia Place included infrastructure construction and completion of alleys. The CHA asked families who chose Robert Taylor Homes as their final housing choice to begin preparation to move into Mahalia Place. To assist with the effort, the CHA held the Legends South Housing Fair in the spring. Over 400 hundred people attended to learn more about the housing available at Legends South and Mahalia Place. Attendees learned about the relocation process and site specific criteria, as well as saw pictures of the new units. By the end of the year, all the public housing units had been leased to CHA families.*

## ROCKWELL GARDENS

*Street Boundaries: Madison/Van Buren/Western/Rockwell*



*Rockwell Gardens Redevelopment*

The Rockwell Gardens redevelopment plan includes diverse housing types such as single family homes, two- and three-flats, and eight-unit buildings. The mixed-income redeveloped communities will consist of 855 total units of which 264 will be public housing, 265 affordable, and 326 market-rate. The fourteen CHA families who live in the first phase of redevelopment enjoyed their new units and the close proximity to public transportation, downtown Chicago, educational institutions, and retail establishments in FY2005, while the CHA advanced on the next phase of redevelopment. In addition, the CHA acquired four units for public housing families at Archer Courts in FY2005.

### Jackson Square at West End

Phase 1B of redevelopment, which will be both on- and off-site, was renamed Jackson Square at West End. The City of Chicago continued to support the CHA's efforts at the site. In FY2005, the Chicago Department of Construction and Permits issued the necessary building permits and the Chicago Department of Transportation installed new sewer lines for Jackson Square at West End. Additionally, the plat of re-subdivision and rededication was completed, executed, and recorded with the City of Chicago. Since Jackson Square at West End will have an off-site component, the CHA began the acquisition of a parcel of land targeted for off-site development. Finally, in December the CHA closed the real estate transaction for Jackson Square at West End allowing construction of 57 new public housing units to begin.

### Archer Courts

*Street Boundaries: Archer/23<sup>rd</sup>/Stewart/Railroad*

Located in the Chinatown neighborhood of the city, Archer Courts is a new mixed-income community composed of two parts: a 147-unit mid-rise development and 43 market-rate and affordable home ownership town houses. Four of the town houses were transferred to the CHA in FY2005 to serve as replacement public housing for Rockwell Gardens.



*Archer Courts*

## STATEWAY GARDENS

*Street Boundaries: 35<sup>th</sup>/39<sup>th</sup>/State/Federal*

For the redevelopment of Stateway Gardens, seven architects were selected to design diverse housing opportunities for different lifestyles. The result of this collaboration was an award-winning master redevelopment plan, which will bring 439 public housing units both on and off-site for CHA families. Stateway Gardens redevelopment received both private and public support in FY2005. The Illinois Institute of Technology, located in close proximity to Stateway Gardens, offered stipends to help eligible staff purchase units at Park Boulevard in FY2005. The CHA continued discussions with Chicago Public Schools and the Chicago Park District regarding future plans for schools and parks in the neighborhood.

Activity in FY2005 was primarily focused on completing construction of the off-site units at The Pershing and closing the real estate transaction for on-site units at Park Boulevard.

### Park Boulevard

Park Boulevard will be built in three sub-phases, and upon completion, will provide a total of 100 public housing units. The Rental Term Sheet for Park Boulevard was submitted and approved by HUD. The CHA Board and subsequently HUD approved the Mixed Finance Proposal. The CHA applied for approval of building variances for two mid-rise buildings and received approval for the variances from the Chicago City Council. The real estate transaction closing occurred in November allowing construction to begin at this on-site phase of redevelopment. The CHA held the official ground breaking ceremony in December.



### The Pershing

*The Pershing is an 80-unit affordable rental building that contains 27 public housing units for CHA families. All 27 units were delivered to the CHA in FY2005, marking the first completed phase of Stateway Gardens redevelopment. With the majority of the building exterior done, construction activity during FY2005 focused on interior construction and building systems such as electrical. CHA families were moved in to the public housing units along with many other families who moved in to the affordable units.*

## WASHINGTON PARK HOMES

Street Boundaries: Various

### St. Edmund's Meadows

St. Edmund's Meadows is a mixed-income community that will provide a total of 56 rehabilitated three and four bedroom rental units. The CHA provided the developer with scattered site public housing units in exchange for 14 public housing units which were projected to be delivered in FY2004. However, due to construction delays, unit delivery was rescheduled. Six public housing units were completed in FY2005. The completed units were leased to CHA families who chose Washington Park Homes as their final housing choice. The CHA will continue to work with the developer to complete the remaining eight public housing units in FY2006.



## **FOUNTAINVIEW**

*Street Boundaries: Douglas/Independence/13th/Ridgeway*

During FY2005, the CHA conducted significant pre-development work at Fountainview, a mixed-income community in the Lawndale neighborhood of Chicago. The 14 public housing units in the community will overlook Harold Washington Square and Fountain, renamed and rededicated in memory of former Chicago Mayor Harold Washington. In preparation for the closing scheduled for FY2006, the CHA created a budget for the site, received an allocation of Low-income Housing Tax Credits from the Chicago Department of Housing, as well as secured equity and loans from the Illinois Housing Development Authority, the Chicago Department of Housing, and the National Equity Fund.





## **ADDITIONAL PROPERTIES TO BE REDEVELOPED**

### **Francis Cabrini Extension South**

*Street Boundaries: Orleans/Hudson/Wendell/Chicago*

The urban planner hired to formulate redevelopment plans for Francis Cabrini Extension South worked with the CHA and the Cabrini-Green Working Group throughout FY2005. Jointly, the CHA and the working group reviewed the draft plans created by the urban planner, as well as discussed the future unit mix and building density for the sites.

### **Lathrop Homes**

*Street Boundaries: Clybourn/Damen/River North*

After careful review of the viability of the property, the CHA decided to redevelop Lathrop Homes into a mixed-income community. The Lathrop Homes Working Group met during the year to discuss redevelopment possibilities for the site.

Similar to all of the CHA's redevelopment sites, a master developer must be chosen for Lathrop Homes. Therefore, in FY2005, the CHA drafted a Request for Qualifications (RFQ). The purpose of an RFQ is to compile a pool of pre-qualified vendors who will have the opportunity to respond to the Request for Proposals for a master developer.

### **Lawndale Complex**

*Street Boundaries: Roosevelt/Ogden/Talman/Fairfield*

The CHA worked on the redevelopment plans for Lawndale Complex in conjunction with the Chicago Department of Planning and Development. Together, they assessed the housing density and available financing options. Moreover, the CHA coordinated with the Chicago Department of Planning and Development to analyze the site.

### **LeClaire Courts Extension**

*Street Boundaries: 42nd/Laramie/44th/Cicero*

Previously, the CHA intended to rehabilitate LeClaire Courts Extension. However, the physical condition of the site caused the CHA and the LeClaire Courts Extension Working Group to evaluate redevelopment alternatives for the site. Throughout the year, LeClaire Courts Extension residents

took tours of CHA redevelopment sites to learn more about redevelopment, the predevelopment processes, and development timelines. This allowed the CHA and the working group to finalize a redevelopment plan comprised of on and off-site residential development.

The CHA, in conjunction with the City of Chicago and other community stakeholders, evaluated both housing and commercial development opportunities around LeClaire Courts Extension. The CHA worked with the City of Chicago to procure a contractor to conduct a Tax Increment Financing study, which will include a housing impact study and a commercial development plan. Moreover, the Chicago Department of Planning and Development contracted with an urban planner to identify commercial development opportunities within the Cicero Avenue corridor. The CHA and the Chicago Department of Planning and Development integrated the LeClaire Courts Extension site plan with the Cicero Avenue corridor plan with the purpose of establishing collaborative development practices and leveraging additional financial resources.

### **Washington Park High-Rises & Randolph Towers**

*Street Boundaries: Various*

The CHA continued to convene and conduct planning discussions with the working group regarding the future redevelopment of Washington Park High-Rises and Randolph Towers.

### **William Green Homes & 1230 N. Burling**

*Street Boundaries: Larrabee/Halsted/Clybourn/Division*

The urban planner hired to formulate redevelopment plans for William Green Homes and 1230 N. Burling worked with the CHA and the Cabrini-Green Working Group throughout FY2005. Jointly, the CHA and the working group reviewed the draft plans created by the urban planner, as well as discussed the future unit mix and building density for the sites.



*The grand opening of the Rosie M. Garrett Community Center, which is home to the LeClaire Neighborhood Network (LNN) occurred in early FY2005. The LNN was created in a collaborative effort between the CHA, the LeClaire Courts Local Advisory Council, Jane Addams Hull House Association, the LeClaire Resident Management Corporation, the HUD Neighborhood Network Program Chicago, Chicago State University, and the Neighborhood Technology Resource Center. More than 40 individuals from the community and partner agencies attended the ribbon cutting ceremony for this center that serves the entire LeClaire Courts neighborhood. The state of the art computer lab has desktop computers, DSL internet connections, and computer terminals with wireless capabilities. Classes for families and adults are offered at the LNN, including adult information technology training.*



## **SENIOR, SCATTERED SITE, AND FAMILY HOUSING REHABILITATION**

In addition to the new units located in mixed-income communities, the CHA continued to expand the housing options for its residents at senior designated properties, scattered sites, and traditional family public housing developments. In FY2005, the CHA rehabilitated 206 senior housing units, 36 scattered site housing units, and 464 family housing units. As of December 31, 2005, the CHA was 93% complete with senior housing rehabilitation, 100% complete with scattered site rehabilitation, and 19% complete with family housing rehabilitation committed to under the Plan for Transformation.

The CHA continued to work to ensure compliance with local and federal ADA/Section 504 regulations regarding the number and features of accessible units and, according to the Illinois Accessibility Code, adaptable units for people with disabilities. In FY2005, the CHA contracted with an independent architectural firm who assessed the construction activities occurring at senior designated properties, scattered sites, and traditional family public housing developments to ensure that units within each of these portfolios were both accessible and adaptable for people with disabilities. The CHA also instituted a periodic inspection schedule to identify potential issues early in the construction process.

### **Overview of the Rehabilitation Process**

The CHA's rehabilitation process requires careful planning to work with the available public and private funding, the current occupancy rate of the existing buildings, and the need to minimize the impact on residents. The rehabilitation process necessitates a different approach from the redevelopment process. The steps used by the CHA and its partners to conduct rehabilitation are outlined below.

### **Working Group**

Each family rehabilitation site has its own working group. The respective working groups are comprised of members that represent parties interested in the property's renovation including public housing residents, CHA staff, architects, urban planners, and members of the community.

### **Financial Structuring**

Unlike the mix of private and public resources for mixed-income communities, CHA capital funds are the primary resource for the rehabilitation program. Money is allocated for rehabilitation through the capital budget, and each financial transaction must be approved by the CHA Board. Due to the considerable amount of renovation, multiple financial transactions are often needed for each rehabilitation site. Therefore, the process to ensure that the appropriate resources are in place for each site's rehabilitation activities can be lengthy.

## Rehabilitation Plan

A rehabilitation plan is created by the working group for each site and takes into account building conditions and future needs. The CHA and the working groups consult to ensure that the final site design is distinctive and fulfills the site's requirements. The rehabilitation plan includes substantial renovations to building and structural systems, as well as aesthetic enhancements to the unit interiors, building exteriors, and common areas.

## Construction

Most of the housing stock slated for rehabilitation by the CHA has endured nearly a half century of wear and tear. To ensure quality housing and craftsmanship, the rehabilitation of each property requires extensive system improvements and exterior work, such as tuck-pointing, façade restoration, roofing, plumbing, and window replacement. Additionally, during revitalization the CHA must ensure compliance with federal, state, and local laws and regulations for adaptability of units for people with disabilities. In some instances, the CHA combines units during rehabilitation to make a unit accessible or adaptable. This conversion may ultimately reduce the total number of units at a site when rehabilitation is complete.



## Relocation and Leasing

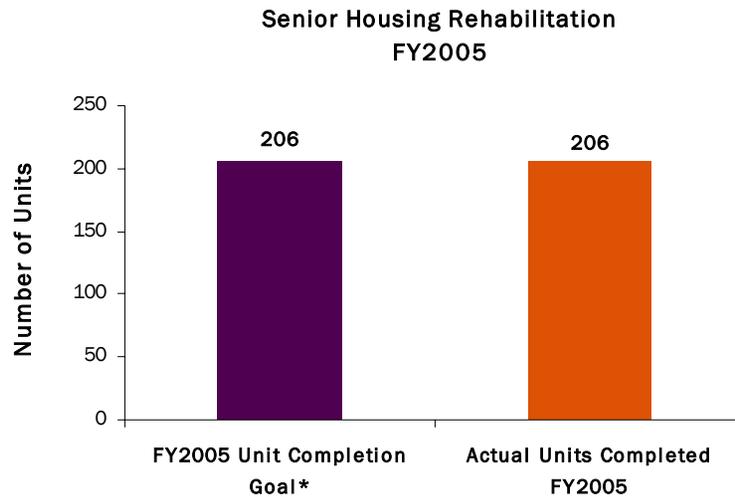
The CHA conducts rehabilitation planning in an effort to minimize the need for off-site relocation at the rehabilitation properties by concentrating construction activity in pockets of vacant units. Whenever possible, the CHA will move families directly to their newly rehabilitated unit after construction is complete eliminating the need for temporary housing. Redeveloped and rehabilitated units are occupied in accordance to the priorities in the Relocation Rights Contract and the Admissions and Continued Occupancy Policy.

## SENIOR HOUSING REHABILITATION

The CHA has completed the rehabilitation of 93% of the senior designated units as of December 31, 2005, with a total of 8,798 units rehabilitated since the beginning of the Plan for Transformation. The 206 senior designated units completed during FY2005 were located at Sheridan and Devon, South Chicago Apartments, and Judge Fisher Apartments. The rehabilitated units were leased first to eligible current senior residents and then to eligible applicants from the site-based wait list for the senior designated property. In FY2005, HUD approved the FY2005 Senior Designated Housing Plan, which indicates that moving forward the CHA will only lease units in senior designated properties to applicants 62 years of age and older.

Revitalized senior units have been painted and upgraded with new doors, individually-controlled air conditioning, window treatments, cabinets, bathrooms sinks, toilets, showers, and kitchen appliances installed. The buildings have also been substantially renovated. Exterior building improvements included new roofs, façade repair, and new windows where needed. The CHA installed new boilers, heating systems, and security systems as part of the rehabilitation.

The rehabilitated senior units provide comfortable, affordable housing to seniors who wish to live independently in communities that strive to better their quality of life through social activities and programs designed for the unique needs of the elderly. In support of creating a sense of community, the CHA has also revitalized the common areas in and surrounding the senior designated properties, such as entry ways, security guard areas, and laundry rooms.



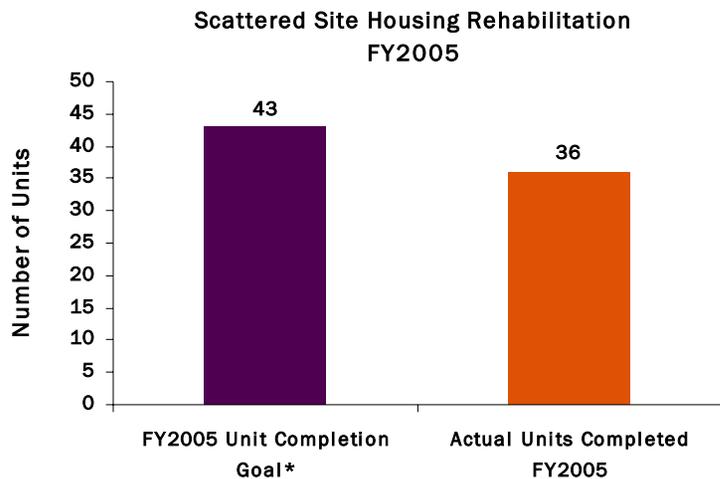
\*As indicated in the FY2006 Annual Plan.



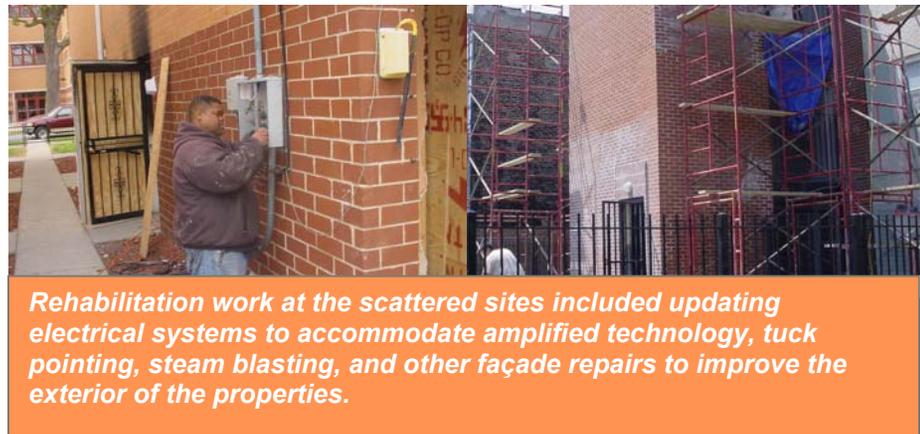
## SCATTERED SITE HOUSING REHABILITATION

The CHA completed the rehabilitation of the scattered site portfolio in FY2005. A total of 2,536 scattered site units have been rehabilitated for CHA public housing families since the beginning of the Plan for Transformation, 36 of which were completed in FY2005. The units that comprise the scattered site portfolio range from rowhouses to three flats. These units are dispersed throughout the city, and the CHA groups them into five regional areas for property management purposes: North Central, North East, South East, South West, and West. As rehabilitation drew to a close, the CHA shifted its focus from rehabilitation to administration of these units to preserve units in the CHA housing inventory.

Prior to rehabilitation, the CHA conducted a physical assessment of the units and determined that unit conditions varied at each site; therefore, the CHA created site-specific rehabilitation plans dependant on the age, condition, and physical condition of each unit. The completed units were leased to relocating public housing residents and to eligible members of the community where the units are located. These families now enjoy the substantially rehabilitated units, which based on need, received new paint, kitchen cabinets, bathroom sinks and fixtures, lighting, and closets. The rehabilitation plans for some of the sites also included structural and mechanical improvements. The CHA improved building exteriors at most sites, including tuck-pointing and revitalized outdoor common areas and landscaping.



\*As indicated in the FY2006 Annual Plan.

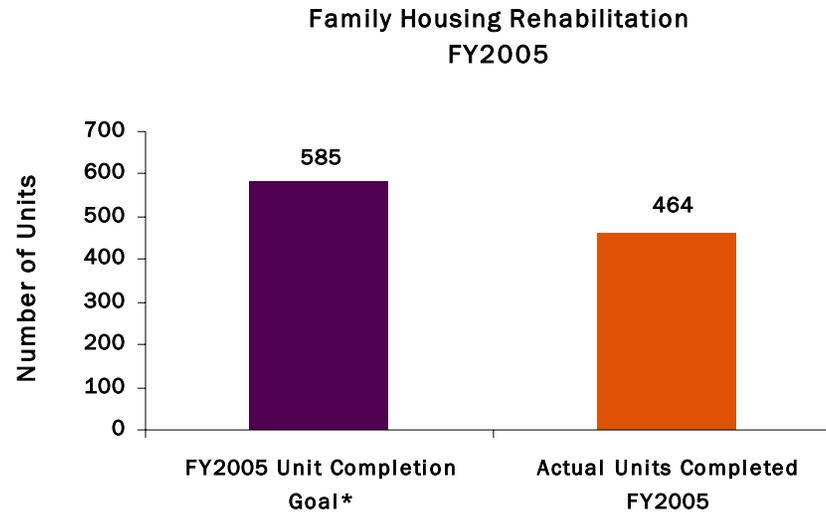


## FAMILY HOUSING REHABILITATION

The CHA rehabilitated a total of 464 units at traditional family public housing developments in FY2005. This extensive rehabilitation included renovation of individual units, extensive improvements to building exteriors and common areas, and work conducted to ensure that units and common areas are accessible and/or adaptable to people with disabilities. City of Chicago departments and utility companies installed new electrical connections, sewers, and water mains during the year, as well as repaired damaged sewers, catch basins, manhole covers, and streets. As the public housing units were completed, the CHA relocated residents into the units.

Construction was delayed at a few of the traditional family public housing developments due to setbacks in the competitive procurement of contractors, as well as an insufficient number of vacancies at the sites to allow rehabilitation to progress in FY2005. Vacancies are important because the CHA strives to minimize the need for off-site relocation at the traditional family public housing developments by concentrating construction activity in pools of vacant units.

During the year, residents were involved in the revitalization of the traditional family public housing developments by participating in the working group. The working groups made decisions regarding the aesthetic and functional design of their respective development.



\*As indicated in the FY2006 Annual Plan.

The following pages contain information on revitalization activity that occurred in FY2005 for:

*Altgeld Gardens and Phillip Murray Homes*

*Bridgeport Homes*

*Francis Cabrini Rowhouses*

*Dearborn Homes*

*Harold Ickes Homes*

*Lake Parc Place*

*Lawndale Gardens*

*Lowden Homes*

*Trumbull Park Homes*

*Washington Park Low-Rises*

*Wentworth Gardens*



### **Altgeld Gardens and Phillip Murray Homes**

*Street Boundaries: St. Lawrence/130th/Doty/133rd*

The first 101 public housing units were completed at Altgeld Gardens and Phillip Murray Homes in FY2005. Unit renovations included new bathtubs, toilets, sinks, kitchen cabinetry, walls, and interior lighting fixtures. The CHA decided to slightly change the floor plans from the original layout to provide more efficient kitchens. Entry ways were refurbished by replacing exterior doors, as well as the canopies above the doors. Additionally, the CHA replaced building roofs and windows.



*The rehabilitation of Altgeld Gardens and Phillip Murray Homes includes removing weather-beaten windows and replacing them with energy-efficient windows, which will result in a substantial savings in energy costs.*



## **Bridgeport Homes**

*Street Boundaries: Lituanica/31st/Halsted/32nd*

The CHA conducted wide-ranging site work at Bridgeport Homes in FY2005. This work included new gas connections, new boilers, and upgrades to electrical, plumbing, and heating systems. To improve the exterior aesthetics and to preserve the structure of Bridgeport Homes, the CHA repaired the façades of the buildings. Furthermore, new sewers and trash enclosures were completed.

## **Francis Cabrini Rowhouses**

*Street Boundaries: Chicago/Hudson/Oak/Larrabee*

In FY2005, the CHA continued planning the substantial rehabilitation of the Francis Cabrini Rowhouses by reviewing the condition of the units and drafting a scope of work that will need to be conducted. The rowhouses continued to serve as a temporary relocation resource for families who chose to live in temporary public housing after their building was closed.

## **Dearborn Homes**

*Street Boundaries: 30th/Federal/27th/State*

Dearborn Homes will be rehabilitated by the CHA as a traditional public housing development. The CHA continued assessment and planning activities, which included working on a scope of work, for the future rehabilitation.

## **Harold Ickes Homes**

*Street Boundaries: Cermak/State25th/Federal*

Harold Ickes Homes will be rehabilitated by the CHA as a traditional public housing development. The CHA continued assessment and planning activities, which included working on a scope of work, for the future rehabilitation.

## **Lake Parc Place**

*Street Boundaries: Oakwood/Lake Park/40th/Oakenwald*

The CHA completed the renovation of Lake Parc Place and leased the 300 units prior to FY2005. During the year, the CHA concentrated on maintaining the two buildings at Lake Parc Place, which are in close proximity to Lake Michigan and Chicago's downtown. The closeness to the lake and downtown gives CHA families access to recreational, educational, and employment opportunities, as well as a stunning view of the lake.



### **Lawndale Gardens**

*Street Boundaries: California/26th/Washtenaw/25th*

In preparation for the start of rehabilitation, the CHA and the Lawndale Gardens Working Group collaborated in FY2005 to create the site plans. The site was originally planned to have 128 units after rehabilitation. However, the CHA chose to combine some units to increase the number of accessible units for persons with disabilities. Consequently, the total number of public housing units that will be brought back at the site was reduced to 125.

***The rehabilitation scope of Lawndale Gardens has been defined and site plans have been created by the working group. Rehabilitation will begin in FY2006 with an emphasis on developing units that are accessible for persons with a disability.***

### **Lowden Homes**

*Street Boundaries: Eggleston/95th/Wentworth/95th Pl*

In FY2005, 39 public housing units were completed at Lowden Homes, for a grand total of 93 units completed since rehabilitation began at the site. These units received new paint, interior doors, kitchen appliances, bathrooms, and flooring. Unit entryways were revitalized with new front doors and entry canopies. Finally, the CHA installed new sidewalks, front door stoops, and replaced the roofs on the two-story brick bungalows and ranch houses that make up Lowden Homes.

Through the rehabilitation at Lowden Homes, the CHA has been able to demonstrate the benefit of strategic implementation of technology to improve residents' quality of life. Lowden Homes served as the pilot for the CHA Sensible Homes Initiative which included the installation of temperature sensors and combined smoke/carbon monoxide detectors to reveal potential hazards in rehabilitated units. The success of the pilot caused the CHA to expand the initiative by including the necessary electrical conduit that house, protect, and cover electrical wiring and cables, in the drawings for future rehabilitation sites.



***The CHA replaced the roofs on the two-story brick bungalows and ranch houses that make up Lowden Homes.***

## **Trumbull Park Homes**

*Street Boundaries: Oglesby/106th/Bensley/104th*

As planned, the CHA finalized the rehabilitation of a total of 162 public housing units at Trumbull Park Homes in FY2005. This brings the total number of units completed at Trumbull Park Homes to 189 units. The renovations of each unit included improvements such as new kitchen and bathroom sinks and cabinets, new lighting fixtures, and new closet doors. The CHA revitalized the common area patio, installed new fencing, and paved new sidewalks. Other rehabilitation work conducted at Trumbull Park Homes in FY2005 included the installation of new entry doors, exterior lights, and windows in addition to upgrades to plumbing, heating, and electrical systems.



*Entryways are essential in establishing a comforting as well as a secure environment. The decorative wrought-iron gates deliver both security and beauty while enhancing the landscaping.*



## **Washington Park Low-Rises**

*Street Boundaries: Various*

The Washington Park Low-Rises are located in both the Washington Park and Grand Boulevard neighborhoods of Chicago. The CHA delivered 32 units, for a total of 77 Washington Park Low-Rise public housing units completed thus far under the Plan for Transformation. Inside the units, the CHA installed new interior doors, kitchens, bathrooms, interior lighting, and closets. On the outside, the CHA replaced siding or did façade work depending on the type of building exterior.



*The rehabilitation of Washington Park Low-Rises and other various CHA properties includes updated bathrooms with soft, ambient illumination, which is functional yet decorative.*

## **Wentworth Gardens**

*Street Boundaries: Pershing/Princeton/37th/Wentworth*

The first phase of Wentworth Gardens rehabilitation concluded in FY2005. The CHA rehabilitated a total of 130 public housing units in FY2005, exceeding the number of units planned to be completed last year. Wentworth Gardens units, primarily located in two-story rowhouses and three-story walk-ups, received new kitchen cabinets, bathrooms, and individually-controlled air conditioners, among other improvements. In addition to individual unit revitalization, the CHA refurbished landscaping and renovated the look of the buildings by installing new exterior doors and doing necessary façade work for the subsequent installation of new windows.

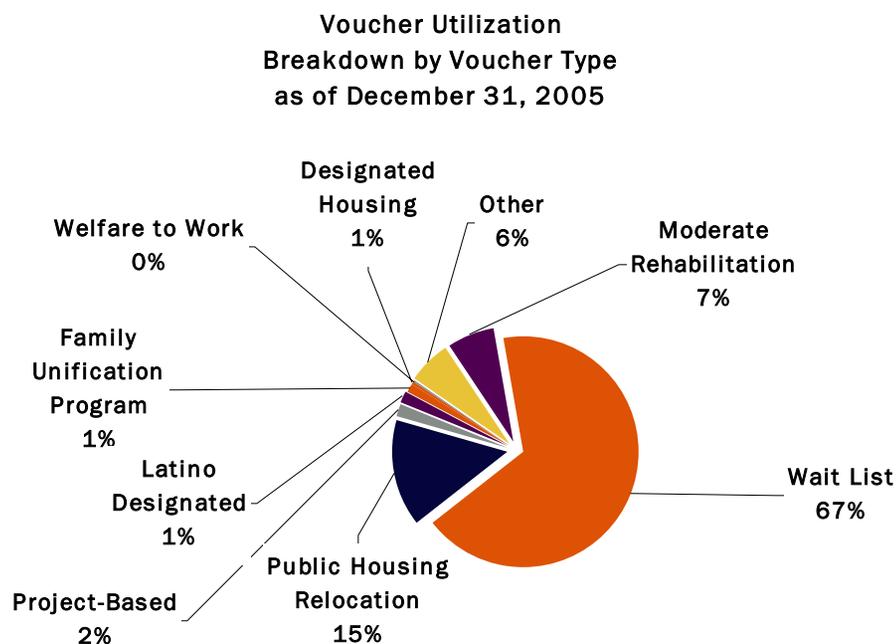


## CHAPTER 2: ENHANCING AFFORDABLE HOUSING OPPORTUNITIES

The Plan for Transformation is designed to expand low-income families' housing options thereby reducing the concentration of poverty and increasing economic self-sufficiency. The Housing Choice Voucher (HCV) Program, CHA's largest housing program, is a key component of these goals. In FY2005, the CHA provided 35,339 families with HCVs which were used to obtain quality, affordable housing in the private market across the city of Chicago. These families used both tenant-based and project-based vouchers to pay the difference between the fair market rent for their units and their own contribution to rent which was up to 30% of their adjusted annual income. This difference was paid to the property owner in the form of a monthly Housing Assistance Payment (HAP) from the CHA's HCV Program Administrator, CHAC, Inc.

The HCV Program assists families by providing two primary types of vouchers: tenant and project-based. Tenant-based vouchers are issued to individual families and are portable whereas project-based vouchers are subsidies that remain with the unit and are not portable.

The CHA utilized established policies and benchmarks for the HCV Program to ensure that participants were indeed living in quality housing. These policies and benchmarks are reflected in the Housing Choice Voucher, Project-Based Voucher, and Moderate Rehabilitation Programs Administrative Plan and the HCV Program Administrator's contract with the CHA. Above and beyond managing the HCV Program, the CHA provided participants as well as landlords with access to a variety of supportive services and special programs in order to expand the number of available, affordable, quality housing options and increase participants' level of financial independence.



## MANAGEMENT INITIATIVES

### Housing Choice Voucher, Project-Based Voucher, and Moderate Rehabilitation Programs Administrative Plan

The CHA and the HCV Program Administrator reviewed the Housing Choice Voucher, Project-Based Voucher, and Moderate Rehabilitation Programs Administrative Plan (Administrative Plan) in FY2005 and determined that revisions were necessary in order to remain consistent with HUD regulations, incorporate more stringent standards for participation by tenants and unit owners, and to expand assistance to victims of natural disasters. The proposed revisions were presented to the public during a 30-day public comment period, followed by submission to the CHA Board of Commissioners for approval. The changes made to the Administrative Plan in FY2005 were as follows:

- *Criminal Background Checks and Denial/Termination of Assistance:* Modified the language to be more consistent with HUD regulations and make the language more easily readable.
- *Subsidy Standards:* Added a statement that children age five and under will share a bedroom.
- *Applicant Choice for Type of Assistance:* Added a statement that a family, once they reject a form of subsidy that they did not want, will have to wait for the subsidy for which they originally applied.
- *Verification of Eligibility and Preference:* Added a section on the new Upfront Income Verification (UIV) system.
- *Computation of Annual and Adjusted Income and Total Tenant Payment:* Added a section that allows CHAC, Inc. to conduct a Rent Simplification procedure, once approved by HUD. Additionally, a section establishing a minimum rent for all program participants was included. The minimum rent was increased from \$25 to \$50 effective early 2006. Exceptions for verified financial hardships will be granted.
- *Housing Choice Term, Suspension Policy:* Modified to state that a re-examination of income will not be conducted during the housing search period except for birth, adoptions, court-awarded custody, marriage, live-in aide, or elderly parents.
- *Rent Reasonableness:* Modified to list the HUD factors that may be considered in setting rent reasonableness.
- *Unit Meets Housing Quality Standards:* Added a minimum square footage requirement for a bedroom, adopted city building code requirements for deadbolt locks and carbon monoxide detectors, and the City of Chicago Fire Marshall's requirements on the locations of smoke detectors.
- *Lease Requirements and Contract Execution:* Added a termination requirement for registered sex offenders.



**To ensure that HCV Program participants are living in quality, safe units, the HCV Program Administrator conducts regular unit inspections.**

- *Family Obligations*: Added requirements that the tenant allow access to their unit for repairs, maintains owner-supplied appliances, and avoids creating health or safety violations.
- *Temporary Public Housing Relocates*: Modified the requirement for temporary relocatees to prove to the CHA annually that they are up-to-date on utility payments.
- *Re-examination of Household Composition, Income, and Allowances for Rent*: Modified to allow for biennial re-examinations of all HCV Program participants.
- *Interim Re-examinations*: Added a section on adding household members at interim re-examination.
- *Repayment Agreements*: Added a section on how to handle overpayments to owners.
- *Termination of Assistance to Participant Families*: Clarified that the family may be terminated from the program. Added a provision stating that families involved in drug-related activity or subject to the sex offender registry will be terminated from the program.
- *Grievance Procedure for Temporary Relocates*: Removed sections on old contract provisions that no longer apply.
- *Special Program Policies*: Removed references to an old program known as VASH.
- *Housing Choice Voucher Home Ownership*: Removed the outdated recapture provisions on sale or refinance of the home.
- *Housing Quality Standards*: Expanded the requirements for compliance with Housing Quality Standards to incorporate broader neighborhood standards.
- *Lead Paint Violations*: Incorporated a requirement that property owners who fail to correct lead paint violations, violate their HAP Contract, fail to pay their municipal fees, or are not good property owners will be denied or assistance will be terminated
- *Preference System*: Established a new preference for victims of federally-declared disasters.

### **Satellite and Latino Site Offices**

Since HCV Program participants and unit owners are located throughout the city, the HCV Program has three satellite offices to host client briefings, re-certification interviews, and orientation workshops. In FY2005, the Satellite Offices provided landlord and tenant education, as well as outreach for HCV Programs such as the Family Self-Sufficiency and Choose to Own Home Ownership



***The HCV Program satellite offices provide participants with easy access to a number of services such as client briefings, orientation workshops, and landlord/tenant education sessions.***

Programs. The HCV Program Administrator continued to focus on marketing the Satellite Offices so that all current and potential participants were aware of its services.

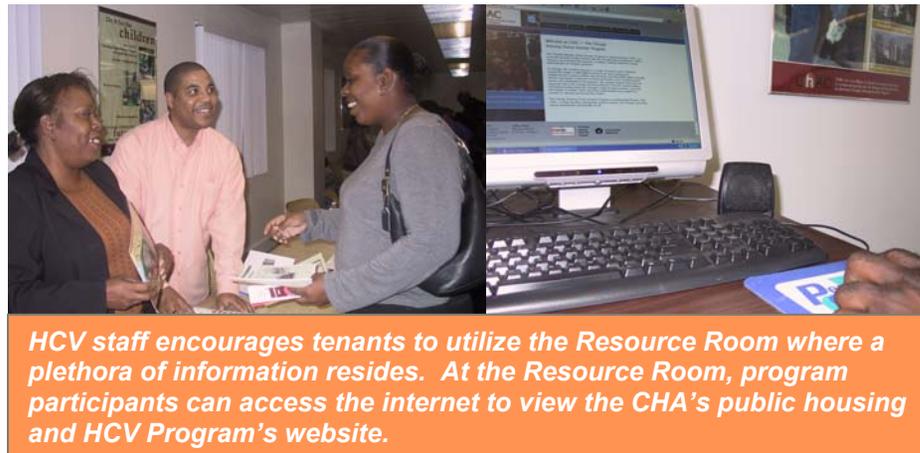
Program participants were also able to seek assistance through the three Latino Site Offices operated by Spanish Coalition for Housing, a community-based, not-for-profit organization in Chicago. Individuals interested in applying to or learning about the HCV Program were able to do so at one of the site offices.

### **HCV Program Website**

The HCV Program website ([www.chacinc.com](http://www.chacinc.com)) served as a valuable resource for those interested in obtaining information on the program in FY2005. The website featured schedules for owner and tenant workshops, online registration for workshops, brochures on special programs, and electronic versions of many frequently used program forms. The website provided a vehicle for owners with available units to list the unit including its amenities.

### **Resource Room**

The HCV Program's Resource Room continued to serve as a multi-faceted source of information for HCV Program participants, applicants, and unit owners. Those involved in the program were able to visit the room to access the CHA's HCV and public housing programs' websites, peruse newspapers for available rental units, review information on higher education and financial aid, and review pamphlets on other HCV programs.

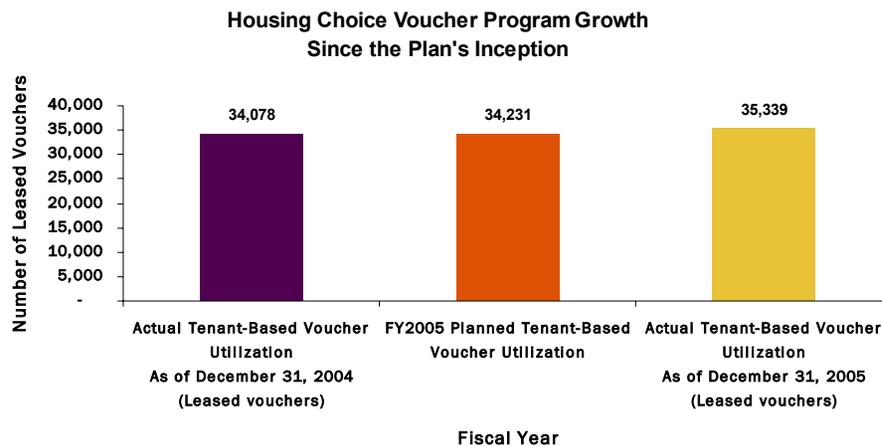


## Housing Management Software

The CHA implemented a new housing management software in FY2005 that will be used by both the public housing and HCV Programs. The new software was launched for the HCV Program in October 2005 and public housing in November 2005. This new software will facilitate information sharing between the two programs and will provide staff with quicker access to information as well as automate a number of processes that were previously conducted manually.

## HOUSING CHOICE VOUCHER PROGRAM

The total number of leased tenant-based vouchers as of December 31, 2004 was 34,078. As of December 31, 2005, the total number of leased tenant-based vouchers was 35,339. The CHA voucher allocation has steadily increased since the beginning of the Plan for Transformation (Plan), in part, to support relocation activity. In FY2005, the CHA used allocated HCVs to support relocation activities occurring under the Plan. The CHA anticipates that any remaining vouchers after relocation is complete will be leased through the HCV Program.



Voucher Leasing Activity FY2005	
Applicants invited from the wait list	16
Applicants invited from other programs <sup>1</sup>	2,474
Initial interviews scheduled <i>(includes initial and rescheduled interviews)</i>	2,544
Initial interviews conducted	2,163
Number of applicants determined eligible	2,026
Vouchers issued <i>(includes vouchers reissued to participants who did not find a unit in FY2004)</i>	1,951
Requests for inspections received	2,093
New HAP contracts executed	1,573

<sup>1</sup>This includes applicants from the public housing relocation program, special admissions, and moderate conversion.

## Voucher Leasing Activity

The process of issuing a HCV begins with interested families invited from the HCV or Latinos United wait list and relocating public housing families scheduling interviews with HCV Program Administrator staff. Through information provided at the interview, staff evaluates each family's eligibility to participate in the HCV Program. Eligible families are then issued a voucher so that they can begin to search for a unit in the private market. Families

are not left to their own devices to locate an appropriate unit, examples of the housing search assistance provided in FY2005 included listings on the program website, maps of community areas, and Explore Chicago Neighborhoods Tours.

### ***Explore Chicago Neighborhoods Tours***

These tours, offered weekly in FY2005, were led by current HCV tenants and provided existing and potential tenants with tours of various Chicago neighborhoods. The tours showcased public transportation, grocery stores, schools, parks, and entertainment venues in each community. Tour attendees were able to gain valuable insight on the communities from current tenants.

After the family has located a unit that meets their housing needs, a pre-contract Housing Quality Standards (HQS) inspection is scheduled. During the inspection, HCV Program inspectors visit the unit to ensure it meets at least minimum health, safety, and cleanliness standards as established by HUD. This includes having a proper thermal environment, sanitary facilities, and adequate illumination and security.

The HCV Program Administrator then reviews the rent requested by the unit owner. The requested rent amount is compared to a sample of market-rate rents for units of a similar location, quality, size, age, unit type, amenities, housing services, maintenance, and utilities to determine if the rent is reasonable. These rent reasonableness reviews prevent program participants and the CHA from paying artificially high rents for units. Once the unit passes inspection, a HAP contract is entered into with the unit owner and the family signs a lease for the unit.



*Explore Chicago Neighborhood tours introduce families to Opportunity areas throughout the city. These neighborhoods have a mix of individuals from various economic levels. The tours provide insight into the challenges and rewards of moving into a better, but sometimes unfamiliar, community.*

### **HCV FY2005 Management Benchmarks and Performance**

The CHA holds the HCV Program Administrator to high standards in order to ensure that program participants find and rent quality units. The standards, including HUD's Section Eight Management Assessment Program (SEMAP) benchmarks, are outlined in the HCV Program Administrator's contract with the CHA. For the seventh year in a row, HUD rated the CHA's HCV Program as a high-performer based upon SEMAP. The success of the HCV Program in FY2005 is reflected below in the FY2005 Benchmarks and Performance Chart. During FY2005, the CHA began implementing a new housing management software. As a result, all public housing and HCV Program participant information had to be migrated to the new, web-enabled system delaying the confirmation of year-end data.

HCV Program Management Benchmarks		
Category	FY2005 Benchmark	FY2005 Performance
Lease-Up	100% of all HCV and Moderate Rehabilitation units that are allocated for more than one year will be leased in accordance with the approved leasing schedule.	100% of the units that were allocated for more than one year were leased in accordance with the approved leasing schedule.
Selection from the Wait List	The HCV Program Administrator is currently focused on supporting existing program participants, relocating families, and emergency moves. Should any applicants be selected from the wait list, at least 98% will be selected in accordance with prescribed policies.	At least 98% of the families were selected in accordance with the prescribed policies.
Payment Standards	Payment standards are used to confirm that rents paid by HCV participants are equivalent to the rents for non-subsidized units in Chicago neighborhoods. HUD publishes the Fair Market Rent (FMR), which is the average monthly rent for a unit type based on location and size (number of bedrooms). HUD requires payment standards to be set between 90% and 110% of the FMR, and the CHA will continue to abide by these regulations in FY2005.	The HCV Program Administrator maintained payment standards that were between 90% and 110% of the FMR in FY2005.
Rent Reasonableness	100% of program participants' rents will be based on current rents for comparable unsubsidized units. A rent reasonableness review will be conducted on 100% of new units, as well as on units with requests for rent increases. Quality control reviews will be conducted monthly by an independent consultant, who will maintain an error rate of 5% or less.	In FY2005, 100% of program participant's rents were based on current rents for comparable unsubsidized units. 100% of new units and all units with requests for rent increases received rent reasonableness reviews. The error rate for FY2005 was 2%.
Determination of Adjusted Income	Before calculating their contribution to rent, all families receiving vouchers will have their income adjusted to allow for deductions, such as dependents, child care costs, and disability assistance. At least 90% of income verifications will be properly completed at the time of admission and annual re-examination.	90% of the income verifications were properly completed in FY2005. For rents that were calculated incorrectly, HCV Housing Specialists conducted investigations and recalculated the tenant's rent.
Correct Tenant Rent Calculations	Out of all files reviewed, at least 98% of participants will have their rent contribution calculated accurately in accordance with their income.	100% of participants' files reviewed had their rent contribution calculated accurately in accordance with their income.
Utility Allowance Schedule	Utility rate data is reviewed annually to determine if an adjustment is needed for program participants' utility allowance. If there is a change of 10% or more in the utility rate as a result of the review, the utility allowance will be adjusted.	The CHA reviewed the utility rate data in the fourth quarter of FY2005 and found a change of more than 10% in the rate. As a result, the utility allowance was adjusted.
Annual Re-Examinations	Re-examinations are conducted with voucher holders to review their eligibility for continued program participation. At least 97% of participant re-examinations will be completed annually, a standard that exceeds HUD's high performance benchmark of 95%. Re-examinations for elderly and disabled tenants are conducted biennially.	96% of participant re-examinations were completed within 12 months exceeding the HUD high performance benchmark.

**HCV Program Management Benchmarks (continued)**

Category	FY2005 Benchmark	FY2005 Performance
Pre-Contract Housing Quality Standards (HQS) Inspections	At least 98% of newly leased units will pass an HQS inspection on or before the beginning of a lease or HAP contract date, achieving HUD's high performance benchmark of 98-100%. The CHA inspects private market units in the HCV Program using HQS established by HUD.	100% of newly leased units passed an HQS inspection on or before the beginning of a lease or HAP contract date in FY2005 exceeding the goal and SEMAP standards.
Annual HQS Inspections	At least 97% of all units under HAP contracts will be inspected annually, a standard that exceeds HUD's high-performance benchmark of 95%.	97% of the units under contract were inspected on time.
HQS Enforcement	<p>100% of units cited for HQS life-threatening deficiencies will either be corrected within 24 hours, have the HAP stopped within 24 hours, or send notification of intent to terminate the HAP contract no later than the first of the following month. This achieves HUD's high-performance benchmark of conducting a response within 24 hours.</p> <p>At least 96% of units cited for non-life threatening HQS deficiencies will be corrected within 30 days. Those cited for HQS deficiencies, but not corrected within the timeframe, will have HAP payments discontinued or notifications of intent to terminate the HAP Contract sent no later than the first of the following month.</p>	<p>The HCV Program Administrator responded to 100% of all HQS life-threatening deficiencies within 24 hours. All the deficiencies were either corrected within 24 hours, the HAP was abated within 24 hours, or notice of intent to terminate the HAP contract was sent.</p> <p>As of September 30, 2005, 96.5% of units cited for non-life threatening HQS deficiencies were corrected within 30 days, or, for those not corrected within 30 days, the HAP payment was discontinued or notifications of intent to terminate the HAP contract were sent.</p>
HQS Quality Control File Inspections	At least ten quality control inspections of participant files will be conducted per inspector per quarter for a total of 1,000 inspections.	For FY2005, there were 869 quality control inspections conducted. The HCV Program Administrator conducted fewer quality control inspections than originally anticipated due to a focus on preparing the transition to the new housing management software system.



*Cook County State's Attorney Richard Devin (l) recognized the HCV Program efforts to assist victims of violence in FY2005. Sharon Glenn, Director of the HCV Program, and William T. Riley, Executive Director of CHAC, Inc. receive the 2005 Victim Survive Recognition Award.*

## **Additional HCV Programs and Counseling**

Existing HCV Program participants had the opportunity to access a variety of supportive counseling, specialized programs, and educational sessions. In FY2005, participants received assistance in their search for a unit in a low-poverty area, accessed opportunities to increase their financial independence as well as purchase a home, had expanded the housing options for persons with a disability, and increased their levels of job search skills and life skills.

### ***Housing Opportunity Program***

The Housing Opportunity Program is an integral part of the CHA's plans for deconcentrating poverty. Throughout the year, information sessions on the program which is designed to help families move to an Opportunity Area in Chicago were held for families interested in learning more about the program. An Opportunity Area is defined by HUD as a census tract where less than 23.49% of the families live below the poverty level. In FY2005, there were a total of 1,952 families enrolled in the program. During the year, 8,835 Housing Opportunity Program participants attended landlord/tenant workshops, received free credit reports, and accessed the Security Deposit Loan Fund. The Security Deposit Loan Fund provides an interest-free loan to families who successfully relocate from a neighborhood with a high-poverty rate to one with a low-poverty rate. As a result of these specialized services, 548 families moved to a low-poverty area during the year.



*The “Bridging the Gap” community forum was designed to open the lines of communication between voucher program tenants, owners and community residents in South Shore, as well as to connect participants to services in this southeast Chicago community.*

### ***Family Self-Sufficiency Program***

The HCV Program's primary focus is to provide safe, decent, affordable housing options in the private market for low-income individuals. A secondary focus is to help families increase their level of financial independence. This is achieved through the Family Self-Sufficiency (FSS) Program. FSS participants identify financial independence goals and receive individualized counseling to develop detailed action plans for meeting the goals. Examples of goals set by previous participants include purchasing a home, obtaining additional education, or starting a business.

The CHA revised the FSS program in FY2005 to limit participation to 1,500 families. By limiting the total number of program participants, the CHA can ensure that each participant receives the highest level of personal service. There was so much interest in the FSS program that a wait list was created. This wait list was exhausted during FY2005. A second revision made to the FSS program was that if, after two years a family is not making progress towards their goals, they will be terminated from the program. This allows other families who are ready to make a commitment to enter into the program.



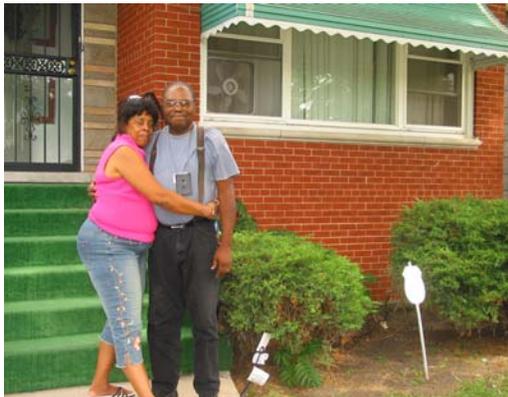
Many FSS Program participants experience an increase in their income as a result of their successful participation. This increase in income in turn results in an increase in the family's portion of the monthly rent. To offset this increase in rent and further encourage the family's successful participation, the FSS program establishes an individual, interest bearing escrow account for each family. On a monthly basis, the FSS Program deposits an amount equal to the rent increase into each family's escrow account. Once the family completes and graduates from

the program, they receive the funds from the escrow account. As of December 31, 2005, there were 1,512 FSS program participants including 279 relocating public housing families; 51.3% of the FSS program participants had an escrow balance as of October 31, 2005.

**Choose to Own Home Ownership Program**

The CHA celebrated the 100<sup>th</sup> home purchase through the Choose to Own Home Ownership Program in FY2005 bringing the total number of homes purchased through the program to 138 as of December 31, 2005. The Choose to Own Home Ownership Program makes the idea of purchasing a home a reality by allowing families to apply their monthly contribution and HAP towards a mortgage. To qualify for Choose to Own, current HCV Program participants must be in compliance with HCV Program rules, be enrolled in the FSS Program, be a first-time homebuyer (or not have owned a home in the last three years), and earn at least \$10,300 annually from employment or business. Participants receive assistance in navigating the home buying process through educational sessions, credit counseling, and other pre-purchase counseling.

FY2005 Choose to Own Home Ownership Program Activity		
Grouping	FY2005 Goal	FY2005 Actual
Applicants to the program	630	608
Participants completing pre-purchase counseling	120	96
Participants pre-qualified by a bank	85	61
Total number families purchasing a home	50	42



*Through the nationally recognized Choose to Own Home Ownership Program, 138 families, including the Finleys, have purchased a home in lieu of applying the HAP and their monthly payment towards rent. The funds are applied to a conventional 30-year mortgage.*



The CHA has partnerships with a number of financial institutions, home-buyer counseling agencies, the City of Chicago, and the Community Economic Development Law Project to assist families in obtaining financing and identifying a home. The home must pass both a HQS inspection and conventional home inspection before the family can close on the property. The family's participation in Choose to Own does not end at the closing though: Families are required to attend post-purchase counseling to address any problems that may arise and to assist them in their new role as homeowners.

### ***Modification Fund***

HCV recipients who required an accessible unit in FY2005 were able to expand their housing options by applying for a grant from the Modification Fund. The Fund, which is administered by Access Living, provided grants of up to \$5,000 for HCV recipients who required an accessible unit. Of these applications, 44 were approved. The funds were then used to hire licensed, bonded contractors, at no cost to the owner, to make unit modifications. Work completed during the year included widening doorways, adding ramps to entrances, and installing flashing fire alarms and door bells. A total of 85 requests were submitted by families who desired to make alterations to their unit to make it accessible.

### ***Job Club***

HCV FSS Program participants seeking new jobs or careers were invited to attend monthly Job Club meetings. The meetings, advertised in the monthly "Your Turn" newsletter distributed to HCV participants and available on the website, featured advice and discussions on job search topics such as:

- Obtaining free email accounts;
- Enhancing soft skills;
- Salary negotiation;
- Cover and thank you letters; and
- Interview skills.



***Modification Fund monies can be applied towards kitchen and bathroom upgrades to make them accessible to people with disabilities.***

## **Property Manager and Owner Outreach**

During the year, the CHA and HCV Program Administrator communicated with existing and potential property managers and owners who rented units to HCV Program participants. This regular communication was, and remains, essential to ensuring that families had access to a wide array of safe, quality, and affordable homes across the city of Chicago. Some of the vehicles through which communication was maintained in FY2005 included the “Owners News” monthly newsletter, the Owner Resource Council, training sessions, and Landlord Outreach Specialists.

### ***Owner News***

On a monthly basis in FY2005, property managers and owners received the “Owners News” newsletter. The publication provided information on HAP payment schedules, strategies for increasing the profitability of properties, tax statement preparation, and understanding the re-certification process.

### ***Owner Resource Council***

The Owner Resource Council is a 12 member council comprised of existing HCV Program property owners. The council acts as a focus group that assists the HCV Program Administrator in identifying ways to improve the program for both property owners and participating families. In FY2005, the Owner Resource Council met ten times and discussed mandatory and voluntary training sessions, efforts to acquaint program participants with community areas, the rent determination process, and the HCV Program website.

### ***Landlord and Owner Training***

Four hundred and sixty (460) HCV Program landlords and property managers attended a number of educational and orientation workshops during FY2005. The sessions were advertised in the monthly “Owner News” and interested property managers and owners were able to register online via the HCV Program website. Some of the topics addressed at the trainings included:

- Financing options for owners of residential rental properties;
- Benefits of partnering with the Chicago Alternative Policing Strategy (CAPS);



*The Owner Resource Council acts as a liaison between the HCV staff and participating unit owners. New members were elected in mid-FY2005 and outgoing Owner Resource Council members were presented with plaques in recognition of their service.*

- HQS rules and requirements; and
- Effective communication.



*To increase the number of participating landlords, the HCV Program Administrator offered several workshops including financial services. The goal of the events was to link property owners interested in acquiring or renovating residential rental property with lenders and other financial institutions.*



*Landlord Outreach Specialists encourage landlords and property managers in low-poverty areas to participate in the HCV Program. Trainings offered included education on ways to ensure that the property passes inspection.*

### ***Landlord Outreach Specialists***

Landlord Outreach Specialists reached out to landlords and property managers with units in low-poverty areas to encourage their participation in the HCV Program in FY2005. Some of their activities included surveying low-poverty neighborhoods and contacting landlords for one-on-one recruitment. Information sessions and small group outreach was conducted at real estate offices in low-poverty neighborhoods. Beginning in June, the Specialists began holding walk-in hours for landlords at the Satellite Offices. The specialists' FY2005 activities resulted in 795 new units owned by 287 new property owners being added to the HCV Program.

## PROJECT-BASED VOUCHER ASSISTANCE

The Project-Based Voucher (PBV) Program increases the number of units available to low-income families by providing vouchers to property owners in lieu of individual families. This allows the owner to leverage a reliable income stream that is used to maintain, and at some sites, rehabilitate the buildings. The property owner in turn rents the unit to an eligible family. Of the 1,820 allocated PBVs, 97.9% were leased as of December 31, 2005.

Project-Based Voucher Utilization as of December 31, 2005		
Type	Leased	Allocated
Moderate Rehabilitation	1220	1328
Project-Based Certificates	561	492

### Project-Based Voucher Issuance for Development

Over the past few years, the CHA Board has approved the allocation of several PBV for the rehabilitation or redevelopment of various properties across the city of Chicago. As a result, new housing options are now available for lower-income families.

FY2005 Project-Based Vouchers for Development		
Property	Housing Type	Total Number of Project-Based Units
Hearts III	Multifamily	13
Liberty Square	Multifamily	16
Roosevelt Towers	Senior Housing	126
South Park Plaza	Multifamily	34

In addition to the above PBV, the CHA continued to participate in the Chicago Supportive Housing Initiative and Regional Housing Initiative project-based voucher programs.

### ***Chicago Supportive Housing Initiative***

The purpose of the Chicago Supportive Housing Initiative is to preserve existing Single Room Occupancy (SRO) units in Chicago and facilitate the creation of affordable permanent housing with needed on-site social services. The services focus on issues that affect lease-compliance in traditional low-income or public housing programs. The Initiative is a collaboration of the CHA, the Chicago Department of Housing, the Chicago Department of Human Services, Chicago Department of Planning and Development, and the Mayor's Office of Workforce Development. Construction began on one of the Chicago Supportive Housing Initiative properties in FY2005: Near North Apartments.

Near North Apartments is an SRO near the Francis Cabrini and William Green Homes public housing sites. The 96-room facility's design features highly reflective steel and glass skin over concrete construction and alternative power sources designed to keep energy costs down so that more funds are directed towards services. Preference for the units will be given to community members impacted by the Plan for Transformation.

### ***Regional Housing Initiative (RHI)***

Since FY2002, the CHA has been an active member of the Regional Housing Initiative (RHI) which includes the Cook and Lake County Housing Authorities, the Illinois Housing Development Authority, and the Metropolitan Planning Council. RHI seeks to promote the creation of affordable housing near transportation hubs and employment centers by providing qualified developers with operating subsidies and increased chances for obtaining federal Low-Income Housing Tax Credits. In FY2005, the RHI process was revised to allow rolling applications. This new process allowed developers and owners to submit applications to RHI at any time and not just when RHI distributed requests for proposals. As part of RHI, project-based vouchers were issued to two properties in FY2005: Wentworth Commons and Leland Apartments.



*The Chicago Supportive Housing Initiative provided affordable housing with on-site social services for families impacted by the Plan for Transformation.*



Wentworth Commons is located in the Roseland neighborhood and was awarded ten RHI vouchers in FY2003. Construction concluded on Wentworth Commons in FY2005 with residents moving into the permanent, affordable housing in June. Residents of the new community are able to access a variety of supportive services including after-school activities and computer classes.

Fourteen RHI vouchers were awarded to the 137-unit Leland Apartments on the north side of Chicago in FY2003. The rehabilitation of the historically significant building was completed in October 2005, and it ensures that affordable one bedroom and studio apartments are maintained in the Uptown neighborhood. The renovations included 4,000 square feet of commercial space and a large community room.

## CHAPTER 3: SUPPORTING RESIDENTS THROUGH RELOCATION

Consistent with the Plan for Transformation, the CHA has continued to achieve its goal of providing residents with quality, affordable housing in communities in which they can be actively involved. To achieve this objective in FY2005, the CHA, the City of Chicago, and service providers collaborated with residents throughout the relocation process to help them make informed housing choices for their families and adapt to the rewards and responsibilities of a new future in revitalized, vibrant housing communities and the private market using a Housing Choice Voucher (HCV).

Numerous family properties slated for redevelopment or rehabilitation were completed by the end of FY2005, contributing to a busy and successful relocation year. The CHA managed over 500 moves out of non-revitalized public housing units, more than 400 moves into residents' permanent housing choice at family properties, and over 100 moves in to senior designated properties. The CHA provided all residents going through relocation with counseling services to facilitate lease compliance, and tracked residents' progress through the process with the CHA Systems@Work automated system.

### RELOCATION AT SENIOR DESIGNATED PROPERTIES

The CHA conducted rehabilitation and construction activity at the senior designated housing properties in a manner that minimized the need for residents to move more than once. To accomplish this goal, the CHA concentrated rehabilitation work on floors with vacant units so that most seniors made one move directly into their rehabilitated, permanent home.

With 93% of senior housing units completed, relocation at senior housing due to rehabilitation was limited. During FY2005, 108 seniors were relocated for the purpose of unit revitalization. As seniors relocated, the CHA provided them with assistance moving, packing and unpacking their belongings, and changing utility connections. After each move was complete, the CHA conducted post-move visits to ensure that seniors made a smooth transition to their new home.

Once the CHA had housed relocating seniors, leasing to eligible applicants from the property's wait list began. For more information on leasing at senior designated properties, please see Chapter 6: Operation of Chicago's Public Housing.



*Seniors hosted an arts and craft fair at the CHA administrative offices in the summer of FY2005. The arts and craft fair provided the seniors with an opportunity to showcase their creative flair and supplement their income by selling their works.*

## RELOCATION AT FAMILY PROPERTIES

In FY2005, the CHA continued to fulfill its obligations under the CHA Leaseholder Housing Choice and Relocation Rights Contract (Relocation Rights Contract), which allows lease-compliant CHA families in occupancy on October 1, 1999 the right to return to redeveloped/rehabilitated CHA units, while families whose occupancy began after October 1, 1999 have a preference for a revitalized CHA unit. Families with return preferences will be housed after families with a right to return have been housed.

Furthermore, the CHA worked diligently to enhance its relocation process to ensure that residents receive the information and services they need. To this effort, the CHA offered residents relocation assistance during each step of the process to help make their transition to new housing a success. Specifically, the CHA offered families relocation fairs and Housing Offer Process/replacement housing information sessions as tools to help residents make smooth transitions to new housing.



*The Plan is so vast and intricate that it requires constant communication with CHA residents. In FY2005, one of the most successful methods for disseminating information was through relocation fairs. They allowed residents to meet on site with CHA staff and partners to address any relocation related concerns or questions.*

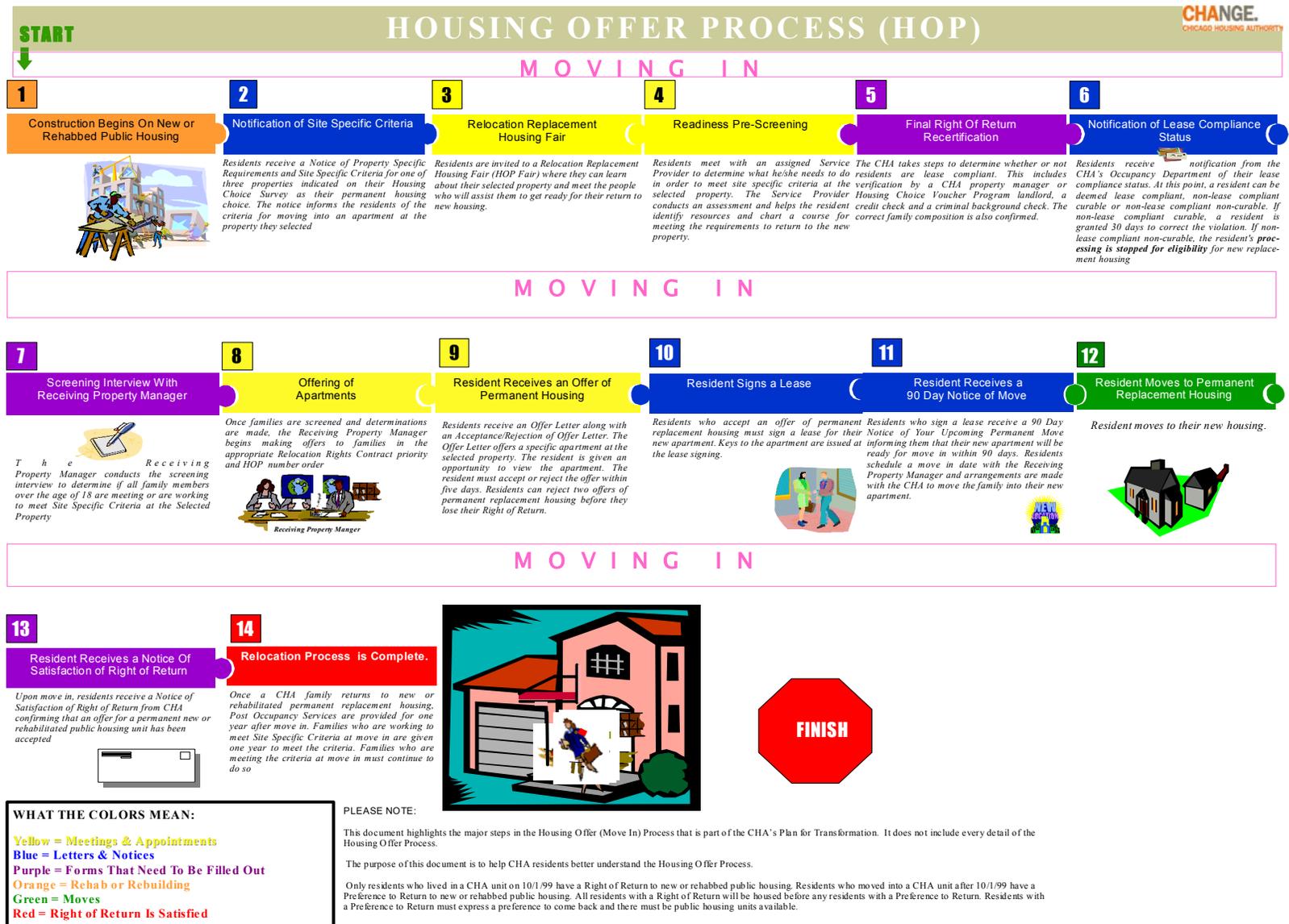
### Relocation Fairs

The CHA relocation fairs were designed to keep families informed about the relocation process and advise them of available programs and services as they relocate to temporary and permanent housing. Throughout FY2005, relocation fairs were held periodically at several developments and/or mixed-income communities including Grace Abbott Homes/Robert H. Brooks Homes and Extension/Loomis Courts/Jane Addams Homes (ABLA), Francis Cabrini Extension North, Jazz on the Boulevard, Legends South, Robert Taylor Homes, Rockwell Gardens, and William Green Homes.

### Housing Offer Process/Replacement Housing Information Sessions

Housing Offer Process (HOP)/replacement housing information sessions were held to aid residents who chose particular sites on their Housing Choice Surveys (HCS). In FY2005, the CHA hosted HOP/replacement housing information sessions at the Hilliard Towers Apartments, Jazz on the Boulevard, Legends South, Rockwell Gardens, and Robert Taylor Boys & Girls Club. At these site-specific sessions, residents learned more about the revitalized units, the surrounding community, the services available to them during relocation, and finally, about the Housing Offer Process.

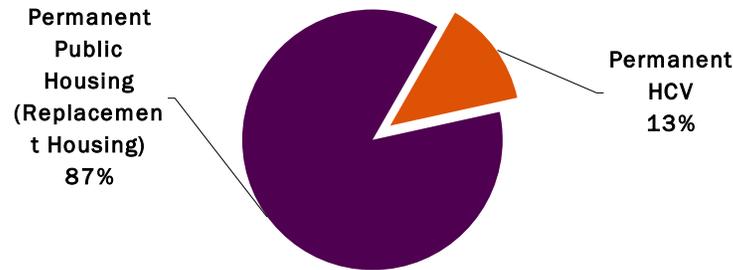
The flow chart below describes the various steps of the Housing Offer Process for CHA properties that are undergoing redevelopment and rehabilitation as part of the Plan for Transformation.



## Housing Choice Surveys

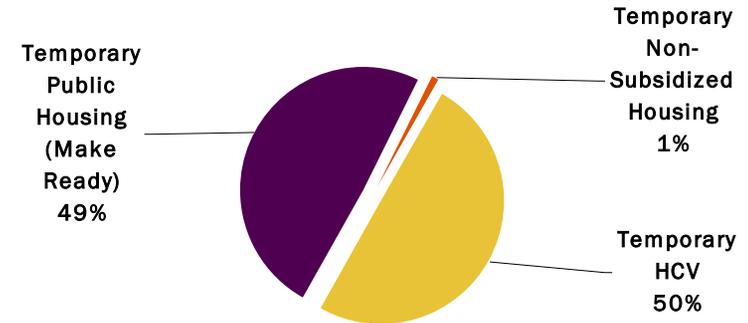
One of the initial steps for residents during the relocation process is the completion of a Housing Choice Survey (HCS). This allows residents to choose where they would like to live temporarily during revitalization and to communicate where they would like to live permanently after redevelopment or rehabilitation has been completed. Residents are empowered with the option of either moving to public housing or the private market with a Housing Choice Voucher (HCV) for both temporary and permanent moves.

**Housing Choice Survey Results  
Permanent Choices  
as of December 31, 2005\***



\*Based upon information entered into the Relocation Management Tracking System as of December 31, 2005.

**Housing Choice Survey Results  
Temporary Choices  
as of December 31, 2005\***



\*Based upon information entered into the Relocation Management Tracking System as of December 31, 2005.

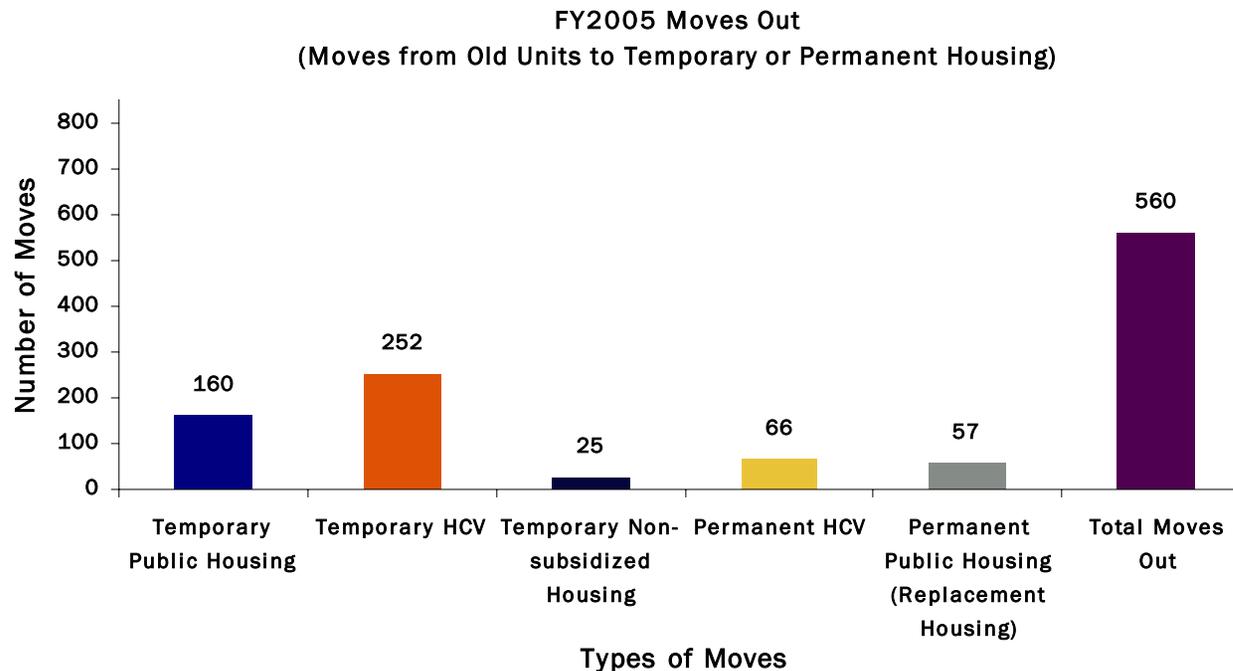
## MOVE ACTIVITY

In the ongoing effort to keep CHA residents informed throughout the entire relocation process, the CHA takes every opportunity to communicate directly with residents. The CHA keeps residents informed through various manners of communication, including written materials, meetings, presentations, notices, fairs, and the internet. Relocation Teams have been established to meet with families in advance of their move-out dates to provide them with an overview of the process, answer questions, and review relocation choices and make changes, if desired. Relocation Team members performed counseling sessions, wrote letters, made telephone calls, and made home visits. Also, as units became available for occupancy, relocation newsletters and informational videos were made available to transitioning families.

## Moves Out

Families must move out of their non-revitalized units for redevelopment and rehabilitation to occur. Consequently, notices were sent to affected families to keep them informed about the CHA move out plan. In accordance with the Relocation Rights Contract, the CHA sent 180-day and 120-day notices to each family to inform them of their future move. During building closure some families were able to move directly to their permanent home, others moved temporarily to public housing, to the private housing market using a HCV, or to non-subsidized housing.

In FY2005, there were a total of 560 total moves out of non-revitalized housing. The majority of these moves were to temporary public housing and temporary housing in the private market using a HCV. During this critical period, residents moving out of CHA properties met with Transitional Housing and Supportive Service Counselors to guide them through the process.



FY2005 Building Closures Mixed-Income Redevelopment/Rehabilitation Properties	
Development/Address	Total Number of Units Closed
<b>Grace Abbott Homes</b>	
1510 W. 13th Street	150
1520 W. Hastings Street	150
<b>Francis Cabrini Extension North</b>	
1015-1017 N. Larrabee Street	136
1159-1161 N. Larrabee Street	136
<b>Madden Park/Ida B. Wells Homes and Extension/Clarence Darrow Homes</b>	
Various Addresses	87
<b>Robert Taylor Homes</b>	
4429 S. Federal Street	157
<b>Rockwell Gardens</b>	
2515 W. Jackson Boulevard	140
<b>TOTAL UNITS</b>	<b>956</b>

### Building Closure

Before redevelopment/rehabilitation can begin at particular sites, existing buildings must often be closed. In FY2005, buildings scheduled for closure were selected according to general physical condition, vacancy rates, and the redevelopment/rehabilitation goals stated in the Plan for Transformation. Local Advisory Council and Central Advisory Council (CAC) representatives were also consulted for input on the timing of building closure. Once final building closure decisions were made, CHA families were given ample notice to prepare to move.

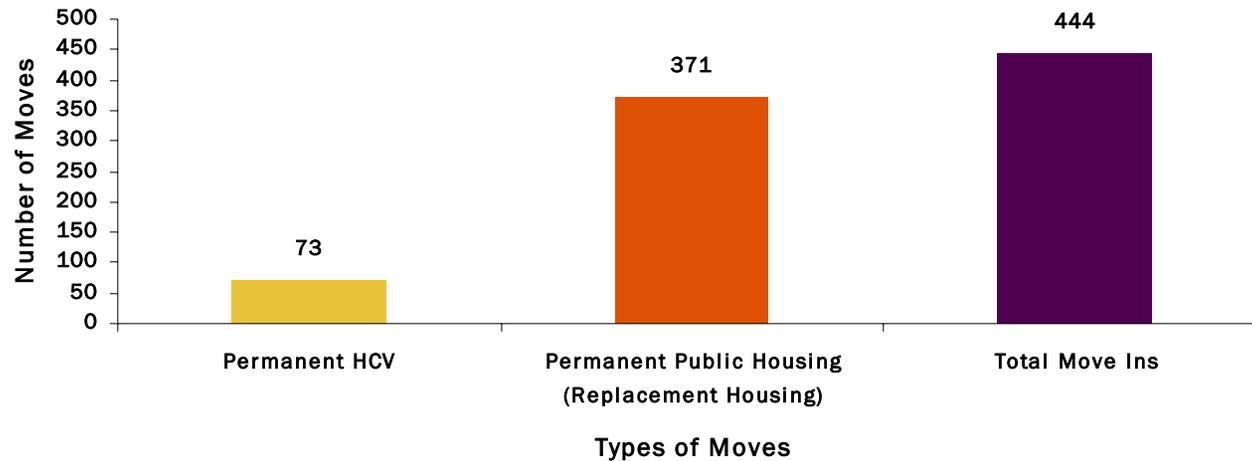
### Moves In

The relocation process was complete when families were relocated to their permanent home and received a Final Right of Return Satisfaction notice from the CHA. As new units became available during FY2005, the CHA reached out to families based on their HOP number, HCS preference, family composition, and site-specific criteria. In FY2005, 444 families moved into their permanent housing choice: 73 families moved into permanent homes in the private market with a HCV, while 371 families moved into rehabilitated or redeveloped public housing units.



*The CHA completed 117 public housing units at Roosevelt Square in FY2005. As soon as the units were available for occupancy, eligible public housing families, such as the Browns, were among the first to move into the redeveloped, mixed-income community.*

FY2005 Moves In  
(Moves to Permanent Housing)



**Relocation Independent Monitor**

During FY2005, the relocation process was reviewed by the Relocation Independent Monitor. As required by the Relocation Rights Contract, the Independent Monitor examined the relocation process and provided recommendations on the process to the CHA and the CAC.

**WORKING WITH RESIDENTS TO REMAIN LEASE COMPLIANT**

In order to retain their rights as provided by the Relocation Rights Contract, families must remain lease compliant. When the CHA determined that a building would be closed, families were reviewed for lease compliance status, since families who are non-lease compliant may forfeit their right of return to CHA housing. In an effort to encourage and support lease compliance, during FY2005 the CHA worked to provide families with the tools to help them remain compliant. Transitional Housing and Supportive Service Counselors met with residents to advise them of available resources, and help them meet site-specific admissions criteria. In FY2005, the majority of families who completed Right of Return re-certifications were determined to be lease compliant. When necessary, property managers referred residents who were non-lease compliant to relocation coaches or Transitional Housing and Supportive Service Counselors.



## **TRACKING & MEASURING RESIDENT RELOCATION ACTIVITIES: CHA SYSTEMS@WORK**

In FY2005, the CHA maintained the award-winning CHA Systems@Work relocation suite. This web-enabled series of software applications helped the CHA plan, monitor, record, and retrieve relocation information, thereby increasing efficiency and the overall effectiveness of the relocation process. The tracking system is made up of four modules that enable the CHA to manage relocation data in a consistent and timely manner.

### **Relocation Management Tracking System Module**

The CHA's Relocation Management Tracking System (RMTS) is an electronic, automated system that in FY2005 allowed the CHA to: manage resident housing choice selection information; monitor accurate and timely resident notification distribution; lease units; track other relocation-related data; and create standardized reports.

### **Housing Offer Process Module**

As new units became available, the CHA matched residents to units according to guidelines outlined in the Relocation Rights Contract. To facilitate this goal, the Housing Offer Process Module electronic management system was employed as a tool to effectively manage and expedite the move-in process for families. The module was used by the CHA to ensure that residents were screened and made offers of housing in the order established by the Housing Offer Process priority numbers. In addition, the system afforded Relocation Team members the ability to share information among teams and meet critical deadlines.

During FY2005 property managers, Relocation Team members, service providers, and CHA internal staff received extensive and recurring training on using the Housing Offer Process Module. At minimum, training sessions were offered every month. The training sessions were designed to enhance knowledge, skills, and abilities on a host of Housing Offer Process topics ranging from the service provider role all the way to resident move-in issues. Individual role-based training was held upon request as new members were added to Relocation Teams.

### **Bedroom Sizing Module**

The Bedroom Sizing Module helped the CHA enforce the public housing occupancy guidelines set forth in the Admissions and Continued Occupancy Policy. This module accurately calculated the appropriate size and number of bedrooms needed by families who relocated in FY2005.

## TheRightMovesNet.Net Module

The TheRightMovesNet.Net Module is a web-based information system designed to help residents make informed relocation choices. The module utilizes Geographic Information Systems (GIS), flash media, and three-dimensional animation as visual tools to assist residents in the relocation process. Residents received hands-on guidance through modules on affordable housing, relocation planning, public and human services, transportation, and education. Residents are able to access TheRightMovesNet.Net at any computer with an internet connection.



*www.theRightMovesNet.Net is a popular communication tool for residents to assist them as they review their relocation options. While navigating the website, many residents were able to seek employment opportunities in or near their communities.*

## CHAPTER 4: ACHIEVING ECONOMIC AND SOCIAL SELF-SUFFICIENCY

Since the implementation of the Plan for Transformation began, the CHA has been dedicated to providing families with opportunities to increase economic and social self-sufficiency. Consequently, during FY2005 the CHA went through considerable effort to make sure residents had access to federal, state, and local resources that would facilitate this goal. The CHA continued to provide residents with access to an established service provision network, job training and employment opportunities, and a variety of other supportive services exclusively tailored to the needs of CHA residents. Furthermore, in FY2005 the CHA continued working with HUD, the City of Chicago, and private stakeholders to help families in both the public housing and Housing Choice Voucher Programs.

### OVERVIEW OF THE CHA'S SERVICE PROVISION NETWORK

The CHA's service provision network is designed to provide residents with access to supportive services tailored to their individual situations. This includes residents who are participating in the various phases of the relocation process. This network includes the Service Connector System, Transitional Housing and Supportive Service Counselors, Move-In Service Providers, and Resident Service Coordinators. Throughout FY2005, families receiving housing assistance from the CHA utilized these supportive services to remain lease compliant, find employment, increase social activity, and transition to a new home in a new community.



*The Service Connector System is a critical component in the Plan for Transformation. Service Connector System staff received training on CHA policies and procedures to better assist residents.*

#### Service Connector System

The CHA's Service Connector System is a network of social service agencies administered by the Chicago Department of Human Services. The Service Connector System is designed to provide case management, link families to resources, and remove barriers that prevent CHA families from accessing programs and services used by the community at large.

In FY2005, more than 30 neighborhood-based Service Connector System offices provided families with necessary support resources in their own communities. While participation is not required, the CHA encourages families to work with Service Connector System staff in order to access the available support. The system increased residents' self-sufficiency by helping families set goals that promoted stability, maximization of housing options, augmentation of household income, and integration into their new communities. The Service Connector System worked with families on an individual basis and identified residents' needs. Then, residents were matched to various services



according to those identified needs. In FY2005, the CHA contracted service providers opened 2,463 cases and provided 7,369 referrals. Referrals were provided for a wide range of services including job education classes, adult education programs, substance abuse programs, child care and healthcare, and financial planning programs.

### ***The Service Connector Case Planning Cycle***

In FY2005, the Service Connector Case Planning Cycle was implemented to help families achieve outcomes that they have identified as important. The case planning cycle is built on a value system that contends that: residents are experts in their own lives and uniquely qualified to make decisions that affect their families; the Service Connector System's role exists to listen to families and help facilitate their decision making process. The CHA has found this case management model to be effective because it empowers residents, while at the same time contributes to families' potential to become self-sufficient for the long-term.

### **Transitional Housing and Supportive Services Counselors**

Since FY2003, the CHA has contracted with counseling agencies to provide residents moving out of non-revitalized public housing with support designed for their particular situation. During FY2005, the counselors worked with residents to address service needs such as enrollment in school, preparing to meet site-specific criteria for their permanent housing choice, and locating units in the private market.

### **Move-In Service Providers**

Families who chose to relocate to a public housing unit in a mixed-income community worked with Move-In Service Providers in FY2005 to facilitate their transition to a new home and community. The service providers worked with families to:

- Help navigate the final steps of the relocation process;
- Assist families with meeting site-specific criteria; and
- Encourage families to become active members of their new communities.

### **Resident Service Coordinators**

During FY2005, the CHA promoted healthy, well-balanced living by offering seniors many services, opportunities, and activities. Through partnerships with the Chicago Department on Aging and property management companies, the Resident Service Coordinators (RSC) provided free, confidential screening for federal, state, and local benefit programs to residents living in senior designated properties. In FY2005, the RSC began a pilot

program in 15 senior designated buildings to deliver in-home case management services to seniors in a more timely fashion than the traditional method of providing case management. On-site case management allowed the RSC to monitor residents and determine whether care plans that were developed were adhered to by the seniors. This enabled senior designated housing residents to continue to live independently in their communities, thereby increasing their overall standard of living and self-sufficiency.

In FY2005, there were 48 RSC providing on-site assistance across the CHA senior designated housing portfolio. The RSC also assisted 13 senior citizens who relocated to CHA senior housing from New Orleans, as a result of Hurricane Katrina, obtain adequate furnishings for their new residences in late FY2005.

FY2005 Resident Service Coordinator Program Activity	
Number of inquiries for information and assistance	37,607
Number of times residents were provided direct service	77,379
Number of well-being checks conducted	120,828
Number of case management referrals	25,112
Number of residents referred for public benefits	14,449
Number of social enrichment activities	4,262
Actual attendance at social enrichment activities	100,700

### ***Benefits Screening***

In FY2005, RSC monitored senior residents' service needs and made referrals for potential benefits. Through the Red Tape Cutter Program, RSC provided residents with free, confidential screening for government benefit programs. CHA staff and partners assisted seniors in accessing a number of resources in line with their individual needs, including:

- Social Security benefits;
- Food Stamps;
- Home-delivered meals from Meals on Wheels;
- Transportation; and
- Housekeeping services.

Annual assessments were made for all senior residents in over 40 senior designated properties. Typically, assessments included the gathering of general emergency information and medical information to facilitate the development of a care plan to ensure that seniors were provided with available services



*Through the Resident Service Coordinators, some of the tangible benefits provided to seniors are health screening, transportation, and housekeeping services. The intangible benefits are the camaraderie and companionship created at social events, which instill a sense of community.*



*To end FY2005, CHA senior residents enjoyed the 21st Annual Senior Gala, which took place at The Hyatt Regency, Chicago in December. Over 2,000 seniors attended this sold out event and took pleasure in dinner, live music, and dancing as a way to kick-off the holiday season.*

### **Social Activities**

To encourage a well-balanced lifestyle, RSC expanded opportunities for social interaction, administered social activities in senior designated properties, and arranged outings to places across the Chicago area. FY2005 activities included: bingo games; fishing trips; trips to the movie theater; art classes; and shopping excursions. Other enjoyable activities that seniors took part in during the year were:

- Field trips to the Art Institute of Chicago;
- A music concert at the Ravinia Festival; and
- Mayor Daley's Senior Fest at McCormick Place.

One additional activity for seniors was the opportunity to interact with their neighbors and demonstrate their horticultural talents by collaborating with youth from El Hogar Del Nino, in the Pilsen neighborhood, to create a community garden at the Las America's senior designated property. This project was developed as part of an intergenerational program through the El Hogar Del Nino School and Friends of the Elderly with assistance from various organizations such as The Home Depot, the Chicago Department of Environment, Greencorps Program, and UPS.

### ***Health and Wellness***

In addition to conducting benefits screening and coordinating social activities, in FY2005 the CHA continued to promote a culture of health and wellness in senior designated properties. With residents' individualized care plans that included their personal histories and health concerns, RSC were able to cater to the needs of residents and make referrals for outside services, when necessary. Coordinators performed well-being checks during the year, and made several daily visits to residents with health conditions during periods of extreme hot or cold weather conditions. For example, when temperatures reached 90° F or above, Resident Services Coordinators made three daily visits to residents. Additionally, residents were educated and informed of medical concerns that could potentially affect them. The American Red Cross provided HIV awareness presentations and the American Cancer Society provided information on prostate cancer.

## **EMPLOYMENT AND JOB TRAINING**

In an effort to promote resident self-sufficiency, the CHA continued to devote resources to activities to help residents obtain and retain employment. This included education classes, job training, placement for adults, and both after-school and summer activities for youth.

### **Resident Employment**

While the ultimate goal of the Service Connector System's employment efforts is to help individuals obtain permanent full-time positions, the CHA recognizes that some family members have limited work experience making it challenging to obtain such jobs. In those instances, residents were referred to job training programs to prepare them for employment. In FY2005, the Service Connector System referred 2,061 residents to job training classes and 705 residents to adult education programs. During FY2005, 1,473 residents completed a job training program.

The Service Connector System informed residents of job opportunities and worked closely with families to help match individuals to potential employers and service providers that concentrate on increasing employability. In FY2005, the CHA's efforts helped 1,258 residents obtain jobs through the Service Connector System.

As part of the Plan for Transformation, the CHA continued its commitment in FY2005 to provide residents with access to jobs and training for expanded job opportunities. Eleven (11) CHA



*The Hospitality Academy in partnership with the Metropolitan Pier & Exposition Authority (MPEA), the CHA, and other local agencies honored graduates of a comprehensive job training program. The eleven graduates completed the intensive program and are now able to obtain positions within the hospitality industry.*

residents were honored at the Hospitality Academy Awards Ceremony, which was the culmination of a comprehensive job training and placement program in the hospitality industry. This opportunity was possible through a partnership between the Metropolitan Pier and Exposition Authority, the CHA, and other local agencies.

### **Youth Employment**

By entering into an agreement with After School Matters, a pre-apprenticeship summer youth and training program, the CHA made it possible for 194 CHA youth, ages of 14 and 15, to attend training sessions to learn employment skills and about the workforce. The hands-on job training was provided in the arts, technology, sports, and communications. Participants were provided stipends for participation in the program.

In addition to the After School Matters program, 16 high school juniors and seniors participated in the Amer-I-Can program. Amer-I-Can, a joint program between the CHA and Chicago Public Schools, offered participants the opportunity to gain hands on experience under the guidance of skilled craftsmen. The area of study included work safety, carpentry, general trade skills, and most importantly, a mentoring session with local role models. The purpose of the program is to provide youth skills that can assist them in obtaining employment as adults. Students attended the six-month program after school, five days a week, and received a stipend for their efforts.



*After School Matters provided a positive supportive environment for CHA youth to obtain hands on training in several areas including the arts. Participants were able to display some of their artwork created during the summer.*

## ADDITIONAL CHA SUPPORTIVE SERVICES

While the CHA continued to provide an extensive network of supportive services to residents during the year, several special programs were implemented to contribute to families' success and well-being.

### Recreational Activities

The CHA continued its partnership with the Chicago Park District to provide CHA youth with the Summer Day Camp program. In FY2005, youth participation in the program increased by 47% over last year's figure, with 2,506 youth in attendance.

### Out-of-School Time

The CHA collaborated with the After School Matters program to submit an application for funding to enhance out-of-school time programming targeted at CHA residents.



*Approximately 400 students and CHA staff participated in the annual Bud Biliken Day Parade, which celebrates the upcoming school year.*



*At the Second Family Feud competition, teams of residents competed for prizes.*

### Summer Food Program

The CHA's Summer Food Program continued to provide nutritious meals for CHA youth throughout the summer months. The program served a total of 1,039,452 meals to children at over 180 sites throughout Chicago during the summer break from school.

### Family Feud

The CHA held Board Commissioner Earnest Gates' Second Family Feud Competition. This event allows CHA residents to test their knowledge of the CHA, the Plan for Transformation, and CHA policies. The teams of residents competed for an array of prizes.

### Overnight Summer Camps

More than 200 CHA youth, between the ages of 8 to 15, attended overnight summer camps in one to two week sessions in FY2005. The summer camps were operated by Chicago Youth Centers' Camp Rosenthal in Michigan, the Girl Scouts' Butternut Springs Camp in Indiana, and the

Salvation Army's Camp Wonderland in Wisconsin. At the camps, CHA youth participated in a variety of land and water sports, wrote and published their own newsletters, attended nature classes, learned to rock climb, and played soccer.

### **Clothing and Vegetable Giveaways**

During the first quarter of the year, 50 families were given clothes as part of the CHA sponsored Clothes Giveaway Drive. Also, CHA staff and volunteers distributed vegetables to 2,691 residents from CHA sites including Lathrop Homes, Bridgeport Homes, and various scattered site locations in FY2005.

### **Winter Utility Assistance**

As winter approached in FY2005, the CHA increased residents' utility allowance to help offset increasing energy costs. This helped residents maintain adequate heating and electric levels during the winter months. Furthermore, the Community Economic Development Association visited CHA developments and Service Connector System offices to take residents' applications for the Low-Income Home Energy Assistance Program which provides one-time bill payment assistance.

### **Holiday Celebrations**

The CHA, along with Jewel Foods, Inc., the National Conference for Community and Justice, and Windows of Opportunity, Inc., continued the tradition of providing residents turkey baskets before Thanksgiving. Each of the Thanksgiving baskets included a large turkey, stuffing, sweet potatoes, macaroni and cheese, rolls, peas, cranberry sauce, juice, and the pans needed to cook a traditional Thanksgiving meal. Over 100 volunteers packed and distributed 3,600 turkey baskets. Additionally, during the Christmas holiday season, the CHA and its partners provided 600 food baskets to residents.

Also, the CHA collaborated with the National Forum for Black Public Administrators (NFBPA) to fulfill the Christmas wishes of public housing families. Together, the CHA and NFBPA distributed gifts which included winter coats, clothes, and boots, as well as computers.



*The CHA, through a partnership with Jewel-Osco, Windows of Opportunity, Inc., and the National Conference for Community and Justice distributed 3,600 Thanksgiving baskets to residents.*



*To help children have a memorable holiday, a collaboration between the CHA, Toys R Us, the Chicago Bears and the Chicago Bulls, provided 500 CHA youth with gifts during the Christmas season.*

### Kids Holiday Party

More than 500 CHA youth received gifts from Chicago Bulls mascot Benny the Bull at the sixth annual holiday party. Also on hand to distribute gifts were Terry Peterson, Chief Executive Officer of the CHA, CHA staff, and former Chicago Bull Bob Love. The giveaway was made possible through a collaboration between Toys-R-Us, the Chicago Bears, and the Chicago Bulls.

## **EXPANDED ACCESS TO SERVICES**

FY2005 was a busy year as the CHA continued to strengthen its innovative partnerships and long standing relationships with City of Chicago departments and other public agencies to provide more services to residents and their families.

### Bridges to Careers Program

The Bridges to Careers Program is a collaboration between the City Colleges of Chicago and the CHA to assist residents in moving towards economic self-sufficiency. The program provides residents with the opportunity to participate in skill-building and training programs and obtain required certifications for several industries as well as prepare for entry-level jobs. During FY2005, the Bridges to Careers Program established training programs for careers in the industrial and construction trades, health care, and finance and banking. Many participants in the health care training program also took the state licensing exam to become a certified nursing assistant (CNA). One hundred percent (100%) of those who took the CNA exam passed.

The banking training program resulted from successful partnerships with LaSalle, Harris, Shore, Citi, and TCF Banks and a number of other community banks. City Colleges of Chicago conducted a 12-week program to teach the key job functions of working as bank tellers: such as cash handling, processing checks, and understanding banking products and services. Additionally, participants received instruction related to mathematics, computer skills, communications, resume writing, and interview techniques.

To facilitate participation in the Bridges to Careers Program, the City Colleges of Chicago worked with the Service Connector System to assist participating residents in obtaining child care and transportation. During the year, more than 40 residents enrolled in a bridge program to prepare them to



*A career in banking is on the horizon for these recent graduates of the Bank Teller Program offered by the City Colleges of Chicago. Participants that graduated from the program possess marketable skills that will assist in their job search.*



meet the admissions requirements to enroll in a future technical training program, and a total of 259 CHA residents enrolled in technical training programs.

### **Chicago Public Schools (CPS)**

The CHA and CPS remained committed to making the transition of students from one school to another easier. Through this collaboration transportation assistance in the form of free public transit passes for students wishing to return to their school of origin was offered to relocating families with children. In FY2005, CPS and CHA partnered several times to address the effects of public housing resident relocation on the school system.

### **Continuum of Care for Homelessness Services**

As a voting member in the Continuum that governs the Ten-Year Plan to End Homelessness, the CHA was able to ensure coordination between the Ten-Year Plan to End Homelessness and the Plan for Transformation.

### **Hallie Amey Scholarship Fund**

In FY2005, the CHA, the Chicago White Sox, and Roosevelt University were able to raise funds for the Hallie Amey Scholarship Fund. Ms. Amey, President of the Wentworth Gardens Resident Management Council, CHA Board Commissioner, and a resident of Wentworth Gardens for over 50 years, has dedicated her life to encouraging all Wentworth Gardens residents to aspire for the best possible education, to be a leader for positive change, and to give back to the community. The Hallie Amy Scholarship Fund will provide a resident of Wentworth Gardens, who enrolls in an undergraduate degree program at Roosevelt University, a four-year full tuition paid scholarship. A fundraiser was held at US Cellular Field in FY2005 where attendees had the opportunity to donate to the scholarship fund while watching the Chicago White Sox take to the field.

### **Leadership Greater Chicago**

Through a collaboration with the CHA and Leadership Greater Chicago, college-bound CHA residents attending Bronzeville schools received mentoring and tutoring opportunities. An estimated 590 hours were donated to the effort offering mock interviews, public speaking workshops, workplace tours, and mentorship.

### **Local Universities**

The CHA has expanded access to programs for residents through collaborations with local universities in FY2005:

- Chicago State University was on hand at the Lowden Homes and Trumbull Park Homes Fun Days to offer information about various university programs and opportunities. Chicago State University also provided staff to help craft the design of the computer lab at Lowden Homes, as well as the curriculum for classes to be offered at the lab.
- Loyola University faculty helped establish a program for moving residents toward self-sufficiency through a partnership with Madden Park/Ida B. Wells and Extension/Clarence Darrow Homes and the mixed-income community of Oakwood Shores.
- Dominican University School of Social Work intern donated 15 hours per week providing resident services at the CHA.
- Roosevelt University offered two Wentworth Gardens' high school students the opportunity to participate in a summer internship at the university and hosted community service days where university students, faculty, and staff helped out in various CHA communities. In addition, Roosevelt University hosted an exhibit on public housing displaying photographs of CHA residents, communities, and buildings.

#### **The Mayoral Policy Caucus on Prisoner Re-Entry (Policy Caucus)**

The Policy Caucus is comprised of government, business, and community leaders. The mission of the Policy Caucus is to expand options for ex-offenders to transition back into Chicago's communities and ultimately to lower the recidivism rate that challenges ex-offenders. In FY2005, the CHA was able to leverage its partnerships with Family Justice, Inc. of New York to provide consultation regarding family and community re-entry issues.

#### **Social Support Initiatives for Substance Abuse**

CHA resident social support initiatives for substance abuse are made possible through a partnership with the Chicago Department of Public Health and the CHA. Administered by Caritas, this community-based multi-modality organization offers CHA residents alcohol and substance abuse assessments and access to treatment. This initiative allowed residents in need of immediate attention for substance abuse access to treatment within one to two days instead of being placed on a generally long, state-wide wait list. The Caritas CHA Initiative was able to refer 137 residents to 17 locations throughout Chicago in FY2005.

## CHAPTER 5: PROMOTING ECONOMIC OPPORTUNITIES

Throughout FY2005, the CHA promoted economic opportunities through Minority, Women, and Disadvantaged Business Enterprises, Section 3, and Resident Owned Businesses Policies. The continued implementation of these policies and their associated training sessions and programs provide ample opportunities to capitalize on the financial prospects created by the CHA through the Plan for Transformation. In so doing, residents, HCV Program participants, and low-income individuals were able to increase their level of economic self-sufficiency.

### MINORITY, WOMEN, AND DISADVANTAGED BUSINESS ENTERPRISES (M/W/DBE)

The CHA encouraged the maximum opportunity for the participation and development of Minority, Women, and Disadvantaged Business Enterprises (M/W/DBE) in FY2005 through contracting requirements and training sessions. The Plan for Transformation has created a significant number of construction contracting opportunities. To ensure that M/W/DBEs are able to capitalize on these contracting prospects, all construction contracts over \$25,000 have minimum M/W/DBE requirements. All CHA contractors and subcontractors or suppliers must take all reasonable steps to ensure that M/W/DBEs have the chance to compete for and perform work on contracts financed by federal funds. The CHA enforced the policy by informing companies of the M/W/DBE participation requirements in advertisements, within solicitations, and at pre-award and pre-construction conferences.

As illustrated in the table below, the CHA was able to meet and surpass the construction contract requirements established for FY2005 by over \$650,000.

Total Awards and MBE/WBE/DBE Commitment January 1- December 31, 2005							
Construction Awards Amount	Awards (\$)	Participation Requirement (Percent)	Participation Requirement (Dollars)	Committed (Percent)	Committed (Dollar)	Variance (Percent)	Variance (Dollar)
Under \$25,000	\$ -	0%	\$ -	0%	\$ -	0%	\$ -
\$25,000 to \$200,000	\$ 375,400.00	25%	\$ 93,850.00	27%	\$ 99,500.00	2%	\$ 5,650.00
\$200,001 to \$500,000	\$ 923,951.00	30%	\$ 277,185.30	30%	\$ 277,185.00	0%	\$ -
\$500,001 to \$1,000,000	\$ 5,834,525.00	35%	\$ 2,042,083.75	46%	\$ 2,687,205.00	11%	\$ 645,121.25
Over \$1,000,000	\$ 150,150,092.00	40%	\$ 60,060,036.80	40%	\$ 60,060,037.00	0%	\$ -
<b>Total Awards</b>	<b>\$ 157,283,968.00</b>		<b>\$ 62,473,155.85</b>		<b>\$ 63,123,927.00</b>		<b>\$ 650,771.25</b>

If any of the companies did not provide proof of compliance with the M/W/DBE Policy, they received communication from the CHA Contract Compliance Department. After the initial communication, if the company still did not provide proof, the CHA withheld funds until the appropriate evidence



of compliance with the policy was presented. To compliment the work of the Contract Compliance Department, the CHA obtained the services of a third-party compliance monitoring firm in FY2005 to watch the M/W/DBE compliance of the property management companies, mixed-finance developers, and several general construction contractors.

CHA residents with their own businesses interested in becoming certified M/W/DBEs received assistance from the CHA in navigating the application process. They were then referred to the City of Chicago for classes on M/W/DBE certification. Existing M/W/DBEs were able to learn of CHA contracting opportunities via the CHA website ([www.thecha.org](http://www.thecha.org)) and from CHA staff who attended several vendor fairs during the year. Below are some of the vendor fairs where CHA staff representatives were present:

- 2005 Hispanic Business Expo - “Make the Connection” presented by the Illinois Hispanic Chamber of Commerce;
- 19th Annual Entrepreneurial Woman's Conference presented by the Women's Business Development Center; and
- “Fall into Business” presented by the Chicago Park District.

### **SECTION 3 AND RESIDENT OWNED BUSINESSES OUTREACH AND ASSISTANCE**

Visitors to the CHA website in FY2005 were able to review a directory of Section 3 and Resident Owned Businesses including their contact information and available services. This directory was just one manner in which the CHA assisted in developing and advancing Section 3 and ROBs during the sixth year of the Plan for Transformation. Others included monitoring compliance with the Section 3 Policy, the Earn and Learn Program, business development sessions, and the Alternative Procurement Process.

#### **Section 3**

The federal Section 3 regulation requires the CHA and all public housing authorities to work towards providing low and very-low income individuals, including residents, with the opportunity to obtain employment and other economic opportunities from contracts generated by HUD funds. Pursuant to this regulation, the CHA developed a Section 3 Policy and continued to comply with it throughout FY2005. Similar to the M/W/DBE Policy, the CHA's Section 3 Policy sets minimum requirements for the full-time hiring of and contracting with Section 3 residents and businesses. Businesses may also contribute to the Section 3 Compliance Fund (Fund) administered by a third-party on behalf of the CHA. The Fund provides other economic opportunities for CHA residents such as part-time employment, job training, coverage of day care or transportation costs, and scholarships exclusively for CHA residents.

Lease-compliant CHA residents and low and very-low income residents in Cook County, Illinois interested in employment opportunities receive assistance through the CHA's Section 3 Program. For residents, the CHA maintained a database of qualified residents interested in employment. Businesses doing work with the CHA were able to contact the CHA for the names of residents who were qualified to do the jobs the businesses were looking to fill. The implementation of the Section 3 Policy and Program during FY2005 resulted in new Section 3 businesses being created.

### ***Earn and Learn Program***

FY2005 was the first full year of the CHA Earn and Learn Program. Created in October 2004, Earn and Learn connects CHA residents with internships in the private sector. Participating residents are able to enhance their existing skill set and gain on-site knowledge of careers in a corporate setting. As part of the program, residents were able to attend computer training courses and GED classes. The program seeks to help residents become eligible applicants for full-time employment. During FY2005, several residents participating in the Earn and Learn Program received full-time employment. Since the inception of the CHA Earn and Learn Program, resident participation has been climbing. In an effort to continue to build on the successes of the program, the Earn and Learn Program is being merged with the CHA Resident Services Department's other programs to centralize and complement all of CHA's efforts toward assistance to residents.

The CHA welcomed new business partners to the Earn and Learn Program in FY2005. These partners included Brand New Beginnings Inc., Burling Builders Inc., City Colleges of Chicago, Hispanic Housing Coalition, Rainbow Push, and U.S. Congressman Danny Davis.



***In an effort to increase economic opportunities, the CHA spearheads several programs to encourage M/W/DBE and ROB development. In FY2005, this included specialized training and the alternative procurement process.***

### **Resident Owned Businesses**

A Resident Owned Business (ROB) is a business that is at least 51% owned by one or more public housing residents and whose management and daily business operations are controlled by one or more public housing residents. Existing and potential ROB's received support from the CHA in FY2005 via business development training sessions facilitated by the CHA, City of Chicago, and other organizations that support small and minority business development including, Acción and the Small Business Administration.

To support the economic stability and promote the availability of ROB's, in FY2005 the CHA utilized its Alternative Procurement Process to compete some of its purchasing requirements amongst the ROB's and thereafter utilize ROB's for business services under contract. Through the Alternative

Procurement Process, qualified ROBs are allowed to compete with similarly profiled firms for CHA business. As with all bidders, the ROBs were required to prove that they could provide the services or goods being requested. The CHA also encouraged M/W/DBE to do business with ROBs to advance both businesses.

### **ROB and Section 3 Business Development**

For both ROBs and Section 3 businesses and individuals, the CHA offered two sets of workshops in FY2005:

#### ***“How to Do Business with the CHA”***

“How to Do Business with the CHA” workshops introduced participants to the process for conducting business with the CHA and included among other topics, instructions on completing a bid package, procuring contracts with the CHA, and proper billing procedures. Roundtable discussion and one-on-one sessions with CHA staff were also offered.

#### ***“Six-Steps to Starting Your Own Business”***

Residents and other low-income individuals from Cook County interested in starting or growing their own business attended the 40-hour series of workshops known collectively as “Six-Steps to Starting Your Own Business” in FY2005. The workshop provided extensive, detailed information and advice on both starting and developing a business, including:

- Business organization and documentation;
- Financing;
- Insurance and bonding;
- Human resources techniques;
- Successful business proposal creation; and
- Accounting fundamentals.

Participants who completed the workshop were then able to work towards becoming a certified ROB.



*Residents and other low-income individuals received assistance in developing their own business. Through the “Six-Steps” workshops attendees obtained practical information to help turn their ideas for businesses into actual business plans.*

## CHAPTER 6: OPERATION OF CHICAGO'S PUBLIC HOUSING

At the inception of the Plan for Transformation, the CHA made the decision to overhaul the way in which it managed public housing in Chicago. The primary change was a decision to transfer the daily, on-site management of the properties to third-party property management firms. This transfer allowed the CHA to focus on managing its assets to preserve public housing for use by current and future residents. The property management companies are monitored by the CHA through asset managers who use HUD approved performance benchmarks and policies. The CHA also retains quality control staff who regularly audit property management performance. These oversight responsibilities, in conjunction with admissions and continued occupancy policies, have created an environment that supports both the revitalization of the housing stock and the maintenance of the newly redeveloped and rehabilitated units and the communities in which residents reside.

### MANAGEMENT OF ASSETS

With the daily on-site management of the properties transferred to professional property management companies, the CHA is able to focus on its role as an owner of housing and manager of assets. Each senior, family, scattered site, and mixed-income community has an asset manager who acts as a liaison between the CHA and the property manager. The asset managers monitor each property management company's performance relative to the benchmarks using automated reports, on-site reviews, and supplemental information provided by quality control staff. Asset managers are in constant contact with the property managers to confirm that they are meeting the needs of residents by following standardized, CHA policies and procedures. The asset managers also focus on long-term planning relative to the viability of the property through their participation in the Relocation Teams and their work with the staff moving revitalization forward at each property.

#### FY2005 Property Management Benchmarks and Performance

The CHA's commitment to ensuring quality housing is reflected in the property management benchmarks which are part of each property management company's contract. Asset managers regularly review each company's performance relative to all benchmarks. If the property management company does not perform at the required level, the CHA works with them to rectify



*To achieve tranquility, ones environment must take on a certain level of calmness, and Brooks Homes has achieved this objective. This environment is both welcoming and community friendly. To ensure the longevity of the revitalized properties, such as Robert A. Brooks Homes, CHA Asset Managers work with property managers to meet established benchmarks.*

problems through a corrective action plan. If after implementing the corrective action plan the company still does not meet the benchmarks, the CHA determines that the property management company is in breach of their contract and will implement penalties as outlined in the contract which range from fines to contract termination.

As planned the CHA launched a new housing management software system in late 2005. The new system will enhance the CHA and its contractor's ability to document and track resident and unit information. Moreover, the planned reporting functions will allow the CHA to more effectively analyze the property management companies' compliance with contract and HUD regulations.

The new software allows the CHA and property management companies to view building, unit, and resident data in a reader-friendly, web-based format. In FY2005, the CHA began the process of migrating data from the antiquated legacy-based system to the new web-enabled system. The CHA will continue to require the use of the software in each property management company's practice. The migration of all the CHA's current and historical tenant, unit, and building data has delayed the confirmation of all year-end data. Reflected below, are the FY2005 benchmarks versus actual performance as of November 30, 2005.

FY2005 Property Management Benchmarks		
Category	Benchmark	FY2005 Performance*
Emergency Work Orders	Complete 100% of emergency work orders within 24 hours.	100% of emergency work orders were completed within 24 hours at both family and senior properties.
Non-Emergency Work Orders	Complete non-emergency work orders at each family site within ten days and at each senior site within five days.	Non-emergency work orders were open for an average of five days at family sites, and one day at senior sites.
Outstanding Non-Emergency Work Orders	Limit the number of outstanding non-emergency work orders to less than two percent of the total number of non-emergency work orders by the end of FY2005.	5.9% of work orders were outstanding at family sites, whereas 1.4 % were outstanding at senior sites as of November 30, 2005. These percentages reflect the number of outstanding work orders at the time the new housing management software was being implemented and does not reflect work orders completed after November 30, 2005. Once the new housing management software is fully implemented, the CHA expects the percentage of outstanding work orders at the family sites to be no more than two percent.
Outstanding Re-certifications	Outstanding re-certifications will be less than two percent of occupied units in FY2005.	1% of re-certifications were outstanding at family sites and 0.6% were outstanding at senior sites as of November 30, 2005.

*\*In FY2005, the CHA began the process of migrating data from the antiquated legacy system to the new web-enabled system. Reports and data from fourth quarter are unavailable at this time.*

**FY2005 Property Management Benchmarks (continued)**

Category	Benchmark	FY2005 Performance*
Rent Collections	At least 98% of the rent billed in FY2005 will be collected.	93% of rent billed was collected for family and 98% of rent billed was collected for senior sites as of November 30, 2005. As residents relocate, any outstanding balances are transferred to the receiving property which negatively impacts the receiving property's financials. Under the new housing management software, outstanding balances will remain on the sending property's financials until they are paid.
Income Verification	Reduce income verification errors by 50% from FY2004 levels.	87% of the files reviewed as of November 30, 2005 to determine if property managers had verified a resident's income in accordance with HUD requirements were correct, only 13% had errors. Income verification errors were reduced by 83% from 2004 levels.
Rent Calculation	Reduce rent calculation errors by 50% from FY2004 levels.	Of the files reviewed as of November 30, 2005, it was determined that 87% of rent calculations had been done correctly; therefore, only 13% of the files had errors. Rent calculation errors were reduced by 79% from 2004 levels.
Unit Inspections	Inspect 100% of units annually.	As of November 30, 2005, 98% of occupied units at family sites and 100% of occupied units at senior sites were inspected. A significant portion of the inspections were conducted in the fourth quarter of FY2005. Once fourth quarter information is available, the CHA expects the unit inspection rate at the family sites to be 100%.
Building System Inspection	Inspect 100% of building systems annually.	As of November 30, 2005, 95% of building systems at family sites and 82% of building systems at senior sites were inspected. A significant portion of the inspections were conducted in the fourth quarter of FY2005. Once fourth quarter information is available, the CHA expects the building systems inspection rate at the family and senior properties to be 100%.
Vacant Unit Turnaround Time	The CHA will begin to track the unit turnaround time for vacant units in FY2005 for units in rehabilitated or redeveloped buildings.	Given the massive revitalization of CHA public housing units, the CHA collaborated with HUD and established a timetable to track vacancy turnaround time. Tracking of vacant unit turnaround time will begin in FY2006.

*\*In FY2005, the CHA began the process of migrating data from the antiquated legacy system to the new web-enabled system. Reports and data from fourth quarter are unavailable at this time.*

## Quality Control

The CHA Quality Control Department audited the performance of the property management companies in FY2005. Quality control inspectors conducted physical inspections of common areas at CHA properties using the Uniform Physical Conditions Standard (UPCS). Inspections of a random sample of occupied units were also performed using UPCS to ensure that there were not any health and safety hazards present, such as inoperable smoke and carbon monoxide detectors, broken windows, or blocked exits.

Aside from the physical inspections, the quality control staff also carried out file audits, which included both UPCS files and resident files. UPCS files were audited for the purpose of confirming that annual unit inspections had been conducted by property management, and that any deficiencies noted were remedied promptly. Meanwhile, resident files were reviewed to verify that rents were calculated correctly, appropriate verification of income was present, and re-certifications were conducted in a timely manner.

When deficiencies were found through quality control inspections or audits, a summary report was prepared explaining each deficiency. This report was then forwarded to the asset managers and property managers to address.

## Policy and Procedure Training

During FY2005, asset and property managers both attended a number of trainings to increase their knowledge and understanding of industry-standards, best practices, and revised policies and procedures. The training sessions included:

- Proper Procurement Procedures;
- Housing Offer Process;
- Tax Credit Certification;
- Public Housing Management Certification Program;
- Fire and Safety Training and Certification;
- FY2005 Senior Designated Housing Plan Policies and Procedures; and
- Navigating and using the new housing management software.

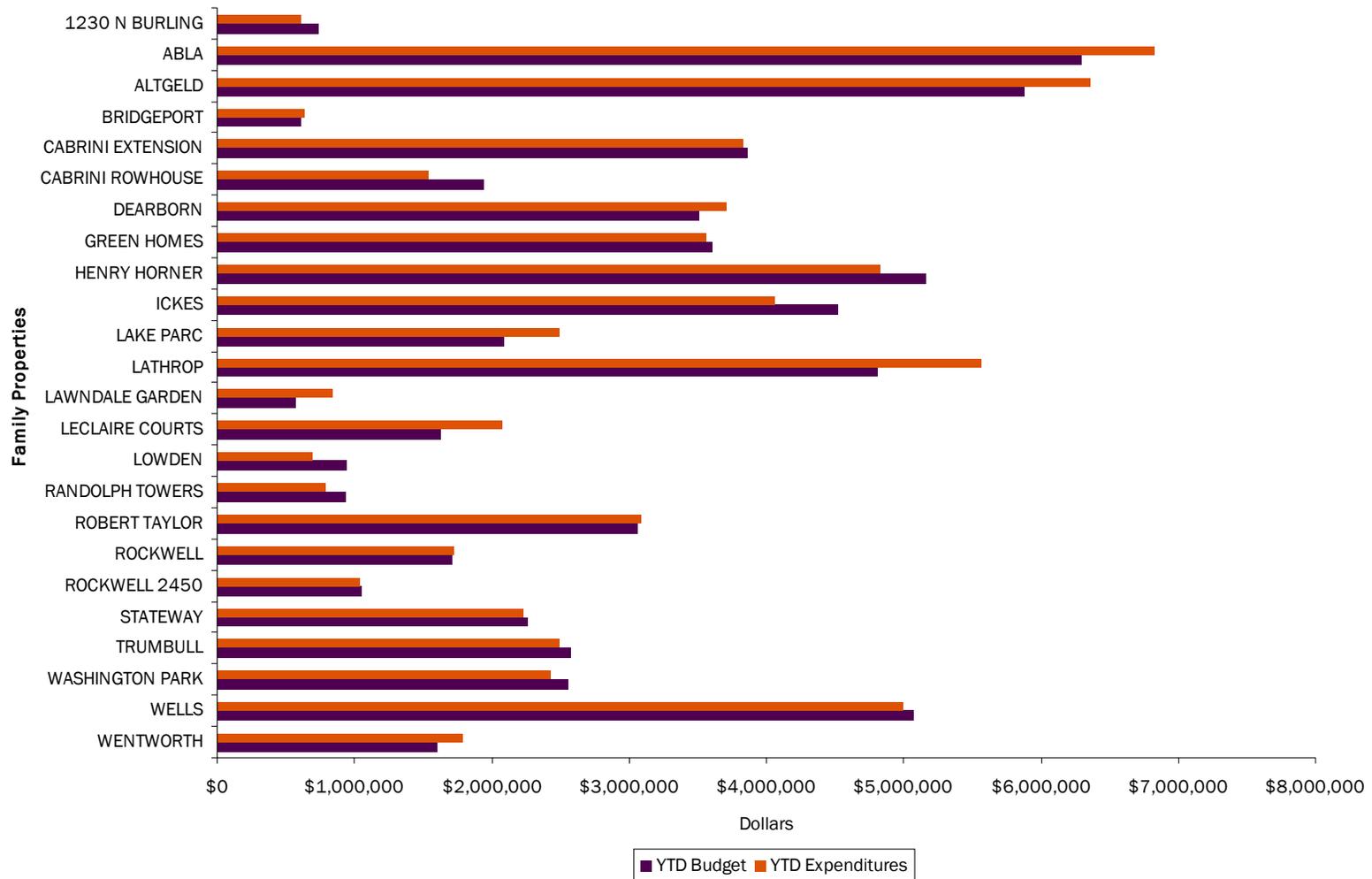


*In FY2005, CHA and property management staff attended training sessions on new and revised policies and procedures. The CHA conducts regular training sessions to provide up-to-date information and answer questions.*

## Property Budgets

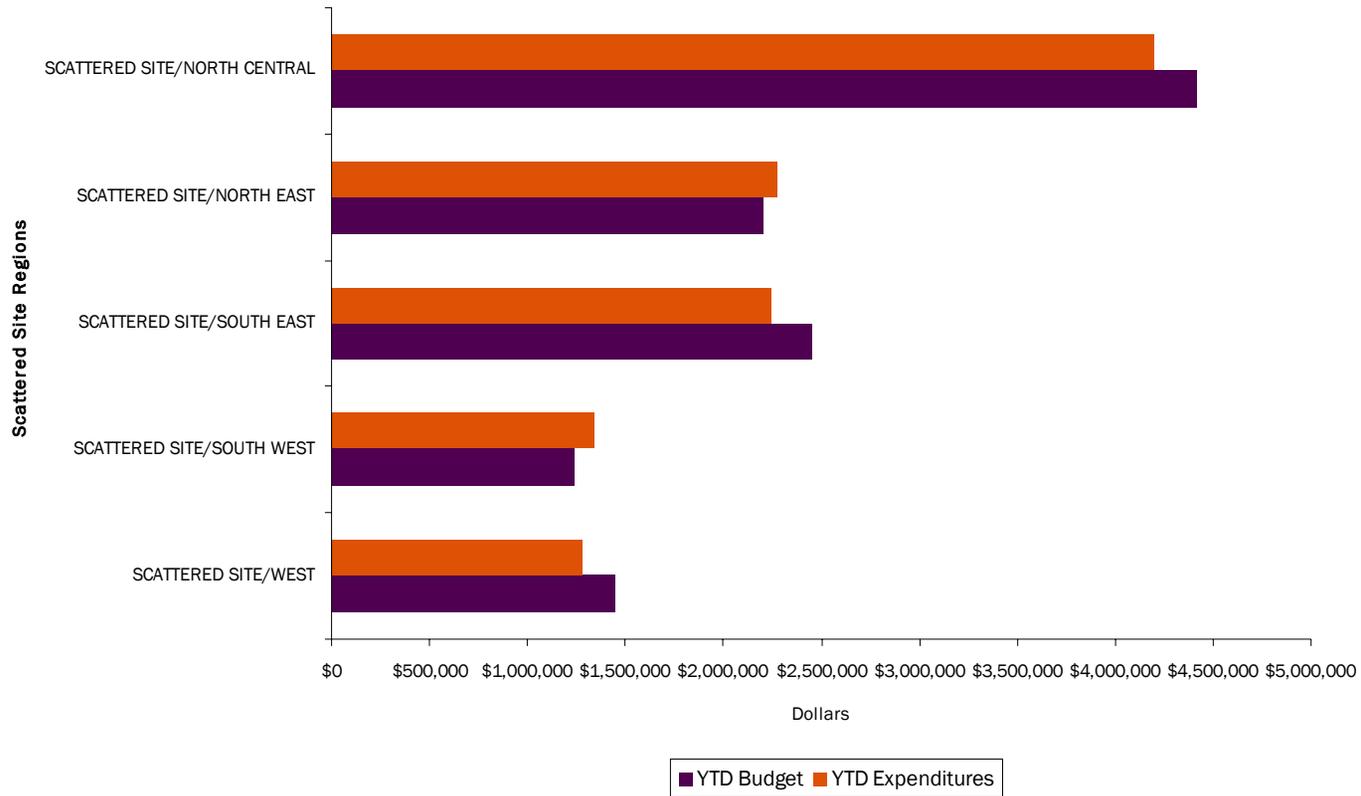
Each property has its own budget established on an annual basis by the CHA through discussions with the property management company. As with previous years, the FY2005 budgets were based upon relocation schedules, occupancy rates, building conditions, and other factors.

**Family Properties' Budgets  
Budget vs. Actual Expenditures  
as of November 30, 2005**



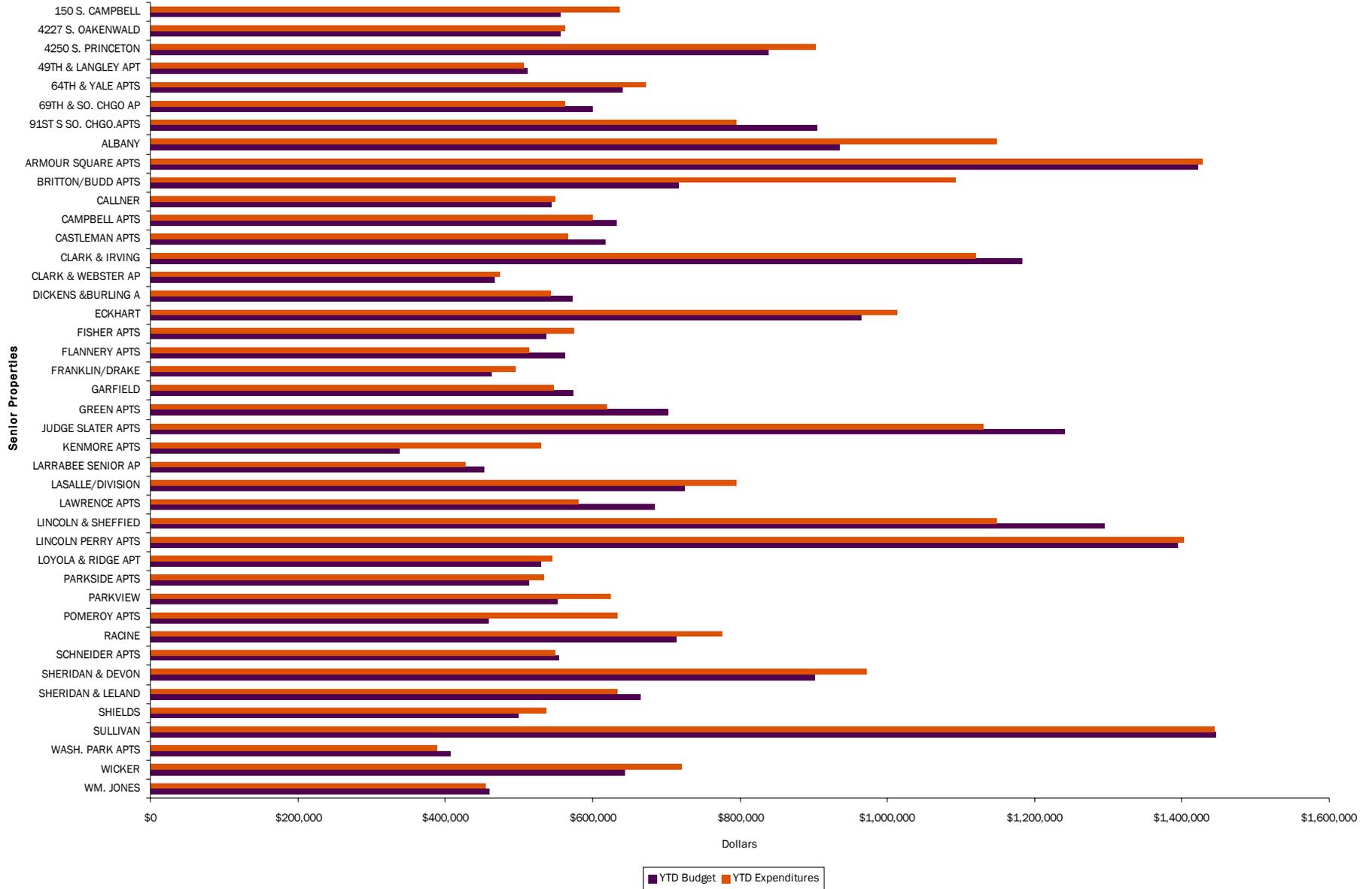


**Scattered Site Properties' Budgets  
Budget vs. Actual Expenditures  
as of November 30, 2005**





**Senior Properties' Budgets**  
**Budget vs. Actual Expenditures**  
**as of November 30, 2005**



## IMPROVED COMMUNICATION

The CHA sought to improve communication with public housing residents, HCV Program participants, stakeholders, and the general public in FY2005 through a variety of communication vehicles, enhancements to the CHA website, and episodes of the CHA award-winning cable show, “A Better Place.” As the Plan for Transformation progresses, it is important that the CHA uses various methods to inform the residents and the public-at-large about activities, issues, and upcoming plans for redevelopment, rehabilitation, and relocation. In FY2005, the CHA conducted the following activities:

- Provided flyers with residents’ monthly rent statements;
- Created and distributed site-specific brochures;
- Distributed brochures regarding the HCV program;
- Distributed one new issue of the CHA newsletter, CHAT, to CHA administrative offices, property management offices, HCV satellite offices, and external stakeholders;
- Countered the misconceptions and stereotypes that surround public housing by posting resident stories on bus stops and bill boards around the city of Chicago;
- Conducted tours of new mixed-income sites for external stakeholders, including attendees of the National Association of Housing and Redevelopment Officials national conference held in Chicago as well as international development professionals;
- Distributed press releases about CHA activities and events;
- Participated in the HOME Expo at McCormick Place to disseminate information about the CHA and the Plan for Transformation;
- Participated in a Spanish language radio program to convey information about available housing resources; and
- Created a video to provide an overview of the Plan for Transformation.

### **Web Site Enhancement: [www.thecha.org](http://www.thecha.org)**

The CHA website provides residents and the public 24-hour access to information about the CHA and the Plan for Transformation. The site was updated to include the FY2006 Annual Plan, FY2004 Annual Report, the revised Admissions and Continued Occupancy Policies, and press releases. In addition to posting up-to-date information, the CHA Board of Commissioner Meetings, and other important CHA activity, the CHA enhanced the housing development information. Video tour links allow the residents and the public to take virtual tours of a number of CHA mixed-income communities. These audio-visual tours also inform viewers about the history of the public housing site, provide an overview of redevelopment plans, and information about the surrounding community.



### **“A Better Place”**

“A Better Place,” the CHA’s award-winning cable show, aired its 4<sup>th</sup> season on Chicago municipal stations in FY2005. The CHA continued to allow the public-at-large and residents to hear directly from residents who have participated in the relocation process, and provided information about available social enrichment and supportive service programs. Additionally, the cable show featured recent redevelopment activity at mixed-income communities.

*“A Better Place” is an award winning cable station available on Chicago municipal stations that spotlights residents making positive transitions and provides information on social enrichment activities at CHA developments.*

## **LEASING REDEVELOPED AND REHABILITATED UNITS**

### **Wait Lists**

Due to the significant revitalization and relocation required by the Plan for Transformation, the CHA was unable to accept new applications for the community-wide wait list and unable to lease units to new applicants for family properties in FY2005. However, the progress made in the Senior Rehabilitation Program afforded the CHA the opportunity to lease from senior units.

Throughout FY2005, the CHA collaborated with the property managers of senior designated properties to market the availability of apartments in these recently rehabilitated buildings. Applications for public housing were available at CHA administrative offices, property management offices, Local Advisory Council offices, the Central Advisory Council office, and the three Latino Site Offices.

### ***Updated Wait Lists***

During FY2005, the CHA completed an update of the senior site-based wait lists and started an update of its community-wide wait list. The purpose of these updates is to collect current information from applicants and ensure that they are still interested in remaining on the wait list. Update forms were mailed to more than 10,000 senior and over 50,000 family housing applicants. These applicants were asked to provide a current address, income, family composition, and whether an accessible unit was needed, among other information. Applicants, who did not respond to the first mailing, received a second notification from the CHA. If applicants failed to respond to the initial two outreaches, then the

applicants received a third and final notice stating that their application would be removed from CHA wait lists due to non-responsiveness. For applicants who responded to the mailings, the CHA sent confirmation letters letting the applicant know that their information had been updated both electronically and in their physical applicant file.

The CHA completed the update for senior site-based wait lists in FY2005 by: inputting current applicant information into the CHA housing management software, removing names of applicants who were non-responsive, and updating physical applicant files. The update of the community-wide wait list for family housing will conclude in FY2006.

### **Leasing at Mixed-Income Communities and Rehabilitated Family Housing**

The CHA strives to relocate residents to their permanent housing choices and lease revitalized units as soon as the apartments are complete and available for occupancy. The CHA leased completed redeveloped or rehabilitated family housing units to CHA families in accordance with the CHA Leaseholder Housing Choice and Relocation Rights Contract. Scattered-site units are leased in accordance with the Gautreaux Court Order which requires a mix of admissions from CHA transfers, the community-wide list, and community-area wait lists. The revitalized units were leased through the joint effort of the property managers, Asset Management, Occupancy, Relocation, and Supportive Services departments. Please see Chapter 3: Supporting Residents through Relocation for more information on moves in to revitalized housing in FY2005.

### **Leasing at Senior Designated Properties**

Rehabilitated senior apartments were first leased to current senior residents who had to be relocated due to the revitalization of their senior property. After all current residents were housed, the property managers began to lease units to applicants from the site-based wait list for their property. Concurrently, the CHA supported the property managers' efforts to lease units by inputting new applications to the wait list and referring seniors from other site-based wait lists who may be interested in leasing a unit at their site, although they had not chosen it at the time of application.

Throughout FY2005, the CHA and property managers of the senior designated properties intensified their collective efforts to lease vacant units. This included allocating additional



*The rehabilitated senior designated units were first leased to current CHA senior residents. Then units were offered to eligible families from the senior site-based wait lists. To bring further attention to the newly completed homes, the CHA conducted a senior building marketing campaign that highlighted unit and property amenities.*



resources to further market the units. CHA staff also worked with property managers to craft descriptive flyers and brochures to inform the public that apartments in senior designated properties were available to rent.

### ***FY2005 Senior Designated Housing Plan***

In March 2005, HUD approved the FY2005 Senior Designated Housing Plan (SDHP), which allows the CHA to begin to only lease units in senior designated properties to elderly families. An elderly family is one in which the head of household, co-head of household, or spouse is age 62 and older. The CHA held a 30-day public comment period and a public comment hearing for the FY2005 SDHP prior to presentation to the CHA Board of Commissioners (Board) for approval. Subsequently, the document was submitted to HUD and received approval.

Following HUD approval, the CHA created procedures to accompany the FY2005 SDHP and conducted training on both the policy and the procedures. Through these trainings, CHA staff and property managers learned of the impact of the designation and detailed the process for implementation. Applicants under the age of 62 received written notice of the approved FY2005 SDHP that included an explanation of the designation and their alternative housing options.

## **ADMISSIONS AND CONTINUED OCCUPANCY POLICIES**

The CHA regularly reviews the admissions and occupancy policies for public housing units to maintain compliance with federal, state, and local laws and regulations, to remain in step with industry standards, and to codify pragmatic practices. The admissions and occupancy policies set forth the expectations of residents who live in public housing units owned by the CHA and are divided into two groups: those for traditional public housing properties including the family, senior, and scattered site properties and those for the mixed-income communities.

During FY2005, the CHA solicited public comments for the proposed revisions to the Admissions and Continued Occupancy Policy (ACOP), Residential Lease Agreement (Lease), and Pet Policy and Pet Ownership Procedure (Pet Policy) as well as for the new mixed-income leases and tenant selection plans. Residents and the public were notified of the public comment periods and hearings through direct mailings and newspaper advertisements. The CHA recorded the comments and responded to comments provided during the public comment period. Draft documents were available at each property manager's office, Latino Site Offices, and on the CHA website. Following the public comment period, the documents were submitted to the CHA Board for approval.

## Traditional Public Housing Developments – Admissions and Continued Occupancy Policy, Residential Lease Agreement and Pet Policy and Pet Ownership Procedure

On September 20, 2005, the CHA Board approved the FY2005 ACOP, FY2005 Lease, and FY2005 Pet Policy. The FY2005 ACOP and FY2005 Pet Policy became effective upon CHA Board approval; whereas the FY2005 Lease will become effective as residents are recertified beginning in early 2006.

Below is a brief summary of key changes made to these policies. For a complete set of the revised policies, please see the CHA website, [www.thecha.org](http://www.thecha.org).

### ***FY2005 ACOP***

- *Admissions Screening Criteria:* An applicant must pass admissions screening criteria to be considered eligible for public housing and, in FY2005, the CHA incorporated additional screening criteria. Moving forward, applicants will be rejected if their household size is not appropriate for the unit sizes available in CHA's housing inventory; they are a non-elderly family applying for a senior designated property; they are or have a household member subject to a lifetime or any state sex offender registration program (including the ten-year Illinois State Sex Offender Registration Act); they are or have a household member evicted from any housing for drug-related criminal activity; or they or a family member were convicted of the manufacture or production of methamphetamines in the past three years. Other criteria that may lead to an applicant's rejection is past performance in meeting financial obligations or a record of disturbance of neighbors, destruction of property, or unsanitary or unsafe habits. The use of fingerprints in the screening process will be limited to situations where there is conflicting information regarding a person's criminal history or when required for positive identification.
- *Admissions Preferences:* The CHA adopted one ranking preference for domestic violence and elder abuse victims for senior designated properties. Additionally, the employment requirement to qualify for an upward mobility preference was increased to 30 hours. Applicants continue to qualify for this preference if they are involved in full-time education or job training, including Temporary Assistance for Needy Families (TANF) required job training.
- *Wait List Administration:* For all CHA wait lists, application intake and wait list management will be conducted centrally by the CHA. In regards to the community-wide wait list and transfer wait lists, screening, eligibility determination, and housing assignment will be conducted by the CHA while unit offers will be made by the property manager.

Screening, eligibility determination, housing assignment, and unit offers made by the property manager for site-based wait lists. Applicants can choose up to three sites where they would like to receive a unit offer from and can change their selection twice a calendar year.

- *Community-Area Wait Lists:* In accordance with the Gautreaux Consent Decree, 50% of scattered site units are offered to applicants from the community. The CHA codified policy regarding community-area wait lists.
- *Occupancy Guidelines:* A family's bedroom size requirement will be determined by placing a maximum of two people in a bedroom. The head of household will not be required to share a bedroom. Unborn children will be counted in determining unit size; however, the CHA will no longer count a child(ren) as living in the household if the parent has lost parental rights. Additionally, the occupancy guidelines were changed to allow residents the flexibility to place household members in bedrooms as they see best fit for their circumstances.
- *Time to Consider a Unit Offer:* Unit offers will only be made in writing. The time period for applicants to consider a unit offer has been increased from five to ten business days from the postmarked date of the unit offer letter.
- *Credit Checks:* The CHA will conduct a credit check on the head of household to review sources of income as well as past history of paying rent and utilities. Credit checks will also be run on all members of the household over age 18 for income verification only.
- *Administrative Transfers:* Priority 1 administrative transfers now include three transfer types, all equal in priority: 1) mandatory transfers to resolve problems of a life-threatening nature not related to unit or building conditions; 2) voluntary transfers to move residents with disabilities to accessible units; and 3) mandatory transfers to move residents without disabilities out of their current accessible unit to allow a resident with a disability to move in.
- *Resident-initiated Transfers:* Resident-initiated transfers will not take priority over families with right of return or preference for return under the CHA Leaseholder Housing Choice Relocation Rights Contract 10/1/99 (Relocation Rights Contract) or the CHA Relocation Rights Contract for Families with Occupancy after 10/1/99 (Post 10/1/99 Relocation Rights Contract). When possible, the CHA will allow a resident in good standing to choose the family housing region or senior designated property where they would like to transfer.
- *Split Family Transfers For Relocating Families*
  - *CHA-initiated split family transfers:* The CHA will split a family when the CHA is unable to house the entire family in one unit and must offer two units. The original and splitting family retain their right of return under the Relocation Rights Contract or preference for return under the Post 10/1/99 Relocation Rights Contract. The CHA will not initiate more than one split family transfer per family.
  - *Resident-requested split family transfers:* The CHA will evaluate only resident requests for split family transfers for residents covered by the Relocation Rights Contract and Post 10/1/99 Relocation Rights Contract. If granted, the CHA will offer the splitting family a Housing Choice Voucher (HCV) rather than a public housing unit, and the splitting family loses their right of return under the Relocation Rights Contract or preference for return under the Post 10/1/99 Relocation Rights Contract. The original family retains their right or preference for return.

- *Split Family Transfers for Families in Permanent Replacement Housing, for Families Never Subject to the Relocation Rights Contract or Post 10/1/99, or Families that Reside in CHA Public Housing Units at Mixed-Income Properties that Do Not Have a Transfer Policy/Procedure in Place for the Public Housing Units:* The CHA will not grant split family transfers after a resident's right of return has been satisfied. If a family is overcrowded and the CHA does not have a unit large enough to house the entire family in accordance with the occupancy guidelines, all or part of the family must leave public housing in 60 calendar days. Failure to decrease the family size is a lease violation.
- *Extended Absence Policy:* The CHA will deem a unit not a resident's sole residence and terminate their lease when the resident continues to make rent and utility payments, but is absent from the unit more than 90 consecutive days without notification to the property manager. Exceptions will be made for extenuating circumstances.
- *Visitors:* Visitors are permitted in resident dwelling units. In both family and senior designated properties, a guest may visit for a total of 30 consecutive calendar days in any 12-month period.
- *Banning Visitors from CHA Property:* Visitors banned for anti-social behavior, including one-strike offenses, will be restricted from entering CHA properties for a period of up to three years, unless a court order makes the ban longer. Property managers will give notice to the resident the guest was visiting about the ban, and require the resident to sign an agreement stating that they will not allow the banned visitor into their unit.
- *Remaining Family Members at Senior Designated Properties:* Remaining family members, who are under the age of 62 and currently reside in senior designated properties, may continue to remain in their unit if the elderly family's head of household, co-head of household, or spouse passes away. The non-elderly remaining family member who adds a non-elderly person to their lease must transfer to a family property.
- *Lack of Remaining Family Members:* When a head of household leaves and only children or adults who cannot assume the role of the head of household due to a disability remain thereby resulting in no remaining family member to assume the role of head of household, the CHA will offer a HCV to the legal guardian, subject to program eligibility.
- *Utilities Policy:* Residents must obtain and maintain utility connections in the head of household or co-head's name throughout tenancy. Failure to do so is a serious lease violation. In check-metered buildings, residents will be charged a flat rate for consumption in excess of the utility allowance. In buildings not individually metered or without check meters, residents must obtain approval from the property manager prior to installing additional appliances in their unit.
- *Minimum Rent:* The minimum rent was increased to \$50 a month. Exemptions will continue to be granted to residents who are unable to pay the \$50 because of a documented hardship. If the hardship will be less than 90 days, the CHA will not impose the minimum rent during the 90-day period beginning the month following the family's request for hardship exemption. After 90 days, the resident must repay the minimum rent from the beginning of the suspension. The CHA will offer a reasonable repayment agreement. Long-term hardship exemptions may also be

granted.

- *Interim Adjustments for Rent:* The CHA will process an interim rent increase when 1) a person with income (from any source) joins the household; 2) there is an increase in earned income from the employment of a current household member; or 3) there is an increase in unearned income. The CHA will continue to grant earned income disallowances when applicable.
- *Choice of Income-Based or Flat Rents:* In FY2006, residents will choose to pay an income-based rent or a flat rent at their annual re-certification.
  - *Income-based rents* are currently used by the CHA. Income-based rent is either 30% of the household's adjusted monthly income or 10% of the household's total monthly income. Income-based rents will never be less than \$50 (the minimum rent).
  - *Flat rents* are not income-based. Flat rents have been determined for each development, and based on the unit's size, type, age, condition, unit amenities (e.g. washer and dryer, kitchen appliances), and neighborhood amenities (e.g. schools, playgrounds, access to social services and transportation).
- *Elimination of Ceiling Rent:* If a resident paying flat rent experiences a decrease in income, and the reduction will last more than 30 days, the property manager must reduce rent to the income-based rent based on verified income information. If income increases again before the next annual re-examination, the resident will no longer be able to be placed on a ceiling rent with a utility allowance (if applicable) that is the equivalent of the flat rent. The resident will remain on income-based rent until the next annual re-examination when they have the option of choosing flat rent again.

### ***FY2005 Residential Lease Agreement***

The CHA incorporated the relevant revisions from the FY2005 ACOP into the FY2005 Lease. In particular, the CHA increased the minimum rent, eliminated the ceiling rent, and incorporated the extended absence policy. Moreover, changes to the CHA's visitor policy, utilities policy, and transfer policy were included. Other changes included the following:

- *Bounced Check Fee:* Residents will be charged a \$ 30.00 fee on the second and any additional time a check is not honored for rent payment.
- *Installment of Additional Locks:* Residents must not change their locks or install new locks or anti-theft devices without written approval from the property manager. If approved, the resident must provide a key for each lock. At move out, the resident must return all keys. If not, \$35.00 will be charged for each key not returned.
- *Additional Resident Obligations:* Residents must buy and install working batteries in smoke and carbon monoxide detectors within their unit. Additionally, residents must refrain from allowing resident family members or guests who are under the Electronic Home Detention Program (Home Monitoring/House Arrest Program) to enter or reside on the premises.

- *New Restrictions on Alterations Section:* A new section with examples of prohibited alterations, additions, or improvements was added. These restrictions include the prohibition of placing any aerials, antennas, or other electrical connections on building exteriors.
- *Causes for Lease Termination:* In addition to the causes for lease termination already established by the CHA, the FY2005 Lease states that the CHA will terminate the lease if the resident or any resident family member:
  - Fails to voluntarily decrease the household composition to meet the occupancy guidelines;
  - Is convicted of a felony;
  - Is convicted of manufacture or production of methamphetamines;
  - Is subject to a lifetime or any registration requirement under a state sex offender registration program, including the ten-year Illinois State Sex Offender Registration Act;
  - Is involved in criminal and/or drug-related activity that is a threat to health and safety as determined by the use of a criminal background report; or
  - Is over the income limit of the housing program. A family will not be terminated if the family is receiving an earned income disallowance.

#### ***FY2005 Pet Policy***

The CHA revised the Pet Policy and Pet Ownership Procedure. The changes included:

- *Pet Deposits:* Pet deposits will be kept in the same interest bearing account as the security deposit and will be refunded within 45 calendar days after the resident has moved or no longer has the pet. Property management will notify the resident of any deductions taken from the pet deposit, in writing, within 30 calendar days.
- *Exemptions for People with Disabilities:* Residents with a disability who have a documented medical need for an assistive or companion animal are exempt from the pet application fee, pet deposit, pet size limitations, and prohibited pet limitations. Residents must fill out a reasonable accommodation request and provide verification of the medical need for the animal to receive these exemptions.
- *Dangerous Pets:* If a pet bites or attacks a resident, CHA employee, anyone visiting the premises, or any animal on the premises, the pet owner must surrender the animal to an animal control center within 24 hours. The animal control center will determine if the animal is dangerous. If the animal is determined to be dangerous, the pet owner must remove the animal from the household immediately to avoid lease termination.

### **Mixed-Income Housing: Leases and Tenant Selection Plans**

The residents who live in public housing units located in mixed-income communities are not subject to the FY2005 ACOP, FY2005 Lease, and FY2005 Pet Policy. Instead, the admissions and continued occupancy policies that apply to them are included in the lease and Tenant Selection Plan (TSP) for the mixed-income community in which they reside. Households that rent units in a mixed-income community, regardless of whether they live in a public housing, affordable, or market-rate unit, are subject to the approved lease and tenant selection plan. In FY2005, the CHA held public comment periods and hearings for leases and TSPs for mixed-income communities, which allowed residents and the public-at-large to comment on proposed policies before they were submitted to the CHA Board for approval. See Chapter 1: Renewal of Chicago's Public Housing for information regarding leases and TSPs released for public comment during FY2005.



*Each mixed-income community, including Orchard Park has a tenant selection plan and lease that provides the admissions and occupancy policies for the property. Before the documents are finalized, drafts are presented to the public during a 30-day public comment hearing.*

## **RESIDENT SAFETY AND SECURITY**

An important component of operating housing is creating and fostering safe communities. To ensure safety and security, the CHA collaborated with the Chicago Police Department, residents, community members, and property management companies to implement crime prevention strategies, offer safety tips, and engage residents in dialogue on their safety concerns.

### **Chicago Police Department**

The continued presence of the Chicago Police Department (CPD) helped to keep CHA communities safe and viable. In FY2005, the City of Chicago installed CPD controlled state-of-the-art security cameras at various CHA properties. The cameras send information to the Operations Center at the Chicago Office of Emergency Management and Communications, which then dispatches police officers to the exact location where their assistance is needed. Police can also monitor the cameras at their stations.

## **Chicago Alternative Policing Strategy**

The Chicago Alternative Policing Strategy (CAPS) has proven to be an effective community policing initiative and continued to contribute to the safety of CHA residents and the community at large during the year. During FY2005, CHA staff and residents participated in monthly CAPS public safety meetings, where they played an active role in reducing crime across CHA properties. Some of the topics covered in FY2005 were reduction of drug related activity, crime, and crime prevention.

## **Resident Outreach Services**

FY2005 marked the 15th anniversary of Resident Outreach Services, which is a group of resident volunteers from across the CHA that coordinate their efforts to increase public safety in family developments and senior designated properties. Over 700 participants attended the celebration at the Hyatt Regency Hotel to reflect on the hard work and dedication put forth over the past decade and a half of service. These volunteers increase community morale by conducting informational seminars, distributing informational flyers, and maintaining on-site offices. This group of volunteers was also successful in promoting day camp program registration for CHA youth.

To encourage residents to be actively involved in their communities, the CHA recruited residents for Resident Outreach Services throughout the year. Literature was posted throughout buildings and in on-site offices. Consequently, 50 new residents were recruited, and CHA staff held 19 crime prevention trainings with the new recruits at various developments.

In FY2005, there was an average of 90 volunteer groups that walked children to school, conducted public safety meetings, and conducted well-being checks on residents during inclement weather. Resident Outreach Services conducted 34,677 building safety checks, held 125 public safety meetings, and participated in the monthly CAPS meetings.

## **Private Security Services**

Although Chicago Police have helped to increase overall safety throughout the housing stock, the CHA property management companies contracted with private security companies to further enhance security at senior designated properties. Security guards were stationed for at least one eight-hour shift per day at the front desks to increase security. These private security professionals monitor the entry and exit of residents and guests and request that guests sign in and out upon arrival and departure.

## **Operational Center**



*Security guards contracted by the property management companies provide 8 hours of patrols to compliment the work of the Chicago Police Department.*

The CHA launched the Operational Center as a pilot at Lowden Homes in FY2005. The Operational Center allows the CHA to monitor maintenance needs, safety issues, and other business-related functions from one central location. Sensors located at Lowden Homes relay information about water heaters and other mechanical systems to the Operational Center allowing the property manager to take preventative maintenance measures to avoid larger, more costly repairs at a later time.

The Operational Center will be expanded to other CHA properties and will serve as an alternative location for residents to report concerns or repair needs. The number and types of calls are recorded and maintained in a database which can be used by the CHA and property managers to identify any patterns in the types or locations of the calls.

To increase the level of safety at the properties, alerts from carbon monoxide detectors, fire alarms, and smoke detectors located across the housing stock will be reported electronically to the Operational Center staff to alert the property managers and Chicago Fire Department officials of the exact location of the safety concern. Closed circuit televisions will allow CHA and property management staff to monitor the buildings and common areas for potential safety and security hazards and alert Chicago Police Department officials if their presence is needed.

**One-Strike Policy**

The CHA’s One-Strike Policy is based on the federal law that requires all public housing authorities to remove leaseholders, household members, guests, or other persons under a resident’s control that threaten the health, safety, or right of peaceful enjoyment of the premises by other residents, CHA employees, agents of the CHA, or persons residing in the immediate vicinity. Asset managers worked with the CHA’s One-Strike Program Coordinator in FY2005 to remove anyone in violation of this policy. It is important to note that not all one-strike cases result in eviction: The CHA often works with the leaseholder to develop an alternative resolution.

One-Strike Program FY2005	Total
Judgments for the CHA Pending Eviction	52
Judgments for Residents	3
Agreed Orders	127
Cases Dismissed	36
Cases Canceled	6
One-Strike Executed Evictions	26
Move-Outs	68

## CHAPTER 7: ADVANCING THE VISION FOR CHANGE

The CHA took further steps in FY2005 to facilitate housing opportunities for public housing residents and Housing Choice Voucher (HCV) Program participants. These steps included reducing administrative costs, redirecting CHA funding to properties in need of capital improvement, and maintaining revitalized units. These administrative and procedural reforms allowed the CHA to maintain fiscal responsibility while providing residents with quality, affordable housing and access to social services.

### CHA ADMINISTRATIVE STAFF

To reduce administrative costs, the CHA Board of Commissioners approved the relocation and consolidation of the CHA Administrative Offices from 626 West Jackson Boulevard and six other locations to 333 South Wabash Avenue in downtown Chicago. Beginning in FY2006, all CHA and HCV Program staff will move to one building with greater access via public transportation. The consolidation will result in an estimated administrative savings of one million dollars each year thereby allowing more funds to spend on serving residents and maintaining the revitalized units.

In FY2005, the CHA continued to invest in its human capital by encouraging staff to bolster and update their professional skills. CHA staff attended numerous trainings that covered a variety of topics including: customer service and intermediate and advanced Microsoft Office, as well as project management and innovative problem solving. Employees also attended training sessions on CHA administrative procedures to increase accountability and safety. These sessions covered topics such as privacy guidelines, environmental safety, timekeeping procedures, and Human Resources Basic Law.



*The CHA Asset Management Department monitors each property management company's performance relative to HUD approved benchmarks. In FY2005, they were recognized for their efforts by earning the Institute for Real Estate Management's Leadership Award.*

### ENTERPRISE RESOURCE PLANNING SYSTEM

The CHA began the implementation of its automated Enterprise Resource Planning (ERP) System in FY2005. ERP integrated the financial, procurement, human resources, and payroll systems to optimize CHA processes. Additionally, the ERP system will be fully integrated with the CHA's new housing management software, keeping the CHA on the cutting edge of the public housing industry.

## Human Resources and Payroll

The Human Resources and Payroll portions of ERP were implemented during fourth quarter of FY2005. All CHA staff received extensive training in preparation for the automation of back-office procedures. These portions of the system increase the reporting capacity of the Human Resources staff and provide CHA employees with personnel information via their desktop computers, thereby reducing the number of inquiries to Human Resources and Payroll staff.

## Financial and Procurement

During the year, CHA staff developed technical requirements and designed the system architecture for both the financial and procurement portions of ERP. These ERP portions will reduce manual management of procurement and financial matters through automation of purchase requisitions, centralization of invoices within the Accounts Payable Department, and prevention of over allocation by individual CHA departments. The Conference Room Pilot held last year for the financial and procurement portions of ERP paved the way for full system implementation in FY2006.

## **FINANCE**

For the eighth consecutive year, the CHA received recognition for its management of and reporting on its financial resources from the Government Finance Officers Association of the United States and Canada (GFOA), a nonprofit association serving government finance professionals. In FY2005, the CHA received the Certificate of Achievement for Excellence in Financial Reporting which recognizes state and local governments who have financial reporting documents created in line with the GFOA's strict standards. GFOA also awarded the CHA a Distinguished Budget Presentation Award for the fifth year in a row. This award is bestowed upon governmental entities that publish multi-purpose budgets that serve as financial plans, operations guides, policy documents, and communications tools. The ability to consistently win these awards illustrates the CHA's sound fiscal management practices.

## Budget Management

Sound fiscal management is dependent in large part on all CHA staff members following the established financial policies and procedures. Each CHA department continued to work with a budget analyst in FY2005. The analysts helped ensure that departments managed their budgets in accordance



***The GFOA Distinguished Budget Presentation stands as independent proof of the CHA's sound fiscal policies.***

with the departmental goals for the respective fiscal year. Specifically, the budget analysts assisted with the preparation of budget requests to fund departmental activities conducted in support of the Plan for Transformation.

**Fiscal Policies and Procedures**

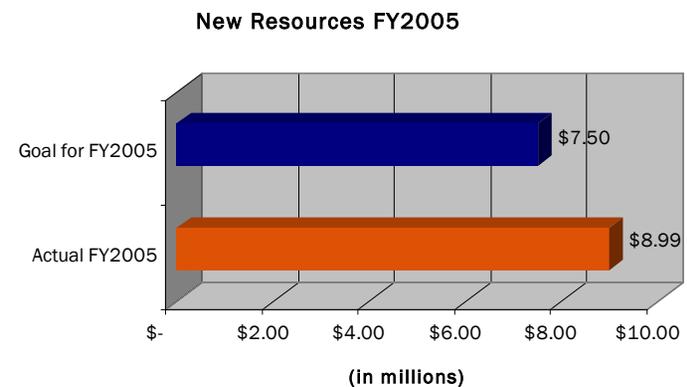
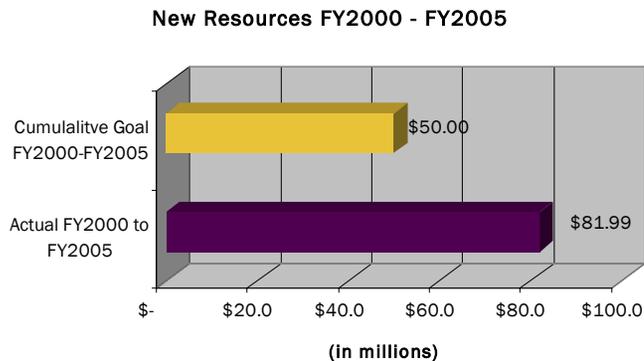
CHA fiscal policies and procedures are reviewed on a regular basis to ensure that they are up-to-date with industry standards and federal requirements. As part of its FY2005 review, the CHA evaluated and updated its financial reporting, internal control monitoring, and internal operating procedures.

**Grant Management**

The Plan for Transformation has provided to the CHA and its partners substantial financial resources in the form of grants. The CHA closely monitored all grants and sub-grantees to ensure the funds were expended as intended by the grantee. During FY2005, an emphasis was placed on planning, budget reconciliation, sub-contractor disbursements, and accounts receivables.

**EXTERNAL FUNDING THROUGH RESOURCE DEVELOPMENT**

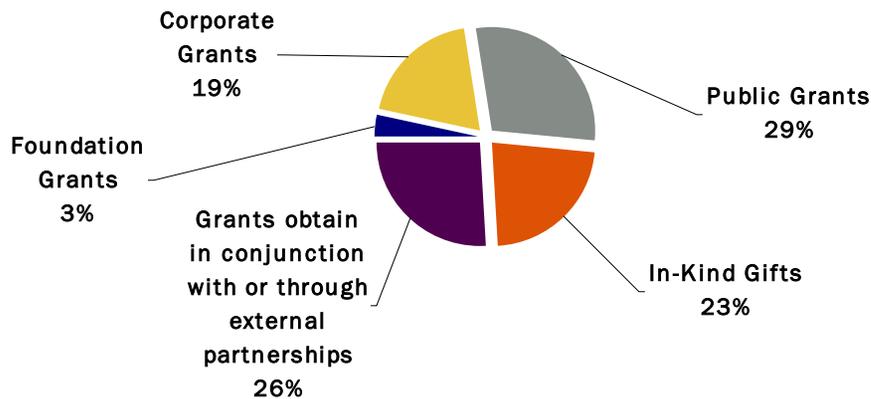
The CHA supplements its financial support of the Plan for Transformation with funding from governmental entities, not-for-profit organizations, and private corporations. To that end, the CHA established a goal of raising \$7.50 million in new resources in FY2005. This goal was exceeded by 19% with \$8.99 million secured by the CHA and its partners during the year. Combined with funds raised since FY2000, the total amount of new resources raised in support of the Plan for Transformation is \$81.99 million.



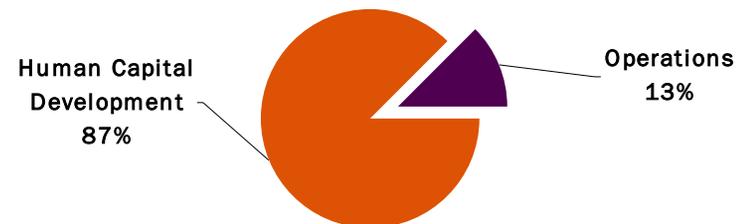
## Funding Received

The CHA and its partners applied for grants in FY2005 to support activities and programs on-site at CHA developments and off-site to support residents and HCV Program participants. The majority of the funding requests were for human capital development. Of the funding requests submitted in FY2004 and FY2005, the CHA received notice during FY2005 that 31 requests were approved.

**Sources of Funding Received FY2005**



**Focus Area of Funding Requests FY2005**



## Building Strategic Partnerships

The scope of the Plan for Transformation necessitates the involvement of community partners including local schools and corporations. During FY2005, the CHA developed and maintained partnerships with several local entities:

- *Advocate Health Care*: Provided free asthma screenings in the Washington Park area as part of World Asthma Day.
- *Chicago Bears*: Treated 50 children each to a \$120 shopping spree at Toys 'R' Us. This was followed by a pizza party at Soldier Field with the Bears.
- *Chicago Public Library*: Developed strategies to increase opportunities for residents' use of library resources. Implementation is targeted for 2006.

- *Chicago Youth Program's Teen Reach*: Provided an expanded recording studio for Cabrini-Green Homes youth to compose and record positive music.
- *City Colleges of Chicago and the Federal Reserve Bank*: Offered free financial literacy workshops on-site in CHA developments and in mixed-income communities.
- *Design@Home*: Offered free home decorating makeovers to Choose to Own Home Ownership Program participants.



*The success of the Plan for Transformation is due in large part to the involvement of community partners. The CHA recognized ten of these partners at a 2005 partnership appreciation event. Those recognized included: Chicago Community Trust; Chicago Park District; Chicago Youth Centers; CAN Insurance; John D. and Catherine T. MacArthur Foundation; Leadership Greater Chicago; Roosevelt University; Toys "R" Us; Wayman AME Church; and Windows of Opportunity.*

### ***Partnership for New Communities***

The Chicago Community Trust and the John D. and Catherine T. MacArthur Foundation, in cooperation with the CHA founded the Partnership for New Communities (the Partnership). The Partnership supports the Plan for Transformation by promoting economic development and strong community institutions in the neighborhoods where CHA mixed-income communities exist. Their activities have provided residents with the ability to obtain workforce literacy and job training as well as employment opportunities. In particular, in FY2005, the Partnership provided residents with access to the Bridges to Careers and transitional jobs programs.

## APPENDIX A: MOVING TO WORK (MTW) ANNUAL REPORT CROSSWALK

The CHA Moving to Work (MTW) Crosswalk below contains each reporting requirement for the annual report with the corresponding location within the document. The required reporting elements provide the U.S. Department of Housing and Urban Development and other stakeholders with detailed information on the CHA's progress in implementing the Plan for Transformation.

Category	Requirement	Location
<b>Households Served</b>	A. Number and characteristics of households served at the end of the year. I. Include unit size, family type, income group, housing type, race & ethnicity.	Appendix B: Public Housing Stock and Demographic Information
	B. Number and characteristics of households on wait lists.	Appendix C: Public Housing Wait List Demographic Information Appendix D: Housing Choice Voucher (HCV) Program Demographic Information
	C. Changes in tenant and wait list numbers and characteristics and related narrative discussion.	Chapter 3: Supporting Residents Through Relocation Chapter 6: Operation of Chicago's Public Housing Appendix C: Public Housing Wait List Demographic Information Appendix D: Housing Choice Voucher (HCV) Program Demographic Information
<b>Occupancy Policies</b>	A. Changes in rent policy, if any.	Chapter 6: Operation of Chicago's Public Housing
	B. Changes in concentration of lower-income families by program.	Chapter 1: Renewal of Chicago's Public Housing Chapter 2: Enhancing Affordable Housing Opportunities Appendix B: Public Housing Stock and Demographic Information Appendix C: Public Housing Wait List Demographic Information
	C. Narrative discussion/explanation of changes in occupancy policy.	Chapter 1: Renewal of Chicago's Public Housing Chapter 6: Operation of Chicago's Public Housing
<b>Relocation</b>	A. Report on relocation activities for previous year.	Chapter 3: Supporting Residents Through Relocation
	B. Report on building closures for previous year.	Chapter 3: Supporting Residents Through Relocation

Category	Requirement	Location
<b>Capital Improvements and Development</b>	A. Actual delivery of units in previous year.	Chapter 1: Renewal of Chicago's Public Housing
	B. Actual units under construction for current year.	Chapter 1: Renewal of Chicago's Public Housing
	C. Narrative on progress of capital plan.	Chapter 1: Renewal of Chicago's Public Housing
<b>Capital Planning</b>	A. Finance I. Identified planned vs. actual expenditures by property. II. Include narrative discussion/explanation of difference.	Chapter 6: Operation of Chicago's Public Housing Appendix G: Capital Expenditures FY2005
	B. Demolition and Disposition - Report on actual demolition and disposition for previous year.	Appendix E: Structural Demolition FY2005 Appendix F: Disposition FY2005
	C. Report on home ownership activities for previous year.	Chapter 1: Renewal of Chicago's Public Housing Chapter 2: Enhancing Affordable Housing Opportunities
<b>Management Information for PHA Units</b>	A. Work orders: I. Emergency work orders. II. Non-emergency work-orders. III. Outstanding non-emergency work orders.	Chapter 6: Operation of Chicago's Public Housing
	B. Inspections: I. Percent of annual inspection of dwelling units. II. Percent of annual inspection of building systems.	Chapter 6: Operation of Chicago's Public Housing
	C. Income Verification and Rent Calculation: I. Increase in percent of correct income verification. II. Increase in percent of correct rent calculation. III. Percent outstanding re-certifications. IV. Steps taken to reach goal.	Chapter 6: Operation of Chicago's Public Housing
	D. Other management achievements for previous year.	Chapter 6: Operation of Chicago's Public Housing

Category	Requirement	Location
<b>Security</b>	<p>A. Narrative on planned vs. actual activities and explanations of differences. Details may include:</p> <p>I. Report on One-Strike activities and coordination with local government on anti-crime strategies.</p> <p>II. Report on screening activities related to security.</p>	<p>Chapter 4: Achieving Economic and Social Self-Sufficiency  Chapter 6: Operation of Chicago's Public Housing</p>
<b>Senior Designated Housing Plan</b>	<p>Update of status of Senior Designated Housing Plan.</p>	<p>Chapter 6: Operation of Chicago's Public Housing</p>
<b>Resident Programs</b>	<p>A. Description of activities, issues, and proposed actions. Details may include:</p> <p>I. Economic self-sufficiency: Report on service delivery for previous year with Chicago Department of Human Services</p> <p>II. Report on plans for job training, Section 3, and resident initiatives.</p> <p>III. Resident participation: Report on activities.</p>	<p>Chapter 2: Enhancing Affordable Housing Opportunities  Chapter 3: Supporting Residents Through Relocation  Chapter 4: Achieving Economic and Social Self-Sufficiency  Chapter 5: Promoting Economic Opportunities  Chapter 6: Operation of Chicago's Public Housing  Chapter 7: Advancing the Vision For Change</p>

Category	Requirement	Location
<b>Management Information for Leased Housing</b>	A. Leasing Information I. Units at beginning of previous year and number of units under lease at year-end.	Chapter 2: Enhancing Affordable Housing Opportunities
	B. Actual lease-up rate at end of year related to targets.	Chapter 2: Enhancing Affordable Housing Opportunities
	C. Information and certification of data of Leased Housing Management, including: I. Ensuring rent reasonableness; II. Expanding housing opportunities; and III. Deconcentration of low-income families.	Chapter 2: Enhancing Affordable Housing Opportunities
	D. Discussion of differences between Plan and Report.	Chapter 2: Enhancing Affordable Housing Opportunities
	E. Inspection Strategy I. Results of strategy, including: a. Planned vs. actual inspections completed by category: i. Annual HQS inspections; ii. Pre-contract HQS inspections; and iii. HQS Quality Control inspections. b. HQS Enforcement report. II. Narrative/discussion of difference. III. Leasing Strategy–Report on activities conducted to expand lease of vouchers by end of Plan for Transformation.	Chapter 2: Enhancing Affordable Housing Opportunities
<b>Sources and Amounts of Funding</b>	A. Planned vs. actual funding amounts.	Appendix G: Capital Expenditures FY2005 Appendix H: Financial Statements
	B. Narrative discussion/explanation of the difference.	Appendix G: Capital Expenditures FY2005 Appendix H: Financial Statements
	C. Consolidated Financial Statement.	Appendix H: Financial Statements

Category	Requirement	Location
Uses of Funds	A. Budgeted vs. actual expenditures by line item.	Appendix H: Financial Statements
	B. Narrative/explanation of difference and changes from the Plan.	Appendix G: Capital Expenditures FY2005 Appendix H: Financial Statements
	C. Reserve balance at end of year and discussion of adequacy of reserves.	Appendix G: Capital Expenditures FY2005 Appendix H: Financial Statements
Other Information Required by HUD	A. Results of latest completed 133 Audit (including program-specific OMB compliance supplement items as applicable).	Appendix I: OMB Circular A-133 Independent Audit
	B. Required certifications and other submissions from which the CHA is not exempted by the MTW agreement.	Appendix J: Moving to Work Annual Report Required Certifications
	C. Submissions required for the receipt of funds.	Appendix H: Financial Statements
	D. Each year, CHA shall submit to HUD a formal written election describing how many Housing Choice Vouchers will be designated Block Grant Housing Choice Voucher units as opposed to HAP MTW Housing Choice Voucher Units.	Appendix A: Crosswalk The Authority requests HUD to consider 34,675 units HAP MTW Housing Choice Voucher units for FY2005.

## APPENDIX B: PUBLIC HOUSING STOCK AND DEMOGRAPHIC INFORMATION

The following charts (Appendix B – D) showing the public housing stock and the demographics of the CHA public housing resident population, public housing wait lists, and Housing Choice Voucher (HCV) Program, document the significant changes inherent in the implementation of the Plan for Transformation. These changes reflect the monumental overhaul of Chicago’s public housing, subsequent changes to the public housing population, and the use of the HCV Program.

The information provided will vary from previous years because the CHA began the process of migrating unit and resident data for both its public housing program and HCV Program from an antiquated system to a new web-enabled system in FY2005. Reports and data from fourth quarter are therefore unavailable at this time. The data below reflects demographic information as of October 1, 2005. The ability of the CHA, CHAC, Inc., and property management companies to effectively manage both the public housing and the HCV Programs will increase greatly with the launch of this new software and database. In FY2006, additional strides will be made to further customize the technology to meet the reporting needs of the CHA.

### Family Housing Demographics from the CCS Database

Housing Stock & Occupancy	1/1/2005	10/1/2005
Total Units	18,813	18,201
Occupied Units	9,452	8,775
Total Number of Residents	27,721	25,188
Average Family Size	2.9	2.9
Unit Size (All Units)	1/1/2005	10/1/2005
0 Bedroom	111	107
1 Bedroom	2,841	2,680
2 Bedrooms	7,784	7,645
3 Bedrooms	6,459	6,232
4 Bedrooms	1,416	1,358
5 Bedrooms	198	190
6 Bedrooms	4	10
7+ Bedrooms	0	0
Gender (All Residents)	1/1/2005	10/1/2005
Female	17,532	15,975
Male	10,189	9,213

### Senior Housing Demographics from the CCS Database

Housing Stock & Occupancy	1/1/2005	10/1/2005
Total Units	9,881	9,811
Occupied Units	6,768	7,247
Total Number of Residents	7,399	7,932
Average Family Size	1.1	1.1
Unit Size (All Units)	1/1/2005	10/1/2005
0 Bedroom	1,258	1,259
1 Bedroom	8,547	8,476
2 Bedrooms	75	75
3 Bedrooms	1	1
4 Bedrooms	0	0
5 Bedrooms	0	0
6 Bedrooms	0	0
7+ Bedrooms	0	0
Gender (All Residents)	1/1/2005	10/1/2005
Female	3,736	3,980
Male	3,656	3,951

The information provided in the charts below will vary from previous years because the CHA began the process of migrating unit and resident data for its public housing program from an antiquated system to a new web-enabled system in FY2005. Reports and data from fourth quarter are therefore unavailable at this time. The data below reflects demographic information as of October 1, 2005.

Family Housing Demographics from the CCS Database		
Age (All Residents)	1/1/2005	10/1/2005
0-20	15,328	13,657
21-61	10,849	10,019
62 and over	1,544	1,512

Race & Ethnicity (All Residents)	1/1/2005	10/1/2005
White	2,612	2,601
Black	24,889	22,384
Native/Alaskan	78	69
Asian/Pacific Islander	48	128
Other	6	6
Hispanic*	2,385	2,429

Annual Income Range (Number of Households) & Average Annual Household Income	1/1/2005	10/1/2005
\$0-3,999	3,784	3,424
\$4,000-7,999	2,923	2,734
\$8,000-15,999	1,339	1,270
\$16,000-27,999	903	827
\$28,000-35,999	297	297
\$36,000 and greater	206	223
Average Annual Household Income (\$)	11,719	12,748

\*Hispanic is categorized as an ethnic code and may be listed in several race categories.

Senior Housing Demographics from the CCS Database		
Age (All Residents)	1/1/2005	10/1/2005
0-20	9	6
21-61	1,403	1,386
62 and over	5,987	6,540

Race & Ethnicity (All Residents)	1/1/2005	10/1/2005
White	2,131	2,180
Black	4,530	4,961
Native/Alaskan	101	99
Asian/Pacific Islander	466	661
Other	38	29
Hispanic*	552	615

Annual Income Range (Number of Households) & Average Annual Household Income	1/1/2005	10/1/2005
\$0-3,999	2,392	2,568
\$4,000-7,999	2,679	2,787
\$8,000-15,999	1,557	1,723
\$16,000-27,999	124	148
\$28,000-35,999	10	16
\$36,000 and greater	6	5
Average Annual Household Income (\$)	9,095	9,317

\*Hispanic is categorized as an ethnic code and may be listed in several race categories.

The information provided in the charts below will vary from previous years because the CHA began the process of migrating unit and resident data for its public housing program from an antiquated system to a new web-enabled system in FY2005. Reports and data from fourth quarter are therefore unavailable at this time. The data below reflects demographic information as of October 1, 2005.

Family Housing Demographics from the CCS Database		
Selected Income Sources (Number of Households)	1/1/2005	10/1/2005
Employed	3,569	3,540
SSI	3,237	3,042
Social Security	1,886	1,842
TANF**	1,234	1,128

Area Median Income (AMI) (All households)	1/1/2005	10/1/2005
Number of households with income <30% of AMI	7,726	6,960
Number of households with income 30-50% of AMI	996	1,003
Number of households with income 51-80% of AMI	552	566
Number of households with income 81% or greater of AMI	178	246

\*\*TANF includes AFDC, Earnfare, and General Assistance.

Senior Housing Demographics from the CCS Database		
Selected Income Sources (Number of Households)	1/1/2005	10/1/2005
Employed	299	337
SSI	3,776	3,886
Social Security	4,167	4,564
TANF**	1,080	1,073

Area Median Income (AMI) (All households)	1/1/2005	10/1/2005
Number of households with income <30% of AMI	6,362	6,769
Number of households with income 30-50% of AMI	325	389
Number of households with income 51-80% of AMI	73	79
Number of households with income 81% or greater of AMI	8	10

\*\*TANF includes AFDC, Earnfare, and General Assistance.

The Plan for Transformation is a massive undertaking that is impacting the demographics of the CHA's resident population and its housing stock. The Plan calls for the CHA to rehabilitate and redevelop a total of 25,000 public housing units for low-income individuals and at the same time demolish over 18,000 units of dilapidated housing. As the CHA makes more progress toward completing the Plan, the occupancy levels at CHA properties and the demographics of the resident population will shift. The primary causes of these shifts are disposition, natural attrition, the move-out process, the move-in process, and the implementation of new housing management software.



## **Disposition**

Under the Plan for Transformation, the CHA, from time to time, will sell older buildings in order to acquire revitalized housing for residents. Once the building is sold, it is removed from the housing stock reducing the total number of units.

## **Natural Attrition**

The number of residents and occupied units at the CHA fluctuates approximately 12% due to natural attrition irrespective of the Plan for Transformation. This fluctuation is caused by residents leaving the public housing program due to death, moving to another city, incarceration, eviction, and those who voluntarily leave subsidized housing. This also includes changes to family composition due to marriage, birth, adoption, and separation/divorce.

When a unit becomes available due to natural attrition at the senior designated properties, the CHA leases these units to other eligible individual(s) on the site based wait list. This results in little net change in the number of occupied units. On the other hand, when a unit becomes available at one of the family properties scheduled to undergo revitalization then the unit is normally kept vacant to make room for construction activities. These vacancies result in a net loss in the number of occupied units.

## **Moves Out**

As the CHA identifies buildings for closure, residents are temporarily relocated to other public housing units, to the private market with a Housing Choice Voucher (HCV), and to a non-subsidized housing. This results in a temporary authority-wide decrease in the number of occupied units and total number of residents. After, the building is closed and demolished, the building and its units are removed from the CHA's total unit count thereby decreasing the total number of units.

## **Moves In**

Simultaneously, the completion of new units in both mixed-income communities and at rehabilitated properties causes an increase in the total number of housing units. As certificates of occupancy are issued, residents, who are in temporary relocation resources, move into the revitalized units increasing the total number of occupied units and the total number of residents.

Because the move-out and move-in processes occur simultaneously across the CHA, the total number of units, occupied units, and residents will continue to vacillate until redevelopment and rehabilitation are complete and families with a right or preference to return are housed.



### **Implementation of New Housing Management Software**

In FY2005, the CHA implemented its new housing management software. This software will allow the CHA to more effectively manage both its public housing and HCV Programs. As part of the preparation for this implementation, the CHA conducted an extensive review and update of the data housed in the previous CCS housing management software. This update included among other items: correcting unit counts at buildings, updating family composition information, updating contact information for individuals on the wait lists, and incorporating new revitalized units into the CHA's housing inventory.

## APPENDIX C: PUBLIC HOUSING WAIT LIST DEMOGRAPHIC INFORMATION

The information provided in the chart below will vary from previous years because the CHA began the process of migrating applicant data for its public housing program from an antiquated system to a new web-enabled system in FY2005. Reports and data from fourth quarter are therefore unavailable at this time. The data below reflects wait list demographic information as of October 1, 2005.

### Public Housing Wait Lists Demographics as of October 1, 2005

Wait List	Area Median Income						
	Total Applicants	Total Persons	Number of applicants with income <30% of AMI	Number of applicants with income 30-50% of AMI	Number of applicants with income 51-80% of AMI	Number of applicants with income 81% or greater of AMI	Disabled
Family Wait List	35,035	100,716	33,232	1,510	137	156	3,910
Senior Wait Lists	7,246	8,429	6,715	462	65	4	4,728
No Preference Wait List*	14,522	39,308	13,354	911	219	38	3,212
<b>Total</b>	<b>56,803</b>	<b>148,453</b>	<b>53,301</b>	<b>2,883</b>	<b>421</b>	<b>198</b>	<b>11,850</b>

Wait List	Race						
	White	Black	Indian/ Alaskan	Asian/ Pacific Islander	Other	Unknown	Hispanic**
Family Wait List	34,022	63,117	173	1,491	1,031	882	21,249
Senior Wait Lists	2,724	4,677	179	769	48	32	1,329
No Preference Wait List*	5,761	28,469	43	528	2,843	1,664	3,815
<b>Total</b>	<b>42,507</b>	<b>96,263</b>	<b>395</b>	<b>2,788</b>	<b>3,922</b>	<b>2,578</b>	<b>26,393</b>

\* Applicants on the Wait List that did not indicate a preference for a type of housing development. The CHA allows these individuals to make their choice during their eligibility interview.

\*\* Hispanic is categorized as an ethnic code and may be listed in several race categories.

## APPENDIX D: HOUSING CHOICE VOUCHER (HCV) PROGRAM DEMOGRAPHIC INFORMATION

The information provided in the chart below will vary from previous years because the CHA began the process of migrating unit and tenant data for its HCV Program from an antiquated system to a new web-enabled system in FY2005. Reports and data from fourth quarter are therefore unavailable at this time. The data below reflects HCV Program demographic information as of October 18, 2005.

Demographics of Current HCV Program Wait List as of 10/18/05	
<b>Total HCV Program Applicants</b>	<b>9,752</b>
	<b>Total</b>
<b>Age</b>	
Age 62 and over	812
Under age 62	8,939
Unknown/Pending	1
<b>Race</b>	
White	1,287
Black	8,133
Other	52
Unknown/Pending	280
<b>Ethnicity</b>	
Hispanic	1,165
Non-Hispanic	8,407
Unknown/Pending	180
<b>Disabled Population</b>	<b>1,820</b>

### Demographics of Current HCV Program Participants as of 10/18/05

**Total HCV Program Participants 100,661**

	Heads of Household	Other Household Members	Total
<b>Age</b>			
Age 62 and over	5,106	656	5,762
Under age 62	29,871	65,028	94,899
Unknown/Pending	0	0	0
<b>Race</b>			
White	4,818	7,112	11,930
Black	30,052	58,415	88,467
Other	105	151	256
Unknown/Pending	2	6	8
<b>Ethnicity</b>			
Hispanic	3,920	6,693	10,613
Non-Hispanic	31,057	58,991	90,048
Unknown/Pending	0	0	0
<b>Disabled Population</b>			
Handicapped/Disabled	11,653	4,547	16,200

### Demographics of Current HCV Program Participants as of 10/18/05

Bedroom Breakdown	Total
0 Bedroom	1,541
1 Bedroom	4,439
2 Bedrooms	9,823
3 Bedrooms	12,779
4 Bedrooms	4,400
5 Bedrooms	1,572
6 Bedrooms	331
7 Bedrooms	67
8 + Bedrooms	25
Unknown/Pending	0

Rent and Payments	Total
Average Contract Rent	\$933
Average HAP	\$743
Average Total Tenant Payment	\$246

Income	Total
Average Gross Annual Income	\$8,809
Average Adjusted Annual Income	\$9,729
Percentage of households with Wage Income	13%
Households with annual income above 30% of Area Median Income	5,037
Households with annual income below 30% of Area Median Income	29,940
Unknown/Pending	0

## APPENDIX E: STRUCTURAL DEMOLITION FY2005

Address	Planned for FY2005	Started in FY2005	Completed in FY2005	Variance (Completed in FY2005-Planned for FY2005)
<b>Grace Abbott Homes High-Rises</b>				
1440 W 13TH ST	150			-150
1510 W 13TH ST	150			-150
1520 W HASTINGS ST	150			-150
<b>Subtotal:</b>	<b>450</b>	<b>0</b>	<b>0</b>	<b>-450</b>
<b>Jane Addams Homes^</b>				
1255 W TAYLOR ST	63		63	0
917 S ADA ST	41			-41
1248 W TAYLOR ST		38		0
<b>Subtotal:</b>	<b>104</b>	<b>38</b>	<b>63</b>	<b>-41</b>
<b>Francis Cabrini Extension North^</b>				
1121 N LARRABEE ST	65			-65
1015-17 N LARRABEE ST	136			-136
1159-61 N LARRABEE ST	136			-136
<b>Subtotal:</b>	<b>337</b>	<b>0</b>	<b>0</b>	<b>-337</b>

Address	Planned for FY2005	Started in FY2005	Completed in FY2005	Variance (Completed in FY2005-Planned for FY2005)
<b>Francis Cabrini Extension South</b>				
364 W OAK ST	65			-65
929 N HUDSON AVE	68			-68
939 N HUDSON AVE	68			-68
365 W OAK ST	65			-65
911 N SEDGWICK ST	68			-68
923 N SEDGWICK ST	68			-68
412 W CHICAGO AVE	65			-65
911 N HUDSON AVE	65			-65
862 N SEDGWICK ST	65			-65
<b>Subtotal:</b>	<b>597</b>	<b>0</b>	<b>0</b>	<b>-597</b>

<b>William Green Homes</b>				
630 W EVERGREEN AVE	144		144	0
1340 N LARRABEE ST	144		144	0
534 W DIVISION ST	144			-144
624 W DIVISION ST	134			-134
660 W DIVISION ST	134			-134
714 W DIVISION ST		134		0
1230 N LARRABEE ST	134			-134
1230 N BURLING ST		134		0
<b>Subtotal:</b>	<b>834</b>	<b>268</b>	<b>288</b>	<b>-546</b>

Address	Planned for FY2005	Started in FY2005	Completed in FY2005	Variance (Completed in FY2005-Planned for FY2005)
<b>Governor Henry Horner Homes^</b>				
141 WOLCOTT AVE/1847 LAKE ST	231		231	0
<b>Subtotal:</b>	<b>231</b>	<b>0</b>	<b>231</b>	<b>0</b>
<b>Rockwell Gardens</b>				
2517 W ADAMS ST		138		0
2515 W JACKSON BLVD	140			-140
2450 W. MONROE ST	140			-140
<b>Subtotal:</b>	<b>280</b>	<b>138</b>	<b>0</b>	<b>-280</b>
<b>Robert Taylor Homes</b>				
4429 S FEDERAL ST		158		0
5135 S FEDERAL ST	158			-158
<b>Subtotal:</b>	<b>158</b>	<b>158</b>	<b>0</b>	<b>-158</b>
<b>Washington Park Low-Rises^</b>				
6127-41 S CALUMET AVE	8			-8
6145-59 S CALUMET AVE	8			-8
4400-02 S ST LAWRENCE AVE	12			-12
3909 S INDIANA AVE	4			-4
<b>Subtotal:</b>	<b>32</b>	<b>0</b>	<b>0</b>	<b>-32</b>

Address	Planned for FY2005	Started in FY2005	Completed in FY2005	Variance (Completed in FY2005-Planned for FY2005)
<b>Madden Park Homes</b>				
740 E 37TH ST	6			-6
3640 S ELLIS AVE	4			-4
3808 S LAKE PARK AVE	6			-6
3814 S LAKE PARK AVE	6			-6
3822 S LAKE PARK AVE	6			-6
3830 S LAKE PARK AVE	6			-6
<b>Subtotal:</b>	<b>34</b>	<b>0</b>	<b>0</b>	<b>-34</b>
<b>Ida B. Wells Homes</b>				
3740-3756 S COTTAGE GROVE AVE	12		12	0
647-655 E 37TH PL./650-658 E 38TH ST	12		12	0
657-665 E 37TH PL/660-668 E 38TH ST	12		12	0
670-686 (674) E 38TH ST	12		12	0
701-709 E 37TH PL	6		6	0
710-726 (714) E 38TH ST	12		12	0
725 E 37TH PL/728 E 38TH ST	12		12	0
735-743 E 37TH PL/738-746 E 38TH ST	12		12	0
748-758 E 38TH ST	6		6	0
757 E 37TH PL/760 E 38TH ST	12		12	0
767-777 (773) E 37TH PL	9		9	0
770-774 (772) E 38TH ST	3		3	0
776-786 E 38TH ST	6		6	0

Address	Planned for FY2005	Started in FY2005	Completed in FY2005	Variance (Completed in FY2005-Planned for FY2005)
<b>Ida B. Wells Homes (cont'd)</b>				
700-708 (704) E 38TH ST	6		6	0
667 E 37TH PL	6		6	0
679 E 37TH PL/688 E 38TH ST	12		12	0
713 E 37TH PL			6	6
745 E 37TH PL	6		6	0
779 E 37TH PL	4		4	0
679-693 E 37TH ST	10		10	0
3709 S VINCENNES AVE		10		0
3726 S COTTAGE GROVE AVE	12		12	0
3741 S VINCENNES AVE	12		12	0
3809 S VINCENNES AVE	12		12	0
3841 S VINCENNES AVE	12		12	0
600 E 39TH ST	6		6	0
601 E 37TH PL	6		6	0
601 E 38TH PL	4		4	0
601 E 38TH ST	4		4	0
605 E 37TH ST		10		0
606 E 38TH PL	6		6	0
606 E 38TH ST	6		6	0
617 E 38TH PL	6		6	0

Address	Planned for FY2005	Started in FY2005	Completed in FY2005	Variance (Completed in FY2005-Planned for FY2005)
<b>Ida B. Wells Homes (cont'd)</b>				
618-620 E 38TH ST	12		12	0
610 E 37TH PL	4			-4
612 E 39TH ST	6		6	0
618 E 38TH PL/609 E 38TH ST	12		12	0
627 E 38TH PL	6		6	0
624/630 E 37TH PL	12			-12
629 E 38TH ST/636 E 38TH PL	12		12	0
620-624 E 39TH	6		6	0
623 E 37TH ST	10		10	0
633 E 37TH PL	6		6	0
632 E 38TH ST	6		6	0
629 E 38TH PL	6		6	0
630 E 39TH ST	6		6	0
631 E 38TH ST	6		6	0
635 E 37TH PL	6		6	0
638 E 38TH PL	6		6	0
638 E 38TH ST	6		6	0
640 E 37TH PL	4		4	0
647 E 38TH PL	6		6	0
642 E 39TH ST	6		6	0

Address	Planned for FY2005	Started in FY2005	Completed in FY2005	Variance (Completed in FY2005-Planned for FY2005)
<b>Ida B. Wells Homes (cont'd)</b>				
649 E 37TH ST	4		4	0
651 E 38TH ST/650-58 E 38TH PL	12		12	0
657 E 37TH ST	4		4	0
659 E 37TH ST	10		10	0
720 E 37TH PL	4		4	0
734 E 37TH PL	12		12	0
750 E 37TH PL	4		4	0
<b>Subtotal:</b>	<b>450</b>	<b>20</b>	<b>440</b>	<b>-10</b>
<b>Wentworth Gardens^</b>				
3757-67 S PRINCETON AVE			18	18
246-50 W. 38TH ST			18	18
<b>Subtotal:</b>			<b>36</b>	<b>36</b>
<b>Scattered Site Housing</b>				
6238 S HERMITAGE AVE	2		2	0
<b>Subtotal:</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>0</b>
<b>Grand Totals</b>	<b>3,509</b>	<b>622</b>	<b>1,060</b>	<b>-2,449</b>

^ Footnotes

Jane Addams Homes: Subject to state historic preservation requirements.

Governor Henry Horner Homes: Subject to Agreed Order requirements.

Francis Cabrini Extension North: Subject to Consent Decree requirements.

Washington Park Low-Rises: The revitalization plan for this development includes both rehabilitation and redevelopment.

Wentworth Gardens: Demolition revised in FY2006 Annual Plan.

**Non-Dwelling Development Demolition FY2005**

<b>Development</b>	<b>Address</b>	<b>Description</b>
Governor Henry Horner Homes	1832 W. Washington Street	Management/Maintenance Office
Governor Henry Horner Homes	1834 W. Washington Street	James "Major" Adams Youth and Family Academy
Robert Taylor Homes	100 W. 47th Street	Heating Plant
Robert Taylor Homes	4630 S. Federal Street	Elevator Division

## APPENDIX F: DISPOSITION FY2005

Property Disposition Activity FY2005					
Development	Northern Boundary	Southern Boundary	Eastern Boundary	Western Boundary	Type of Disposition
Madden Park	38th Street	39th Street	Cottage Grove Avenue	Vincennes Avenue	Ground Lease on portion of 38th Street to Pershing Road, Ellis Avenue to Langley Avenue.
Rockwell Gardens	Madison Street	Van Buren Street	Western Avenue	Rockwell Street	Ground Lease on portion of Adams Street to Van Buren Street, Western Avenue to Cambell Avenue.

## APPENDIX G: CAPITAL EXPENDITURES FY2005

### CHICAGO HOUSING AUTHORITY BUDGET VS. ACTUAL VARIANCE ANALYSIS YEAR END DECEMBER 31, 2005 CAPITAL EXPENSES

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The overall budget for the Capital Program is \$276.1 million for FY2005 versus actual expenses of \$236.5 million. The overall positive variance for the Capital Program is \$39.5 million (14.3%).

#### FOOTNOTES

- (1) **Category 1 Existing Developments** – The YTD expenditures for Category 1 are \$55.9 million (6.8%) over budget. Key elements of the variances are as follows:

Hilliard – The \$3.4 million negative variance is due to higher than anticipated construction activity for Hilliard Phase 2 during the fourth quarter.

Henry Horner The \$0.8 million positive variance is due to weather-related conditions and sub contractors issues at Horner Mid-rise 2A, which are currently being addressed.

Drexel – The \$1.3 million negative variance is primarily due to a budget reduction during the fourth quarter. This was done in anticipation that activity scheduled for FY2005 would be moved to FY2006. Planned expenditures for this development came in higher than anticipated.

- (2) **Category 2 Senior Housing** – The \$3.3 million (13.4%) positive variance is primarily due to less than anticipated construction activity at Larrabee and Flannery apartments. This is the result of construction documents not be completed in 2005.

- (3) **Category 3 Scattered Sites** – The \$6.6 million (55.8%) positive variance is primarily due to delays in awarding the IDIQ (Indefinite Delivery Indefinite Quantity) contracts. Contracts have been awarded and construction activity has commenced.

- (4) **Category 4 Non 202 Family Properties** – The year-to-date expenditures for Category 4 are \$35.3 million (5.8%) under budget. Key elements of the variances are as follows:

Bridgeport Homes – The \$0.5 million negative variance is due to higher than anticipated construction activities during the fourth quarter. Milder weather conditions resulted in increase activity.

Wentworth Homes – The \$1.2 million negative variance is due to higher than anticipated construction activities during the fourth quarter to accommodate accelerated activity for unit delivery.

Lowden Homes – The \$2.3 million positive variance is due to an increase in the budget. This was done in anticipation of accelerated construction schedule during the fourth quarter. However, on-going negotiations with People Energy and ComEd concerning gas lines and service poles delayed construction activity.

(5) **Category 5 202 Family Properties** – The year-to-date expenditures for Category 5 are \$65.7 million (20.2%) under budget. Key elements of the variances are as follows.

Altgeld Gardens/Phillip Murray – The \$2.1 million positive variance is due to an increase in the budget. This was done in anticipation of accelerated construction activity in the fourth quarter. Expenditures were less than anticipated due to incomplete electrical work at this development.

Rockwell Gardens – The \$4.9 million positive variance is due to delays in closing Jackson Square West End Phase 1B. The anticipated closing for Phase 1B was December 30, 2005.

Trumbull Park – The \$7.0 million positive variance is due to an increase in the budget. This was done in anticipation of accelerated construction activities in the fourth quarter for unit delivery. However, the inability to relocate residents in a timely manner prevented planned construction activity.

Robert Taylor Homes A – The \$0.5 million positive variance is due to less than anticipated demolition activity during the fourth quarter due to weather-related conditions and late release of the building at 4429 S. Federal.

(6) **City/State** – The \$1.8 million positive variance is primarily due to the disposition of assets related to the transfer of ownership of Lathrop Elderly, Loomis Courts and Harrison Courts.

(7) **Total Operations** – The year-to-date expenditures for Total Operations are \$49.4 million (21.6%) under budget. Key elements of the variance are as follows:

Development Management (Administrative) – The \$1.1 million positive variance is primarily due to less than anticipated use of consultants for mixed finance deals.

Development Management (Remediation) – The \$2.1 million positive variance is primarily due to less than anticipated use of remediation dollars through December.

Make Ready – The \$9.8 million positive variance is due to delays in identifying and closing units that will be used for relocation purposes, as well as the approval of vendor contracts for Make Ready work.

CHICAGO HOUSING AUTHORITY  
 BUDGET VS. ACTUAL VARIANCE ANALYSIS  
 CAPITAL PROGRAMS EXPENDITURES  
 YEAR ENDED DECEMBER 31, 2005 (UNAUDITED)

	Annual Capital Budget	Actual Expenditures	Positive (Negative) Variance	%
<b>CATEGORY 1:</b>				
Habitat Expenses	\$ -	\$ 1,227,182	(1,227,182)	-
Hilliard Homes	11,791,856	15,231,121	(3,439,265)	-29.2%
Washington (St. Edmunds)	118,962		118,962	100.0%
Henry Horner	7,047,967	6,214,619	833,348	11.8%
Cabrini Homes Ext.	10,764,153	10,278,119	486,034	4.5%
ABLA	14,467,870	14,565,763	(97,893)	-0.7%
Madden Park/Wells	6,856,081	6,876,715	(20,634)	-0.3%
Lake Park Crescent	616,677	578,236	38,441	6.2%
Drexel	680,463	1,939,689	(1,259,226)	-185.1%
<b>Category 1 Total</b>	<b>52,344,029</b>	<b>56,911,444</b>	<b>(4,567,415)</b>	<b>-8.7%</b>
<b>CATEGORY 2:</b>				
<b>Senior Housing Total</b>	<b>24,553,047</b>	<b>21,254,384</b>	<b>3,298,663</b>	<b>13.4%</b>
<b>CATEGORY 3:</b>				
<b>Scattered Sites Total</b>	<b>11,847,890</b>	<b>5,240,766</b>	<b>6,607,124</b>	<b>55.8%</b>
<b>CATEGORY 4:</b>				
Category Wide	1,052,723	219,238	833,485	79.2%
Cabrini Row House	125,162	196,644	(71,482)	-57.1%
Lake Parc	850,349	487,684	362,665	42.6%
Washington Park	1,915,946	1,526,162	389,784	20.3%
Lawndale Gardens	439,989	366,873	73,116	16.6%
Bridgeport Homes	3,207,676	3,714,366	(506,690)	-15.8%
Wentworth Homes	19,840,940	21,129,665	(1,288,725)	-6.5%
Lathrop Homes	1,758	19,601	(17,843)	-1015.0%
Lowden Homes	10,031,091	7,647,830	2,383,261	23.8%
<b>Category 4 Total</b>	<b>37,465,634</b>	<b>35,308,063</b>	<b>2,157,571</b>	<b>5.8%</b>
<b>CATEGORY 5:</b>				
Category Wide	1,780,418	155,063	1,625,355	91.3%
Altgeld Gardens/Phillip Murray	33,423,986	31,301,814	2,122,172	6.3%
Dearborn Homes	362,318	239,007	123,311	34.0%
Harold Ickes Homes	200,000	206,265	(6,265)	-3.1%
Rockwell Gardens	5,133,816	170,600	4,963,216	96.7%
Trumbull Park	26,436,835	19,408,802	7,028,033	26.6%
Robert Taylor Homes A	9,601,605	9,016,912	584,693	6.1%
Stateway Gardens	1,180,331	1,359,238	(178,907)	-15.2%
Cabrini Ext. South William Green Homes	4,193,000	3,818,757	374,243	8.9%
<b>Category 5 Total</b>	<b>82,312,309</b>	<b>65,676,458</b>	<b>16,635,851</b>	<b>20.2%</b>
<b>CITY/STATE:</b>				
<b>City/State Total</b>	<b>4,526,443</b>	<b>2,732,083</b>	<b>1,794,360</b>	<b>39.6%</b>
<b>OPERATIONS:</b>				
Capital Construction (Administrative)	3,589,056	3,129,622	459,434	12.8%
Development Management (Administrative)	3,678,675	2,555,606	1,123,069	30.5%
Development Management (Remediation)	7,483,673	5,413,820	2,069,853	27.7%
Other Administrative Costs	752,739	648,538	104,201	13.8%
Extraordinary Maintenance	18,000,000	18,000,000	0	0.0%
Interest Expense	15,408,456	15,348,456	60,000	0.4%
Make Ready	14,108,493	4,322,597	9,785,896	69.4%
<b>Operations Total</b>	<b>63,021,092</b>	<b>49,418,639</b>	<b>13,602,453</b>	<b>21.6%</b>
<b>GRAND TOTAL</b>	<b>\$ 276,070,444</b>	<b>\$ 236,541,837</b>	<b>\$ 39,528,607</b>	<b>14.3%</b>

## APPENDIX H: FINANCIAL STATEMENTS

CHICAGO HOUSING AUTHORITY  
 COMBINED SCHEDULE OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS  
 AND CAPITAL EXPENDITURES - BUDGET VS. ACTUAL  
 PROPRIETARY FUND TYPE - ENTERPRISE FUND  
 YEAR ENDED DECEMBER 31, 2005 (UNAUDITED)

	Annual Budget	Actual	Positive (Negative)	%
<b>OPERATING REVENUES:</b>				
Tenant Rent	\$ 32,232,555	\$ 32,752,415	\$ 519,860	1.6%
Intergovernmental subsidized rent (HUD)	5,178,001	3,202,829	(1,975,172)	-38.1%
Administrative Fees	28,826,967	27,638,835	(1,188,132)	-4.1%
Other Revenue	4,089,289	4,045,615	(43,674)	-1.1%
Total Operating Revenues (1)	<u>70,326,812</u>	<u>67,639,694</u>	<u>(2,687,118)</u>	<u>-3.8%</u>
<b>OPERATING EXPENSES:</b>				
Administrative	117,583,297	95,330,567	22,252,730	18.9%
Tenant Services	60,768,967	60,606,576	162,391	0.3%
Utilities	44,412,465	50,630,196	(6,217,731)	-14.0%
Maintenance	92,645,877	82,003,000	10,642,877	11.5%
Protective Services	24,604,498	24,973,382	(368,884)	-1.5%
General Expense	8,657,023	13,856,140	(5,199,117)	-60.1%
Depreciation	-	71,475,149	(71,475,149)	-100.0%
Total Operating Expenses (2)	<u>348,672,127</u>	<u>398,875,010</u>	<u>(50,202,883)</u>	<u>-14.4%</u>
<b>NET OPERATING (LOSS)</b>	<u>(278,345,315)</u>	<u>(331,235,316)</u>	<u>(52,890,001)</u>	
<b>NON-OPERATING REVENUES:</b>				
Intergovernmental Revenue (HUD)	640,716,637	661,005,491	20,288,854	3.2%
Intergovernmental Revenue (Other)	5,743,174	4,283,917	(1,459,257)	-25.4%
Non-Intergovernmental Revenue	221,975	218,815	(3,160)	-1.4%
Other Non-Operating Revenue	-	4,870,548	4,870,548	100.0%
Gain on Disposition of Assets	-	6,547,575	6,547,575	100.0%
Investment Income	2,728,500	8,733,031	6,004,531	220.1%
Total Non-operating Revenues (3)	<u>649,410,286</u>	<u>685,659,377</u>	<u>36,249,091</u>	<u>5.6%</u>
<b>NON-OPERATING EXPENSES:</b>				
Interest Expense	16,131,582	11,262,362	4,869,220	30.2%
Housing Assistance Payments (Section 8)	349,651,924	343,427,088	6,224,836	1.8%
Bond Issuance Cost Amortization	-	371,933	(371,933)	-100.0%
Total Non-operating Expenses (4)	<u>365,783,506</u>	<u>355,061,383</u>	<u>10,722,123</u>	<u>2.9%</u>
<b>NET NON-OPERATING (LOSS)</b>	<u>283,626,780</u>	<u>330,597,994</u>	<u>25,526,968</u>	<u>9.0%</u>
<b>INCOME (LOSS) BEFORE CONTRIBUTIONS</b>	<u>5,281,465</u>	<u>(637,322)</u>	<u>(5,918,787)</u>	<u>-112.1%</u>
Intergovernmental Capital Contributions (HUD and Other) (5)	217,195,817	171,954,177	(45,241,640)	-20.8%
<b>CHANGE IN NET ASSETS</b>	<u>222,477,282</u>	<u>171,316,855</u>	<u>(51,160,427)</u>	<u>-23.0%</u>
Capital Revenue Bonds	-	73,721	73,721	100.0%
<b>CHANGE IN NET ASSETS AND CAPITAL DEBT PROCEEDS</b>	<u>222,477,282</u>	<u>171,390,576</u>	<u>(51,086,706)</u>	<u>-23.0%</u>
<b>CAPITAL EXPENDITURES:</b>				
Fees and Costs	23,930,892	15,454,029	8,476,863	35.4%
Equipment	1,121,584	5,126,448	(4,004,864)	-357.1%
Site Improvements	7,645,265	7,793,237	(147,972)	-1.9%
Dwelling structures	167,580,984	126,403,001	41,177,983	24.6%
Non-dwelling structures	30,373	2,085,297	(2,054,924)	-6765.6%
Contingency	973,583	-	973,583	100.0%
Demolition	21,194,601	8,924,824	12,269,777	57.9%
Total Capital Expenditures (6)	<u>222,477,282</u>	<u>165,786,836</u>	<u>56,690,446</u>	<u>25.5%</u>
<b>NET INCOME (LOSS) BEFORE ADJUSTMENTS:</b>	<u>\$ 5,603,740</u>			
<b>Adjustments for Non-Budgeted Items:</b>				
Depreciation		71,475,149		
Bond Issuance Cost Amortization		371,933		
Other Non-Operating Revenue		(4,870,548)		
Gain on Disposition of Assets		(6,547,575)		
Total Non-Budgeted Items		<u>60,428,959</u>		
<b>TOTAL NET BUDGETED REVENUE (7)</b>	<u>\$ 66,032,699</u>			

CHICAGO HOUSING AUTHORITY  
ENTERPRISE FUNDS  
COMBINING SCHEDULE OF REVENUES AND EXPENSES  
YEAR ENDED DECEMBER 31, 2005 (UNAUDITED)

	GENERAL		CITY STATE		HOUSING CHOICE	OTHER GRANT	Total
	FUND	HOPE VI	HOUSING		SECTION 8 PRGM	PROGRAMS	
<b>OPERATING REVENUES:</b>							
Tenant rent	\$ 31,363,904	\$ -	\$ 619,652	\$ -	\$ -	\$ 768,859	\$ 32,752,415
Intergovernmental subsidized rent (HUD)	-	-	3,202,829	-	-	-	3,202,829
Administrative fees	25,395,560	-	-	-	2,243,275	-	27,638,835
Other revenue	1,578,884	-	19,656	-	11,515	2,435,560	4,045,615
Total Operating Revenues	58,338,348	-	3,842,137	-	2,254,790	3,204,419	67,639,694
<b>OPERATING EXPENSES:</b>							
Administrative	91,185,866	(63,797)	798,977	-	541,135	2,868,386	95,330,567
Tenant Services	54,622,167	2,586,828	4,663	-	635,031	2,757,887	60,606,576
Utilities	49,217,311	-	1,414,120	-	(1,235)	-	50,630,196
Ordinary Maintenance	76,903,590	-	2,817,042	-	821	2,281,547	82,003,000
Protective services	24,498,200	-	475,076	-	106	-	24,973,382
General Expense	12,758,640	-	585,271	-	106,679	405,550	13,856,140
Depreciation	71,456,943	-	11,406	-	-	6,800	71,475,149
Total Operating Expenses	380,642,717	2,523,031	6,106,555	-	1,282,537	8,320,170	398,875,010
NET OPERATING INCOME/(LOSS)	(322,304,369)	(2,523,031)	(2,264,418)	-	972,253	(5,115,751)	(331,235,316)
<b>NON-OPERATING REVENUES:</b>							
Intergovernmental Revenue (HUD)	627,536,710	2,523,031	6,542	-	26,524,995	4,414,213	661,005,491
Intergovernmental (Other)	-	-	-	-	-	4,283,917	4,283,917
Non-Intergovernmental Revenue	-	-	-	-	-	218,815	218,815
Other Non-Operating Revenue	-	-	-	-	-	4,870,548	4,870,548
Gain on Disposition of Assets	(164,653)	-	12,160,123	-	-	(5,447,895)	6,547,575
Investment Income	8,419,479	-	268	-	37,884	275,400	8,733,031
Total Non-Operating Revenues	635,791,536	2,523,031	12,166,933	-	26,562,879	8,614,998	685,659,377
<b>NON-OPERATING EXPENSES:</b>							
Interest Expense	11,262,362	-	-	-	-	-	11,262,362
Housing Assistance Payments (Section 8)	317,006,082	-	-	-	26,421,006	-	343,427,088
Bond Issuance Cost Amortization	371,933	-	-	-	-	-	371,933
Total Non-Operating Expenses	328,640,377	-	-	-	26,421,006	-	355,061,383
INCOME (LOSS) BEFORE CONTRIBUTIONS	(15,153,210)	-	9,902,515	-	1,114,126	3,499,247	(637,322)
Intergovernmental Capital Contributions (HUD)	124,819,750	47,134,427	-	-	-	-	171,954,177
CHANGE IN NET ASSETS	109,666,540	47,134,427	9,902,515	-	1,114,126	3,499,247	171,316,855
Capital Revenue Bonds	73,721	-	-	-	-	-	73,721
<b>NON-OPERATING CAPITAL EXPENSES</b>							
Fees and Costs	14,939,570	(35,700)	-	-	-	550,159	15,454,029
Equipment	5,126,448	-	-	-	-	-	5,126,448
Site Improvements	7,793,237	-	-	-	-	-	7,793,237
Dwelling structures	112,627,943	12,014,385	-	-	-	1,760,673	126,403,001
Non-dwelling structures	742,497	-	-	-	-	1,342,800	2,085,297
Contingency	-	-	-	-	-	-	-
Demolition	4,155,794	4,242,788	-	-	-	526,242	8,924,824
Total Non-Operating Capital Expenses	145,385,489	16,221,473	-	-	-	4,179,874	165,786,836
NON-OPERATING GAIN (LOSS) RELATED TO CAPITAL	(145,311,768)	(16,221,473)	-	-	-	(4,179,874)	(165,713,115)
NET INCOME (LOSS) BEFORE ADJUSTMENTS:	(35,645,228)	30,912,954	9,902,515	-	1,114,126	(680,627)	5,603,740
<b>ADJUSTMENTS FOR NON-BUDGETED ITEMS:</b>							
DEPRECIATION	71,456,943	-	11,406	-	-	6,800	71,475,149
BOND ISSUANCE COST AMORTIZATION	371,933	-	-	-	-	-	371,933
OTHER NON-OPERATING REVENUE	-	-	-	-	-	(4,870,548)	(4,870,548)
GAIN ON DISPOSITION OF ASSETS	164,653	-	(12,160,123)	-	-	5,447,895	(6,547,575)
REVENUE (LOSS) NET OF DEPRECIATION AND DISPOSITION OF ASSETS	\$ 36,348,301	\$ 30,912,954	\$ (2,246,202)	\$ -	\$ 1,114,126	\$ (96,480)	\$ 66,032,699

CHICAGO HOUSING AUTHORITY  
 PROPRIETARY FUND TYPE - ENTERPRISE FUND  
 STATEMENTS OF NET ASSETS  
 AS OF DECEMBER 31, 2005 AND 2004 (UNAUDITED)

	2005	2004
<b>ASSETS:</b>		
<b>Current Assets:</b>		
Cash and Cash Equivalents, Unrestricted	\$ 63,853,146	\$ 126,277,621
Cash and Cash Equivalents, Restricted	15,684,856	11,545,097
Investments at Fair Value, Unrestricted	161,951,043	107,508,729
Tenant Accounts Receivable, Net of Allowance	1,210,079	729,632
Intergovernmental Receivable (HUD)	47,047,614	40,425,347
Intergovernmental Receivable (Other), Net of Allowance	3,753,710	2,694,440
Miscellaneous Receivable	1,211,674	2,028,457
Interest Receivable, Current Portion	1,384,401	818,734
Notes and Mortgages Receivable, Current Portion	144,161	78,888
Prepaid Expenses	3,644,036	2,459,545
Advances to Resident and Private Managers	55,039	266,958
<b>Total Current Assets</b>	<b>299,939,759</b>	<b>294,833,448</b>
<b>Noncurrent Assets:</b>		
Cash and Cash Equivalents, Restricted	2,364,870	2,731,892
Investments at Fair Value, Restricted	54,508,839	41,079,300
Pension Benefit Asset, Restricted	7,926,260	7,996,852
Notes and Mortgages Receivable, Net of Current Portion	143,722,520	78,894,047
Interest Receivable	5,423,935	3,241,893
Other Noncurrent Assets	2,448,119	2,553,028
Land, Structures & Equipment, Net of Accumulated Depreciation	1,297,578,622	1,212,655,804
<b>Total Noncurrent Assets</b>	<b>1,513,973,165</b>	<b>1,349,152,816</b>
<b>TOTAL ASSETS</b>	<b>\$ 1,813,912,924</b>	<b>\$ 1,643,986,264</b>
<b>LIABILITIES AND NET ASSETS:</b>		
<b>Current Liabilities:</b>		
Accounts Payable	\$ 24,295,814	\$ 21,903,193
Intergovernmental Payable (HUD)	286,128	3,105,756
Accrued Wages & Payroll Taxes	1,121,629	784,566
Accrued Compensated Absences	1,314,520	1,270,137
Accrued Interest Payable	7,698,913	7,702,838
Accrued Liabilities	85,817,011	93,091,719
Tenant Security Deposits	1,167,685	1,125,376
Deferred Revenue	4,454,334	2,101,147
Insurance Reserves, Current Portion	7,541,943	9,864,004
Capital Lease Obligations, Current Portion	342,396	225,516
Current Maturities, Long-Term Debt and Current Portion of Net Unamortized Bond Premium	4,449,978	4,792,977
Other Current Liabilities	24,715,825	22,185,782
<b>Total Current Liabilities</b>	<b>163,206,176</b>	<b>168,153,011</b>
<b>Noncurrent Liabilities:</b>		
Family Self-Sufficiency Liability	2,364,870	1,836,439
Insurance Reserves, Net of Current Portion	22,607,356	31,659,658
Capital Lease Obligations, Net of Current Portion	41,602,372	26,496,214
Long-Term Debt, Net of Current Maturities and Current Portion of Net Unamortized Bond Premium	341,406,015	346,736,101
Other Noncurrent Liabilities	6,329,163	4,024,728
<b>Total Noncurrent Liabilities</b>	<b>414,309,776</b>	<b>410,753,140</b>
<b>Total Liabilities</b>	<b>577,515,952</b>	<b>578,906,151</b>
<b>Net Assets:</b>		
Invested in Capital Assets, Net of Related Debt	991,067,239	904,208,096
<b>Restricted for:</b>		
Capital Projects and Demolition Grants	7,720,799	1,050,388
Pension Benefit Asset	7,926,260	7,996,852
Unrestricted	229,682,674	151,824,777
<b>Total Net Assets</b>	<b>1,236,396,972</b>	<b>1,065,080,113</b>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>\$ 1,813,912,924</b>	<b>\$ 1,643,986,264</b>

The notes to the basic financial statements are an integral part of these statements.

CHICAGO HOUSING AUTHORITY  
COMBINED SCHEDULE OF REVENUES AND EXPENSES  
BUDGET VS. ACTUAL VARIANCE ANALYSIS  
ALL PROGRAMS  
YEAR ENDED DECEMBER 31, 2005 (UNAUDITED)

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Total FY2005 Budgeted Expenses were \$936.9 million versus actual expenses of \$919.7 million for the fiscal year. Major variances in revenue and expenses were due to 1) greater than budgeted revenues received for MTW Block Grant Vouchers, Op-Out Vouchers and Mod Rehab Replacement Vouchers 2) less than projected spending on Make-Ready work performed at various development sites used for tenant relocation 3) less than anticipated spending for Authority wide administrative salaries, and consultant fees for Information Technology Services initiatives, and 4) delays in scheduled rehabilitation work at various developments and the closing of mixed finance deals.

**FOOTNOTES:**

**(1) Total Operating Revenues** - The CHA has the flexibility to combine all Operating, Capital, and Housing Choice Voucher (HCV) grants into the General Fund (Operating, Capital, and HCV). The combined funds can be used for any MTW-related purpose. Total FY2005 Operating Revenues are \$2.7 million under budget. The major elements of the operating revenue budget variance are as follows:

Intergovernmental Subsidized Rent (HUD). The \$2.0 million (38.1%) negative variance is directly related to a 65.9% difference between planned to actual units leased, 642 budgeted vs. 219 actual. This is primarily due to the disposition of assets relating to the transfer of ownership of Lathrop Elderly, Harrison and Loomis Courts and the demolition activity at Ogden Courts.

Administrative Fees. The \$1.2 million (4.1%) negative variance reflects less than projected administrative fees earned per voucher. For FY2005, administrative fees were calculated at \$62.81 per voucher; the actual amount paid by HUD is \$59.80.

**(2) Total Operating Expenses** - Total Operating Expenses are \$50.2 million over budget. The major elements of the operating expenses budget variance are as follows:

Administrative. The \$22.3 million (18.9%) positive variance is primarily due to less than anticipated spending for Authority wide administrative salaries, non-capitalizable computer expenses and consultant fees for Information Technology Services initiatives.

Utilities. The \$6.2 million (14.0%) negative variance is directly related to the natural gas industries' rate increases due to unexpected natural catastrophes along the gulf coast regions that supply gas to the Midwest.

Maintenance. The \$10.6 million (11.5%) positive variance is primarily the result of less than projected spending on Make-Ready work performed at various development sites used for tenant relocation and less than anticipated spending for privately managed properties.

General Expense. The \$5.2 million (60.1%) negative variance reflects a \$9.0 million accrual of estimated legal settlements for delay claims between the CHA and outside contractors who have performed services at various CHA sites.

Depreciation. This non-cash expense is not included in the annual budget.

**(3) Total Non-operating Revenues** - Total FY2005 Non-Operating Revenues are \$36.2 over budget. Key elements of the non-operating revenue budget variance are as follows:

Intergovernmental Revenue (HUD). The \$20.3 million (3.2%) positive variance is primarily due to greater than budgeted MTW Block Grant Vouchers, Op-Out Vouchers and Mod Rehab Replacement Vouchers revenues received from HUD.

Intergovernmental (Other). The \$1.5 million (25.4%) negative variance is primarily due to the difference in planned versus actual revenue recognized for the 2005 Summer Food Program.

Other Non-Operating Revenues. The \$4.9 million (100.0%) positive variance is due to an unbudgeted insurance settlement received for the Flannery property.

Investment Income. The \$6.0 million (220.1%) positive variance is due to unbudgeted interest income received from Capital Project Fund (\$3.6 million) and Other Funding programs (\$0.3 million), and greater than anticipated revenues received from the General Fund (\$2.1 million) investments.

Gain on Disposition of Assets. This expense line item is not included in the annual budget.

**(4) Total Non-operating Expenses** - Total Non-Operating Expenses are \$10.7 million over budget. The major components of the non-operating expense budget variance are as follows:

Interest Expense. The \$4.9 million (30.2%) positive variance is primarily due to the capitalization of interest debt resulting from bond proceeds, which were used for the revitalization work of CHA Senior and Scattered Site units.

Housing Assistance Payments (HAP). The \$6.2 million (1.8%) positive variance is directly related to a sharp increase in tenant terminations resulting from income verifications performed by CHAC.

Bond Issuance Cost Amortization. This expense line item is not included in the annual budget.

**(5) Intergovernmental Capital Contributions (HUD and Other)** - Total FY2005 Intergovernmental Capital Contributions are \$45.2 million (20.8%) under budget. The negative variance reflects less than anticipated capital contributions received for the year. The primary cause is delays in scheduled rehabilitation work at various developments and the closing of mixed finance deals. Please see Appendix G (Capital Expenditures) for details.

**(6) Total Capital Expenditures** - Total Non-Operating Capital Expenses are \$56.7 million (25.5%) under budget. Key elements of the non-operating capital expenses budget variance are located in Appendix G (Capital Expenditures) of the Annual Report.



(7) **Total Net Budgeted Revenue** - Net Assets increased by (\$66.0 million), primarily due to greater than budgeted revenues received for MTW Block Grant Vouchers, Op-Out Vouchers and Mod Rehab Replacement Vouchers, and more than anticipated interest income received from the investment of bond proceeds.



## **APPENDIX I: OMB CIRCULAR A-133 INDEPENDENT AUDIT**

### *Chicago Housing Authority*

*Single Audit Report  
(In Accordance With the Single Audit Act of  
1984 and Amendments of 1996, and  
OMB Circular A-133) for the  
Year Ended December 31, 2004*

## CHICAGO HOUSING AUTHORITY

### SINGLE AUDIT REPORT YEAR ENDED DECEMBER 31, 2004

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**INDEPENDENT AUDITORS' REPORT ON BASIC  
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COMPREHENSIVE ANNUAL FINANCIAL REPORT OF THE  
CHICAGO HOUSING AUTHORITY FOR THE YEAR ENDED DECEMBER 31, 2004,  
WHICH IS INCORPORATED HEREIN BY REFERENCE)**



INDEPENDENT AUDITORS' REPORT ON  
INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON  
COMPLIANCE AND OTHER MATTERS  
BASED ON AN AUDIT PERFORMED IN ACCORDANCE  
WITH *GOVERNMENT AUDITING STANDARDS*



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**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

Board of Commissioners  
Chicago Housing Authority  
Chicago, Illinois

We have audited the financial statements of the Chicago Housing Authority (the "Authority") as of and for the year ended December 31, 2004, and have issued our report thereon dated April 1, 2005. We did not perform tests of the Authority's compliance with certain provisions of laws, regulations, contracts, and grants for the Chicago Housing Authority Employees' Retirement Plan (the "Plan"). The financial statements of the Plan for the year ended December 31, 2004 which, in the aggregate, represent substantially all the assets and revenues of the Fiduciary Fund Type, were audited by other auditors, whose report has been furnished to us, and our conclusions herein, insofar as they relate to this fund, are based solely upon the report of the other auditors. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

**INTERNAL CONTROL OVER FINANCIAL REPORTING**

In planning and performing our audit, we considered the Authority's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide an opinion on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a reportable condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements caused by error or fraud in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses. However, we noted other matters involving the internal control over financial reporting that we have reported to the Authority's management in a separate letter dated April 1, 2005

Member of  
Deloitte Touche Tohmatsu



**COMPLIANCE AND OTHER MATTERS**

As part of obtaining reasonable assurance about whether the Authority's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information and use of management, the Board of Commissioners of the Authority, and federal awarding agencies and pass-through entities, and is not intended to be and should not be used by anyone other than these specified parties.

*Deloitte + Touche LLP*

April 1, 2005



**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE  
WITH REQUIREMENTS APPLICABLE TO EACH MAJOR PROGRAM AND ON  
INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE  
WITH OMB CIRCULAR A-133 AND ON  
THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**



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**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE WITH REQUIREMENTS  
APPLICABLE TO EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER  
COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133 AND ON THE SCHEDULE  
OF EXPENDITURES OF FEDERAL AWARDS**

Board of Commissioners  
Chicago Housing Authority  
Chicago, Illinois

**COMPLIANCE**

We have audited the compliance of the Chicago Housing Authority (the "Authority"), with the types of compliance requirements described in the United States Office of Management and Budget ("OMB") Circular A-133 Compliance Supplement that are applicable to each of its major federal programs for the year ended December 31, 2004. The Authority's major federal programs are identified in the Summary of Auditors' Results section of the accompanying Schedule of Findings and Questioned Costs. Compliance with the requirements of laws, regulations, contracts and grants applicable to each of its major federal award programs is the responsibility of the Authority's management. Our responsibility is to express an opinion on the Authority's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Authority's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination of the Authority's compliance with those requirements.

In our opinion, the Authority complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the year ended December 31, 2004. However, the results of our auditing procedures disclosed instances of noncompliance with those requirements which are required to be reported in accordance with OMB Circular A-133 and which are described in the accompanying Schedule of Findings and Questioned Costs.

#### INTERNAL CONTROL OVER COMPLIANCE

The management of the Authority is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws, regulations, contracts, and grants applicable to federal programs. In planning and performing our audit, we considered the Authority's internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on the internal control over compliance in accordance with OMB Circular A-133.

Our consideration of the internal control over compliance would not necessarily disclose all matters in the internal control that might be material weaknesses. A material weakness is a reportable condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that noncompliance with applicable requirements of laws, regulations, contracts, and grants caused by error or fraud that would be material in relation to a major federal program being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over compliance and its operation that we consider to be material weaknesses. However, the results of our auditing procedures disclosed instances regarding internal control over compliance that are required to be reported in accordance with OMB Circular A-133 and which are described in the accompanying Schedule of Findings and Questioned Costs.

#### SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

We have audited the basic financial statements of the Authority, as of and for the year ended December 31, 2004, and have issued our report thereon, dated April 1, 2005. Such report was based, in part, on the report of other auditors. Our audit was performed for the purpose of forming an opinion on the basic financial statements taken as a whole. The accompanying Schedule of Expenditures of Federal Awards is presented for purposes of additional analysis as required by OMB Circular A-133, and is not a required part of the basic financial statements. This additional information is the responsibility of the Authority's management. Such information has been subjected to the auditing procedures applied in our audit of the basic financial statements and, in our opinion, is fairly stated in all material respects, in relation to the basic financial statements taken as a whole.

This report is intended solely for the information and use of management, the Board of Commissioners of the Authority, and federal awarding agencies and pass-through entities, and is not intended to be and should not be used by anyone other than these specified parties.

*Deloitte + Touche LLP*

April 1, 2005



SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

CHICAGO HOUSING AUTHORITY

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
YEAR ENDED DECEMBER 31, 2004

Fund Number	Federal Grantor/Pass-Through Grantor Program Title	Federal CFDA Number	Grant Reference Number	December 31, 2004 Expenditures
<b>U.S. Department of Agriculture</b>				
<i>Illinois Summer Food:</i>				
720	Passed through Illinois State Board of Education: Illinois Summer Food Services	10.559	14-016-301P-00	\$ 2,636,086
	Total U.S. Department of Agriculture			2,636,086
<b>U.S. Department of Housing and Urban Development</b>				
<i>Low Rent Housing:</i>				
095,098,099,100				
195	Low Rent Housing—operations	14.850a	N/A	283,496,481
190	Low Rent Housing—development	14.850b	N/A	2,184,054
				285,680,535
<i>Capital Fund Program:</i>				
223	Capital Fund Program—FY 2001	14.872	IL06P00250101	476,431
225	Capital Fund Program—FY 2002	14.872	IL06P00250102	26,806,332
226	Capital Fund Program—FY 2002—RHF	14.872	IL06R00250102	4,787,303
227	Capital Fund Program—FY 2003	14.872	IL06P00250103	70,179,483
228	Capital Fund Program—FY 2003—RHF	14.872	IL06P00250103	688,497
229	Capital Fund Program—FY 2004	14.872	IL06P00250203	6,945,043
231	Capital Fund Program—FY 2004—2	14.872	IL06PR00250104	7,835,812
				117,718,901
<b>HOPE VI:</b>				
192	HOPE VI 2002 Redevelopment Program	14.866		6,117,973
193	Habitat MROP Grants	14.866		265,000
202	HOPE VI 2000 Demolition Grant	14.866	IL06URD002D200	428,976
205	HOPE VI 2000 Demolition Grant	14.866	IL06URD002D900	463
207	HOPE VI 2000 Demolition Grant	14.866	IL06URD002D400	166,492
208	HOPE VI 2000 Demolition Grant	14.866	IL06URD002D400	307,100
210	HOPE VI 2000 Demolition Grant	14.866	IL06URD002D120	45,766
211	HOPE VI 2000 Demolition Grant	14.866	IL06URD002D110	133,088
213	HOPE VI 2000 Demolition Grant	14.866	IL06URD002D800	36,570
214	HOPE VI 2000 Demolition Grant	14.866	IL06URD002D140	4,500
273	HOPE VI 2001 Demolition Grant	14.866	IL06URD002D701	71,798
274	HOPE VI 2001 Demolition Grant	14.866	IL06URD002D301	89,970
275	HOPE VI 2001 Demolition Grant	14.866	IL06URD002D111	2,284,847
276	HOPE VI 2001 Demolition Grant	14.866	IL06URD002D401	217,001
277	HOPE VI 2001 Demolition Grant	14.866	IL06URD002D801	837,588
278	HOPE VI 2001 Demolition Grant	14.866	IL06URD002D901	192,212
279	HOPE VI 2001 Demolition Grant	14.866	IL06URD002D601	91,439
280	HOPE VI 2001 Demolition Grant	14.866	IL06URD002D501	(16,516)
285	HOPE VI 2001 Revitalization	14.866	IL06URD002I101	165,585
286	HOPE VI 2000 Revitalization	14.866	IL06URD002I100	181,461
287	HOPE VI 2000 Demolition Grant	14.866	IL06URD002I198	(808,949)
				(Continued)

CHICAGO HOUSING AUTHORITY

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
YEAR ENDED DECEMBER 31, 2004

Fund Number	Federal Grantor/Pass-Through Grantor Program Title	Federal CFDA Number	Grant Reference Number	December 31, 2004 Expenditures
<b>U.S. Department of Housing and Urban Development (Continued)</b>				
<i>HOPE VI (continued):</i>				
289	HOPE VI 1998/ Demolition Grant	14.866	IL06URD002D698	\$ 143,091
291	HOPE VI 1996/ Revitalization Grant	14.866	IL06URD002I196	398,274
292	HOPE VI 1996/ Revitalization Grant	14.866	IL06URD002I296	524,753
293	HOPE VI 1996/ Revitalization Grant	14.866	IL06URD002I396	39,090
296	HOPE VI 1998/ Demolition Grant	14.866	IL06URD002D298	7,771
297	HOPE VI 1998/ Demolition Grant	14.866	IL06URD002D398	9,718
				<u>11,935,061</u>
<i>Substantial Rehabilitation:</i>				
500	City/State Section 8—Substantial Rehabilitation	14.182	N/A	7,035,237
350-380, 395	Section 11b—Substantial Rehabilitation	14.182	N/A	21,248,013
				<u>28,283,250</u>
<i>Section 8 Housing Choice:</i>				
300, 302, 390 392, 393, 399	Section 8—Housing Choice Vouchers	14.871	N/A	<u>364,697,603</u>
<i>Moderate Rehabilitation:</i>				
323-349	Section 8—Moderate Rehabilitation Housing	14.856	N/A	<u>10,008,545</u>
<i>Elderly and Resident Services:</i>				
888	ROSS—Resident Service Delivery Model	14.870	IL01RSF002P0036	453,318
893	ROSS—Neighborhood Networking	14.870	IL02RNN022P00014	208,708
894	ROSS—Elderly Services Coordinator	14.870	IL02RSV002P0152	321,583
				<u>983,609</u>
<i>HUD Youth Build:</i>				
892	HUD Youth Build 2000	14.243	Y01-IM-IL-0181	<u>227,267</u>
<i>Passed through City of Chicago Empowerment Zone:</i>				
739	Empowerment Zone	14.244	2160-1	<u>279,242</u>
<i>Moving to Work:</i>				
881	Moving to Work Technical Assistance Grant	14.412	MTWGI002	<u>44,583</u>
887	New Approach Anti-Drug Program	14.868	IL06HAD0030101	<u>230,563</u>
	Total U.S. Department of Housing and Urban Development			<u>820,089,159</u>
				(Continued)

**CHICAGO HOUSING AUTHORITY**

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
YEAR ENDED DECEMBER 31, 2004**

Fund Number	Federal Grantor/Pass-Through Grantor Program Title	Federal CFDA Number	Grant Reference Number	December 31, 2004 Expenditures
<b>U.S. Department of Justice</b>				
<i>Other Grants:</i>				
889, 896	Passed through the Illinois Office of Attorney General: Victims Assistance Program (2003-2004 and 2004-2005)	16.575	N/A	\$ 24,603
665	Cabrini Security Initiatives - Weed & Seed	16.595	N/A	<u>400,000</u>
Total U.S. Department of Justice				<u>424,603</u>
<b>U.S. Department of Commerce and Community Affairs</b>				
<i>Other Grants:</i>				
886	Technology Opportunities Program (TOP)	11.552	17-60-101056	<u>225,104</u>
Total U.S. Department of Commerce and Community Affairs				<u>225,104</u>
GRAND TOTAL				<u>\$823,374,952</u>
				(Concluded)

## CHICAGO HOUSING AUTHORITY

### NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS YEAR ENDED DECEMBER 31, 2004

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#### 1. DESCRIPTION OF ENTITY AND PROGRAMS

The Chicago Housing Authority (the "Authority") is a municipal corporation created and organized under the laws of the State of Illinois for the purposes of engaging in the development, acquisition, leasing, operation, and administration of a Low Rent Housing Program and other federally assisted programs. All significant operations of the Authority are included in the scope of the Office of Management and Budget OMB Circular A-133 audit (the "Single Audit"). The U.S. Department of Housing and Urban Development ("HUD") has been designated as the Authority's cognizant agency for the Single Audit.

*Programs Subject to Single Audit*—The Schedule of Expenditures of Federal Awards is presented for each federal program related to the following agencies:

- Department of Agriculture
- Department of Housing and Urban Development
- Department of Justice
- Department of Commerce and Community Affairs

*Fiscal Period Audited*—Single Audit testing procedures were performed for program transactions that occurred during the year ended December 31, 2004.

#### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

*Basis of Accounting*—Federal financial assistance expenditures, included in the Schedule of Expenditures of Federal Awards ("SEFA"), are accounted for in the Authority's Enterprise Fund and are recorded on the accrual basis of accounting.

The SEFA includes expenditures of the individual programs. All program outlays in the SEFA, including accrued expenditures and capital outlays are reported as expenditures.

#### 3. BASIS OF PRESENTATION

The accompanying Schedule of Expenditures of Federal Awards includes the federal grant activity of the Authority. The information in this schedule is presented in accordance with the requirements of OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. The amounts presented in this schedule have been reconciled to the Authority's basic financial statements.

4. FINDINGS AND NONCOMPLIANCE

The findings and noncompliance identified in connection with the 2004 Single Audit are disclosed in the Schedule of Findings and Questioned Costs.

The status of prior year findings has been included in the Schedule of Prior Audit Findings.

Of the federal expenditures presented in the schedule, the Authority provided federal awards to subrecipients under the following programs during the year ended December 31, 2004:

Program Title	CFDA Number	Grant Reference No.	Amount Provided to Subrecipients
Public Housing Drug Elimination 2001	14.854	IL06DEP0020101	\$ -
Chicago Works	17.253	Y-72707-9-00-81-60	
ROSS—Elderly Service Coordinator	14.870	IL01RSV002P0028	
ROSS—Resident Service Delivery Model	14.870	IL99RSF002P0037	
ROSS—Elderly Service Coordinator	14.870	IL01RSV002P0028	321,583
ROSS—Resident Service Delivery Model	14.870	IL01RSF002P0036	453,318
HUD Youth Build	14.243	Y01-IM-IL-0181	181,844
TOPS	11.552	17-60-I01056	165,880

In addition to the findings in this report prepared as a result of the Single Audit conducted in accordance with OMB Circular A-133, the following reports resulting from audits conducted by federal agencies contain findings and instances of noncompliance.

U.S. Department of Justice (DOJ)—  
Office of the Inspector General (OIG)

**Audit of Weed and Seed Grants provided in 1992, 1995, and 1996—report dated July 29, 1999**—The audit report concluded that the Authority’s managerial and financial controls over expenditures were not adequate to ensure that expenses were properly accounted for, and that transactions were accurately recorded and supported. As a result, \$531,618 (48%) of costs charged to the grants since June 1994 were unsupported or unallowable. In addition, subgrantee monitoring policies recommended in a prior OIG audit were not implemented timely, and Financial Status Reports were neither timely nor supported.

**Current Status.** The Authority has resolved the \$531,618 of cost charged to this grant with DOJ and is waiting for a final closeout notice from DOJ.

U.S. Department of Housing and  
Urban Development—  
Chicago Multifamily Hub

**Audit of Section 8—The Chicago Housing Choice Voucher Program (CHAC)—2002 Contract Administrator Review—report dated September 30, 2002.** The audit report concluded that: 1) CHAC management reviews and unit inspections were not being conducted using Form HUD-9834 and HUD-9602, respectively; 2) Special Claims were not reviewed in accordance with the HUD Special Claims Guidebook; and 3) HUD noted that replacement reserve escrow balances were not being increased when a rent increase was processed for the Federal Housing Administration (“FHA”) insured properties.

**Current Status.** This report was closed by HUD as of December 2004.

U.S. Department of Housing and  
Urban Development—Illinois Office  
of Public Housing Region V

**Audit of Section 8—The Chicago Housing Choice Voucher Program—Rental Integrity Monitoring Review—Audit conducted in August 2002 contains 51 comments and recommendations (no questioned cost amounts) regarding the resident files for the Housing Choice Voucher Program. 51 out of 184 resident files reviewed by HUD had one or more exceptions. For one out of 184 files reviewed by HUD, the current 50058 form was not on file.**

**Current Status.** HUD came out in May 2004 to review status. CHA provided a response and HUD closed audit as of February 2005.

**Audit of Section 8—The Chicago Housing Choice Voucher Program—On-Site Section 8 Housing Choice Voucher management review—report dated December 18, 2002.** Although the audit report did not disclose any significant operational deficiencies, the report noted that the CHAC failed to comply with certain procedural requirements.

**Current Status.** This report was closed by HUD as of December 2003.

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CHICAGO HOUSING AUTHORITY  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
YEAR ENDED DECEMBER 31, 2004

**CHICAGO HOUSING AUTHORITY**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
YEAR ENDED DECEMBER 31, 2004**

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**PART I—SUMMARY OF AUDITORS' RESULTS**

**Financial Statements**

**Type of auditors' report issued:**

Unqualified

Internal control over financial reporting:

- Material weaknesses?  Yes  No
- Reportable conditions identified that are not considered to be material weaknesses?  Yes  No
- Noncompliance material to financial statements noted?  Yes  No

**Federal Awards**

Internal control over major programs:

- Material weaknesses?  Yes  No
- Reportable conditions identified that are not considered to be material weaknesses?  Yes  No

**Type of auditors' report issued on  
compliance for major programs:**

Unqualified

- Any audit findings disclosed that are required to be reported in accordance with Section 510(a) of Circular A-133?  Yes  No

**CHICAGO HOUSING AUTHORITY**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS (Continued)  
YEAR ENDED DECEMBER 31, 2004**

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**Identification of Major Programs**

**U.S. Department of Housing and Urban Development**

<u>CFDA Number</u>	<u>Name of Federal Program or Cluster</u>
14.850	Low Rent Housing
14.872	Capital Fund Program
14.866	HOPE VI
14.856*	Section 8—Moderate Rehabilitation Housing
14.182*	City/State Section 8—Substantial Rehabilitation
14.182*	Section 11b—Substantial Rehabilitation
14.871	Section 8—Housing Choice Vouchers

\* Section 8 Project-Based Cluster

- Dollar threshold used to distinguish Type A and Type B programs \$ 3,000,000
- Auditee qualified as a low-risk auditee?  Yes  No

**PART II—FINANCIAL STATEMENT FINDINGS SECTION**

No findings were noted.

## CHICAGO HOUSING AUTHORITY

### SCHEDULE OF FINDINGS AND QUESTIONED COSTS (Continued) LOW RENT HOUSING PROGRAM—CFDA 14.850 U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT YEAR ENDED DECEMBER 31, 2004

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#### PART III—FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

##### FINDING 2004—1

QUESTIONED COSTS: NONE

In certain instances, the Authority's tenant applications were incomplete and annual re-certifications were missing required documents to demonstrate eligibility.

##### Condition

Our testing of twenty-five tenant files revealed deficiencies in the following areas:

##### Eligibility

- One file (4%) was missing an initial application. A note in the file from the property manager indicated that the Authority was investigating.
- One file (4%) was missing copies of social security cards for tenants on lease.
- Two files (8%) were missing signed consents for credit/background checks.
- One file (4%) had tenant signatures, name and date of birth that were not consistent within the file, although the social security number was consistent in the various documents. Specifically, the signature on the State of Illinois identification card was significantly different from the signature on re-certification documents, including the lease agreement. Additionally, the name and date of birth on the State of Illinois identification card is different from the name and date of birth on the Authority documents and the social security administration letter, respectively.

##### Income/Rent

- Four files (16%) were missing third-party income verification. One of these files was indicated as "no income"; however, the required "Zero Income" form was not included.
- In four files (16%), the utility allowance or utilities to be paid by tenant were not documented on the lease agreement. Allowance per the lease agreement or recalculated allowance was properly calculated and deducted from the rent calculation.
- One file (4%) was missing the HUD-50058 form (income composition). The tenant, therefore, did not have support for the allowances taken.
- In one file (4%), the rent calculation did not agree with form 50058 minus utility allowance.
- In three files (12%), the rent per rent roll did not agree with rent per lease agreement.

## CHICAGO HOUSING AUTHORITY

### SCHEDULE OF FINDINGS AND QUESTIONED COSTS (Continued) LOW RENT HOUSING PROGRAM—CFDA 14.850 U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT YEAR ENDED DECEMBER 31, 2004

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#### PART III—FEDERAL AWARD FINDINGS AND QUESTIONED COSTS (Continued)

##### Occupancy

- In one file (4%), the lease was not signed. A manual note on the lease indicated that “tenant cannot sign because tenant is under legal”. However, there was no support documentation in file to substantiate this claim.
- In one file (4%), the lease agreement which was for July 1, 2004 through July 31, 2005 was signed on February 8, 2005. It appears that the file was reviewed and lease signed as a result of the file being requested for audit review in February 2005.
- In one file (4%), the Family Report was printed on February 8, 2005 but signed with a date of November 17, 2004. The lease agreement which was for January 1, 2005 through October 31, 2005 was signed and dated November 17, 2004. It appears that the file was reviewed and family report and lease signed as a result of the file being requested for audit review in February 2005.
- In three files (12%), the minimum/maximum number of persons-per-unit standard was not being met. In all three cases the lease was signed to a single person with no dependents. However, the apartment was a two-bedroom unit.
- In one file (4%), there was no support documentation to determine whether the minimum/maximum number of persons-per-unit standard was being met.
- Two files (8%) were missing signed continued occupancy applications.
- In twelve files (48%), there was no evidence to show that tenants were in compliance with the 30 hours per month Neighborhood Service Requirement.

##### Cause

Private Property Managers (“PPM”) and Resident Management Companies (“RMC”) did not adhere to the Chicago Housing Authority’s “Admission and Continued Occupancy Policy” manual.

##### Criteria

The U.S. Department of Housing and Urban Development (“HUD”) regulations require the Chicago Housing Authority to obtain and maintain adequate documentation in regards to:

- Tenant eligibility.
- Income eligibility.

## CHICAGO HOUSING AUTHORITY

### SCHEDULE OF FINDINGS AND QUESTIONED COSTS (Continued) LOW RENT HOUSING PROGRAM—CFDA 14.850 U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT YEAR ENDED DECEMBER 31, 2004

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#### PART III—FEDERAL AWARD FINDINGS AND QUESTIONED COSTS (Continued)

- Adjusted income or income-based rent.
- Calculation of tenant's rent using the documentation from third-party verification.
- Order of selection.
- Re-examination of family income and composition at least once every twelve months and document results of such re-certifications.

#### Effect

Incomplete tenant files may result in incorrect rent calculations, benefits to unintended beneficiaries and noncompliance with HUD regulations.

#### Recommendations

- Ensure that contract terms with PPMs and RMCs are clear as to expectations, responsibilities and penalties which may be imposed in the event of noncompliance with contract terms.
- Monitor and evaluate PPM and RMC performance relative to established guidelines and objectives through periodic unannounced reviews of tenant files.
- Address deficiencies with PPMs and RMCs in a timely manner.
- Evaluate, select and retain qualified PPMs and RMCs. Similarly, terminate PPMs and RMCs as appropriate.

## CHICAGO HOUSING AUTHORITY

### SCHEDULE OF FINDINGS AND QUESTIONED COSTS (Continued) LOW RENT HOUSING PROGRAM—CFDA 14.850 U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT YEAR ENDED DECEMBER 31, 2004

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#### PART III—FEDERAL AWARD FINDINGS AND QUESTIONED COSTS (Continued)

##### FINDING 2004—2

QUESTIONED COSTS: NONE

The Authority did not maintain some of the required records needed to support tenant eligibility and order of tenant selection for the Low Rent Housing Program. The method for the selection of applicants is not documented by a clear audit trail.

##### Condition

###### Senior Waiting List

A review of a site-based waiting list for the senior-designated developments as of January 1, 2004 revealed the following:

- Certain applicants were given preferential treatment above those who were ranked higher as determined by date of application. Documentation was not available to support the method for the order of selection of applicants.
- The site-based waiting list we received was incomplete – all designated senior developments were not included on the list. An incomplete waiting list does not provide for an audit trail for selection of applicants.

###### Family “Move-Ins”

In our test of tenants that moved into public housing during FY 2004, we noted that six of twenty-five families did not have previous residency history with the Authority. Therefore, there was no documentation to support the validity of the move-ins.

##### Cause

Although the general wait list for families has been closed since March 2001, the site-based waiting list for senior housing is still open. However, this list did not appear to be monitored or updated regularly.

Since all displaced families have not been permanently placed, no applicant from the closed waiting list should have been offered or placed in a unit during fiscal year 2004. Thus, all move-in tenants should have a prior residency history with the Authority.



## CHICAGO HOUSING AUTHORITY

### SCHEDULE OF FINDINGS AND QUESTIONED COSTS (Continued) LOW RENT HOUSING PROGRAM—CFDA 14.850 U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT YEAR ENDED DECEMBER 31, 2004

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#### PART III—FEDERAL AWARD FINDINGS AND QUESTIONED COSTS (Continued)

##### Criteria

Per the OMB Circular A-133, Part 4 for CFDA 14.850 Public and Indian Housing, the Authority must establish and adopt written policies for admission of tenants. The Authority's tenant selection policies must include requirements for applications from the waiting lists, description of the policies for selection of applicants from the waiting lists, and policies for verification and documentation of information relevant to acceptance or rejection of an applicant.

24 CFR section 982.207 (e) states "Verification of selection method. The method for selecting applicants from a preference category must leave a clear audit trail that can be used to verify that each applicant has been selected in accordance with the method specified in the administrative plan."

##### Effect

There is no objective guideline to be used during the plan for transformation for applicants on the site-based waiting list (senior-designated developments). The method for the selection of applicants does not leave a clear audit trail. Ultimately, the housing program may not be benefiting the intended residents.

##### Recommendations

For all cases of applicant selection, maintain a clear audit trail.

## CHICAGO HOUSING AUTHORITY

### SCHEDULE OF FINDINGS AND QUESTIONED COSTS (Continued) PROGRAM-WIDE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT YEAR ENDED DECEMBER 31, 2004

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#### PART III—FEDERAL AWARD FINDINGS AND QUESTIONED COSTS (Continued)

##### FINDING 2004—3

##### QUESTIONED COSTS: NONE

The Authority has not performed a physical inventory of equipment purchased with federal awards within the last two years. The need for a physical inventory is reinforced by deficiencies we noted in accuracy of data we tested based on the Fixed Asset System. Two of five items we tested presented inaccurate information relating to asset location and asset identification.

##### Condition

The accuracy of the Authority's subsidiary ledgers for equipment items such as vehicles, appliances, office furniture, computers, etc., has not been verified via physical inspection and count of the actual assets. Two of five (40%) equipment items selected for physical inspection reflected inaccurate information on the Fixed Asset System as follows:

- The actual location of two (2) assets (based on physical inspection) is not the same as the location represented in the Fixed Asset System. In addition, for one of these items, the tag number on the appliance (000917) does not agree with the tag number in the Fixed Asset System (000916).
- The acquisition date of a truck on the Fixed Asset System (2/29/04) does not coincide with the date on the acquisition form (2/23/04).

##### Cause

The Authority's management cited the cost/benefit factor as the reason for the conscious decision not to conduct the required physical inventory of equipment purchased with federal funds. A physical inventory observation and count has not been conducted to ensure that all fixed assets have been accounted for and are maintained in an appropriate control system.

With respect to asset location, the Acquisition of Fixed Assets Form (required to be completed by the user department) does not specifically require the asset's physical location to be indicated. Only the user department's address is indicated. In many instances, user departments have facilities in various locations. The lack of indication of a specific asset physical location leads to inaccurate reporting of asset location on the Fixed Asset System.

With respect to the incorrect tag number, data entered into the Fixed Asset System was not reviewed for accuracy against the Acquisition of Fixed Assets Form.

## CHICAGO HOUSING AUTHORITY

### SCHEDULE OF FINDINGS AND QUESTIONED COSTS (Continued) PROGRAM-WIDE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT YEAR ENDED DECEMBER 31, 2004

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#### PART III—FEDERAL AWARD FINDINGS AND QUESTIONED COSTS (Continued)

##### Criteria

OMB Circular A-133, Equipment and Real Property Management Requirement states that as a common rule "...a physical inventory of equipment shall be taken at least once every two years and reconciled to the equipment records. An appropriate control system shall be used to safeguard equipment, and equipment shall be adequately maintained."

The Authority's fixed asset policy states that - "The receiving department (for Assets Drop Shipped), PMC and RMC manager (for Assets Acquired by PPMs and RMCs) is responsible for the preparation and completion of the Fixed Assets acquisition form (Form CHA/FA-001)."

##### Effect

The current format of the Acquisition of Fixed Assets Form leads to incomplete/inaccurate information captured in the Fixed Asset System. Consequently, failure to conduct physical inventory observations and counts leads to continued reliance on inaccurate equipment records and possibility of misstated equipment balances in the financial statements.

##### Recommendations

Conduct physical inventory observations and counts of equipment at least once every two years. If management believes it is not cost effective to conduct physical inventory counts at least every two years, petition the Department of Housing and Urban Development (HUD) to have this requirement waived through its Move-To-Work Agreement. In addition, ensure the Acquisition of Fixed Assets form indicates the physical location of assets.

## CHICAGO HOUSING AUTHORITY

### SCHEDULE OF FINDINGS AND QUESTIONED COSTS (Continued) PROGRAM-WIDE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT YEAR ENDED DECEMBER 31, 2004

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#### PART III—FEDERAL AWARD FINDINGS AND QUESTIONED COSTS (Continued)

##### FINDING 2004—4

##### QUESTIONED COSTS: NONE

The Fixed Asset System is not updated timely for asset dispositions. Additionally, certain dispositions are recorded without obtaining verifiable support documentation.

##### Condition

Our review of three asset dispositions revealed that each one was processed either in an untimely manner or without obtaining verifiable support documentation as follows:

##### Dispositions

- The Authority removed a truck from the Fixed Asset System in December 2004; approximately sixteen months after a police report had been filed to report the vehicle as stolen (September 2003). The item was not recorded as disposed until December 2004 when CHA requested confirmation that fixed assets were still in the possession of PPMs and RMCs.
- Two of three dispositions were written off on the basis of negative confirmation from the manager at the asset location listed on the Fixed Asset System. The assets were written off simply based on the fact that they were confirmed not to be physically located at the address contained in the Fixed Asset System and without obtaining any verifiable asset disposition documentation or a disposal form (Form CHA/FA-003).

##### Cause

The Fixed Asset System contains incorrect information about asset locations as noted in finding 2004-3 (two of five items selected for physical inspection, 40%) contained an incorrect location on the Fixed Asset System.

The Authority performed alternative procedures in place of a physical inventory of equipment. These procedures consisted of confirmation of physical asset existence at the asset location listed on the Fixed Asset System. However, given that the Fixed Asset System contains inaccurate information with respect to asset location, these alternative procedures may lead to unverifiable responses about actual disposition or location of fixed assets.

##### Criteria

OMB Circular A-133, Equipment and Real Property Management Requirement states that "...an appropriate control system shall be used to safeguard equipment, and equipment shall be adequately maintained."

The Authority's disposition of fixed assets policy states that "each department, PMC, and RMC is responsible for handling the disposal of equipment within their jurisdiction. Disposal form (Form CHA/FA-003) should be completed for each disposal and submitted to the Fixed Asset Department." Additionally, the Authority's



## CHICAGO HOUSING AUTHORITY

### SCHEDULE OF FINDINGS AND QUESTIONED COSTS (Continued) PROGRAM-WIDE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT YEAR ENDED DECEMBER 31, 2004

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#### PART III—FEDERAL AWARD FINDINGS AND QUESTIONED COSTS (Continued)

fixed asset policy states that “When assets are sold, lost, stolen, destroyed, demolished, irreparable, or have become obsolete, a profit/loss on disposal should be recognized. These items need to be removed from the fixed assets system in order to maintain accurate fixed assets information.”

#### Effect

Updating of the Fixed Asset System in an untimely manner and recording of dispositions without obtaining verifiable support documentation may lead to the lack of an accurate and appropriate fixed asset control system. Without an accurate and appropriate fixed asset control system the Authority lacks the structure to safeguard equipment and to adequately maintain it.

Additionally, lack of an accurate and appropriate fixed asset control system leads to continued reliance on inaccurate equipment records and possibility of misstated equipment balances in the financial statements.

#### Recommendations

Follow internal policies for fixed asset dispositions. In addition, have the Asset Management Department conduct a more detailed investigation of asset disposition and actual physical location and condition of assets prior to determining asset write-offs. Ensure asset dispositions are verifiable.

## CHICAGO HOUSING AUTHORITY

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS (Continued)**  
**CAPITAL FUND—CFDA 14.872**  
**U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**  
**YEAR ENDED DECEMBER 31, 2004**

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### PART III—FEDERAL AWARD FINDINGS AND QUESTIONED COSTS (Continued)

**FINDING 2004—5**

**QUESTIONED COSTS: NONE**

The Authority is largely in compliance with the Department of Housing and Urban Development (HUD) procurement requirements. However, in certain instances, complete documentation was not in the file to demonstrate full compliance with 24 CFR 85.36.

**Condition**

For six (6) Capital Fund contracts greater than \$100,000, documentation was not in the file to demonstrate compliance with all aspects of 24 CFR 85.36. Specifically, documentation was not in the file to demonstrate the rationale for the contractor selection and rejection and to document that contracts were publicly advertised.

**Cause**

The Authority did not adhere to HUD and Authority Procurement Standards as they relate to maintaining records sufficient to detail the rationale for the contractor selection and rejection. The Authority did not maintain sufficient records to demonstrate that contracts over \$100,000 are publicly advertised.

**Criteria**

Based on the Housing and Urban Development (HUD) 24 CFR 85.36, “(b) **Procurement Standards** – Grantees and sub-grantees will maintain records sufficient to detail the significant history of a procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection and rejection and the basis for the contract price.”

The Authority’s contracting policy states that contracts greater than \$100,000 are required to be advertised publicly, are to be approved by the Board, and a formal contract must be issued.

**Effect**

The Authority was not able to demonstrate the rationale for selection and rejection of contractors or that public advertisements took place.

**Recommendations**

Maintain supporting documentation to demonstrate compliance with all aspects of 24 CFR 85.36. Specifically, include documentation to support that public advertisement takes place and to demonstrate the rationale for selection and rejection of contractors.

## CHICAGO HOUSING AUTHORITY

### SCHEDULE OF FINDINGS AND QUESTIONED COSTS (Continued) CAPITAL FUND—CFDA 14.872 AND HOPE VI—CFDA 14.866 U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT YEAR ENDED DECEMBER 31, 2004

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#### PART III—FEDERAL AWARD FINDINGS AND QUESTIONED COSTS (Continued)

##### FINDING 2004—6

##### QUESTIONED COSTS: NONE

The Authority did not comply with the Davis-Bacon Act as supplemented by Labor Standards with respect to on-site interviews.

##### Condition

The Authority did not conduct “On-Site Interviews” during year 2004 for three out of five Capital Fund and four out of four HOPE VI contracts reviewed. The last site visits for the Capital Fund contracts were performed in November 2003.

##### Cause

The Authority did not conduct site interviews at seven of their contractors for fiscal year 2004.

##### Criteria

Based on HUD’s material, “Making Davis-Bacon Work: A Practical Guide for States, Indian Tribes and Local Agencies. **Labor Standard Enforcement No. 2**, Conduct on-site interviews with laborers and mechanics. The contract administrator or a designee (such as an agency construction inspector) must periodically conduct interviews with the construction workers on the job site. The purpose of the interviews is to capture observations of the work being performed and to get the workers views on the hours they work, the type of work they perform, and the wages they receive. Information gathered during the interviews is recorded on form HUD-II, Record of Employee Interview. The HUD-II is compared to the corresponding contractor and subcontractor certified payrolls to test and verify the accuracy of the payroll information.”

##### Effect

The Authority is noncompliant with the Davis-Bacon Act as supplemented by Labor Standards.

##### Recommendations

Comply with the Davis-Bacon Act as supplemented by Labor Standards with respect to on-site interviews.

## CHICAGO HOUSING AUTHORITY

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS (Continued)**  
**LOW RENT HOUSING PROGRAM—CFDA 14.850**  
**U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**  
**YEAR ENDED DECEMBER 31, 2004**

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### **PART III—FEDERAL AWARD FINDINGS AND QUESTIONED COSTS (Continued)**

**FINDING 2004—7**

**QUESTIONED COSTS: NONE**

In certain instances, the Authority did not maintain adequate documentation for disbursements.

**Condition**

Our review of 25 disbursements disclosed the following:

- One transaction was not supported by adequate documentation.
- An expenditure was not paid in a timely fashion as it was paid eleven months after invoice date.

**Cause**

The supporting documentation (invoice) was not retained on file.

An expenditure was not paid within a reasonable time period.

**Criteria**

Per the OMB Circular A-133, for CFDA 14.850 Public and Indian Housing, the general criteria (applicable to both direct and indirect costs) affecting allowability of costs under federal awards is that costs must be documented in accordance with OMB Circular A-102 Common Rule for State, Local and Indian Tribal Governments.

In addition, per the OMB Circular A-133, for CFDA 14.850 Public and Indian Housing, when funds are advanced, recipients must follow procedures to minimize the time lapsing between the transfer of funds from the U.S. Treasury and disbursement.



**CHICAGO HOUSING AUTHORITY**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS (Continued)  
LOW RENT HOUSING PROGRAM—CFDA 14.850  
U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
YEAR ENDED DECEMBER 31, 2004**

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**PART III—FEDERAL AWARD FINDINGS AND QUESTIONED COSTS (Continued)**

**Effect**

Payment of expenses without an invoice may result in payments of unauthorized expenditures. Documentation is not on file to substantiate compliance with OMB Circular A-133 guidelines affecting allowability of costs.

The time lag between transfer of funds from the U.S. Treasury to the time of disbursement may violate OMB Circular A-133 guidelines for cash management.

**Recommendations**

Follow OMB A-133 guidelines for cash management and for maintaining support documentation for disbursements.

## CHICAGO HOUSING AUTHORITY

### SCHEDULE OF FINDINGS AND QUESTIONED COSTS (Continued) SECTION 8 HOUSING CHOICE VOUCHER PROGRAM—CFDA 14.871 U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT YEAR ENDED DECEMBER 31, 2004

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#### PART III—FEDERAL AWARD FINDINGS AND QUESTIONED COSTS (Continued)

##### FINDING 2004—8

QUESTIONED COSTS: \$950

The Authority did not comply with Housing Quality Standards (“HQS”) enforcement requirements by correcting life threatening HQS deficiencies within the required 24-hour period after the inspection.

##### Condition

One out of twenty-five inspections selected for testing was found to be in noncompliance with the HQS Enforcement requirement. Life threatening deficiencies that were identified during these inspections were not corrected within the required time period. HAPs were not abated and this resulted in overpayment of \$950.

##### Cause

The results of the failed inspections were properly documented; there was no follow-up to ensure that the HAPs were properly abated after the failed inspections occurred.

##### Criteria

The OMB Circular A-133, Special Tests and Provisions Requirement states that “For units under HAP contract that fail to meet HQS, the PHA must require the owner to correct any life threatening HQS deficiencies within 24 hours after the inspections. . . . If the owner does not correct the cited HQS deficiencies within the specified correction period, the PHA must stop (abate) HAPs beginning no later than the first of the month following the specified correction period or must terminate the HAP contract.”

##### Effect

Failure to appropriately track and monitor failed inspections could result in overpayments to owners who are not in compliance with HQS.

##### Recommendations

Implement procedures to ensure that HAPs are abated timely after instances of noncompliance with HQS requirements are found.

## CHICAGO HOUSING AUTHORITY

### SCHEDULE OF FINDINGS AND QUESTIONED COSTS (Continued) SECTION 8 HOUSING CHOICE VOUCHER PROGRAM—CFDA 14.871 U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT YEAR ENDED DECEMBER 31, 2004

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#### PART III—FEDERAL AWARD FINDINGS AND QUESTIONED COSTS (Continued)

##### FINDING 2004—9

QUESTIONED COSTS: NONE

The Authority did not maintain the required records needed to support tenant eligibility for the Section 8 Housing Choice Vouchers program.

##### Condition

1 out of 25 files selected did not have required documentation. The Authority has established a policy in which if a tenant file is misplaced, a duplicate file will be created. However, in this instance, the file was misplaced and the Authority did not recreate a file for this tenant.

##### Cause

The Authority's lack of effective file documentation procedures resulted in the instance above.

##### Criteria

In accordance with Housing Choice Voucher Guidebook 7420.10G and 24 CFR 982 and 985, recipients of Section 8 Housing Choice Voucher grants must keep adequate documentation for the determination of tenant eligibility, order of selection, and income and rent.

##### Effect

Documentation deficiencies could result in noncompliance with HUD requirements.

##### Recommendations

Implement procedures for periodic file reviews and monitoring to ensure that appropriate documentation is maintained. These file reviews should include a standard checklist of required documentation. Follow-up procedures should be implemented for all instances of missing documentation.



CHICAGO HOUSING AUTHORITY  
CORRECTIVE ACTION PLAN  
YEAR ENDED DECEMBER 31, 2004

# CHANGE.

CHICAGO HOUSING AUTHORITY

**Sharon Gist Gilliam**  
*Chairperson*

**Lori Healey**  
*Vice-Chairperson*

*Board of Commissioners*

**Hallie Amey**

**Earnest Gates**

**Dr. Mildred Harris**

**Michael Ivers**

**Martin Nesbitt**

**Carlos Ponce**

**Mary E. Wiggins**

**Sandra Young**

**Terry Peterson**  
*Chief Executive Officer*

**Adrienne G. Minley**  
*Chief of Staff*

**Gail A. Niemann**  
*General Counsel*

## CHICAGO HOUSING AUTHORITY

### SCHEDULE OF FINDINGS AND QUESTIONED COSTS CORRECTIVE ACTION PLAN YEAR ENDED DECEMBER 31, 2004

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#### FINDING 2004—1

##### Tenant Applications and Annual Re-certifications

In certain instances, the Authority's tenant applications were incomplete and annual re-certifications were missing required documents to demonstrate eligibility.

##### Corrective Action Plan

The Authority incorporated many changes in 2004 to assist the firms in completing the re-certification process. Based on the findings this year compared to last year, we have seen marked improvements. This is mainly due to the changes made in the contractual agreement between the private firms and the Authority, which spells out in details penalties and requirements site staff must adhere to when conducting the eligibility and suitability process.

The Quality Control staff along with the Asset Management staff ensures that the firm complies with the procedures set by conducting on-site inspections of the files. Where findings are noted, they are addressed timely and re-inspection conducted to ensure full compliance. The firms are also evaluated monthly by way of reports generated from our system of record (CCS). These documents are used when the Asset Managers prepare for the monthly business meetings where all deficiencies are noted and a timeline established for follow-up.

The Asset Management Division will ensure that the files listed with errors in this report are corrected immediately. We will also ensure that site-staff review all files on site to ensure they are in full compliance. Moving forward several trainings will take place this year that are geared towards performing this function on-site. Staff will be tested after each training session to ensure their full comprehension.

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## CHICAGO HOUSING AUTHORITY

### SCHEDULE OF FINDINGS AND QUESTIONED COSTS CORRECTIVE ACTION PLAN (Continued) YEAR ENDED DECEMBER 31, 2004

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#### FINDING 2004—2

##### Tenant Selection

The Authority did not maintain some of the required records needed to support tenant eligibility and order of tenant selection for the Low Rent Housing Program. The method for the selection of applicants is not documented by a clear audit trail.

##### Corrective Action Plan

The Authority's Occupancy Control Department will review the development, maintenance, and basis for tenant eligibility and selection application of resident waitlists to ascertain the need for updating existing policies and procedures. The Authority will make appropriate improvements to ensure "date of application ranking" from auditable waitlists is consistently used as the criteria for eligibility and resident placement consideration. The correlation of waitlist rank, opportunity to be selected for, and placement in available units will be clearly evidenced in resident move-in documentation.

#### FINDING 2004—3

##### Physical Inventory and Missing Tag on Equipment

The Authority has not performed a physical inventory of equipment purchased with federal awards within the last two years. Also, a bar code number was not affixed to an equipment item purchased with federal funds.

##### Corrective Action Plan

CHA shall perform various alternate procedures to confirm the existence of equipment. In addition to the confirmation, the Authority plans to perform periodic spot checks and inquiries on a rotating basis so that every item is covered in a two-year period. The Authority believes alternate procedures will be more economical given the unique situation where CHA equipment exists over a wide geographic area.

The CHA Fixed Asset Acquisition form must be filled out by the user purchasing new assets. The location and address of the asset is required as Item 15 of the Acquisition form. The address of the user is not requested.

CHA has subsequently corrected the input error involving the Tag number.

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*Do you have a vision for CHANGE?*

## CHICAGO HOUSING AUTHORITY

### SCHEDULE OF FINDINGS AND QUESTIONED COSTS CORRECTIVE ACTION PLAN (Continued) YEAR ENDED DECEMBER 31, 2004

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#### FINDING 2004—4

##### Asset Dispositions

The Fixed Asset System is not updated timely for asset dispositions. Additionally, certain dispositions are recorded without obtaining verifiable support documentation.

##### Corrective Action Plan

CHA shall perform periodic confirmation processes. The Authority believes that periodic confirmations will facilitate timely updates of the Fixed Assets database. In addition to approval from Asset Management for asset write-offs, the Asset Management will be requested to follow up and investigate cases involving unconfirmed and missing equipments.

#### FINDING 2004—5

The Authority, in certain instances, did not follow the Department of Housing and Urban Development (HUD) procurement requirements.

##### Corrective Action Plan

It is the practice of the Authority to adhere to HUD and internal procurement policies and procedures. A review by Department of Procurement and Contracts personnel of the Capital Fund Program records immediately yielded what we believe represents sufficient documentation to determine that all six contracts had been appropriately completed to satisfy HUD and Authority procurement standards. Contracts 401; 402; 407; 408; 413; and 415 resulted from a formal solicitation process that was publicly advertised on April 23, 2003. Invitation for Bid (IFB) No. 01197 invited bids from qualified construction contractors to thereafter compete for task order contracts. Bids were opened on May 15, 2003. Fifty-two (52) contractors were solicited and seventy-six (76) contractors picked-up the solicitation.

To improve its documentation of required procurement activity, the Authority will implement procedures to ensure that hard copy evidence of solicitation advertisements and respondent selection rationale are included in files that support completion of the process in accordance with documentation criteria established by HUD and the Authority.

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## CHICAGO HOUSING AUTHORITY

### SCHEDULE OF FINDINGS AND QUESTIONED COSTS CORRECTIVE ACTION PLAN (Continued) YEAR ENDED DECEMBER 31, 2004

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#### FINDING 2004—6

In some instances, an Authority contractor did not comply with the prevailing labor wage rate requirement established by the United State Department of Labor (DOL).

#### Corrective Action Plan

The Department of Procurement and Contracts has secured the services of an outside vendor to assist the CHA to conduct more site visits and to interview more people on behalf of the CHA. In addition, the Compliance Division of the Department of Procurement and Contracts has been tasked to conduct more site visits and to oversee the efforts of the outside vendor to ensure all contractors are in compliance with the Davis Bacon Act.

#### FINDING 2004—7

In certain instances, the Authority did not maintain adequate documentation for disbursements.

#### Corrective Action Plan

These guidelines are currently being followed; however during the audit process we were unable to locate the document in question. Evidently, this invoice was misfiled or attached to another invoice. We know that an invoice did exist in order to make payment and based on the screen print information, the invoice was turned around and paid within 24 hours of receipt. Moving forward, we will ensure that our filing process is given adequate attention in accuracy.

#### FINDING 2004—8

The Authority did not comply with Housing Quality Standards (HQS) enforcement requirements by correcting life threatening HQS deficiencies within the required 24-hour period after the inspection.

#### Corrective Action Plan

The unit in question, failed inspections on March 24, 2004 and March 25, 2004 for a life threatening deficiency (an inoperable window), requiring an abatement to be placed within 24 hours. CHAC entered into the system an abatement of the HAP for this unit however the Housing Assistance Payment check for April 2005 was already in process to be issued to the owner. A follow-up inspection was conducted on March 31, 2005 and the unit failed again. The abatement of HAP was effective with the May check. Our only alternative is to recapture the funds for April from future HAP payments. The unit did eventually pass inspection on April 27, 2004 and payments to the owner resumed.

CHAC implemented recapture procedures in 2004 to specifically target units that fail inspection after the monthly check run has occurred. In most cases, these are recaptures of only one month of HAP. In this case, a letter was mailed to the Owner to inform him that the overpayment of \$950 will be recaptured.

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## CHICAGO HOUSING AUTHORITY

### SCHEDULE OF FINDINGS AND QUESTIONED COSTS CORRECTIVE ACTION PLAN (Continued) YEAR ENDED DECEMBER 31, 2004

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#### FINDING 2004—9

The Authority did not maintain the required records needed to support tenant eligibility for the Section 8 Housing Choice Vouchers program.

#### Corrective Action Plan

CHAC has in place a formal quality control review process requiring the detailed review of at least 300 files every month. Missing documents and misplaced files would be considered QC errors.

In the specific case cited here, the tenant had ported out from Chicago to another PHA. We acknowledge that the tenant file was misplaced. However, we were not able to duplicate this file pursuant to our procedures because the tenant is no longer under our jurisdiction and the file information is not accessible to us. While we typically contact the receiving PHA and request documents to duplicate a file, we did not do so in this case. As a result of this finding, we have contacted the receiving PHA to request file documents so that we can create a duplicate file. We will retain evidence of our request to this PHA so that our efforts can be documented, in the event the PHA is nonresponsive (which is frequently the case).

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**CHICAGO HOUSING AUTHORITY  
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS  
YEAR ENDED DECEMBER 31, 2004**

# CHANGE.

CHICAGO HOUSING AUTHORITY

Sharon Gist Gilliam  
*Chairperson*

Lori Healey  
*Vice-Chairperson*

*Board of Commissioners*

Hallie Amey  
Earnest Gates  
Dr. Mildred Harris  
Michael Ivers  
Martin Nesbitt  
Carlos Ponce  
Mary E. Wiggins  
Sandra Young

Terry Peterson  
*Chief Executive Officer*

Adrienne G. Minley  
*Chief of Staff*

Gail A. Niemann  
*General Counsel*

## CHICAGO HOUSING AUTHORITY

### SCHEDULE OF PRIOR AUDIT FINDINGS YEAR ENDED DECEMBER 31, 2004

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#### FINDING 2003—1

In certain instances, the Authority's tenant applications were incomplete and annual tenant re-certifications were missing required documents.

#### Status

The Asset Management Division along with the Quality Control Department conducted periodical inspections of tenant files throughout 2004 to ensure that the PMs/RMCs are in full compliance. Improvements were noted during these inspections, which are ongoing.

At this time the Authority does not consider it necessary to outsource the application or recertification process nor to hire temporary staff to eliminate the current recertification backlog. The Authority has made significant improvements in conducting annual tenant re-certifications. As of December 31, 2004, there were only 97 outstanding re-certifications. This number continues to decrease because of the training programs that took place during 2003. We have seen a decrease in errors as it relates to rent determination. We have signed a data-sharing agreement with IDHS that will include the private firms; this will allow them access to the IDHS system so that they can cross-reference information submitted by our residents to ensure that the correct information is being shared when conducting re-certification. The IDHA software is currently being installed at various sites.

The above is an ongoing process that is being monitored by Asset Management Division and Quality Control staff.

#### FINDING 2003—2

The Authority has not performed a physical inventory of equipment purchased with federal awards within the last two years. Also, a bar code number was not affixed to an equipment item purchased with federal funds.

#### Status

The Authority has implemented alternative procedures that are aimed to substitute the required physical inventory count of equipment. They include obtaining confirmations about the physical existence of the assets from the sites and personnel overseeing them. For 2005, the Authority will conduct site visits to verify the authenticity of the confirmations.

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## CHICAGO HOUSING AUTHORITY

### SCHEDULE OF PRIOR AUDIT FINDINGS (Continued) YEAR ENDED DECEMBER 31, 2004

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#### FINDING 2003—3

The Authority did not meet the filing deadline for certain information regarding the operating subsidy.

#### Status

As of April 2004, the Budget Department implemented procedures requiring the Deputy Director to review the HUD website periodically to ensure that we are aware of any changes in submission of the Performance Funding System (PFS) calculation. The 2004 PFS calculation was submitted on time.

#### FINDING 2003—4

The Authority, in certain instances, did not follow the Department of Housing and Urban Development (HUD) procurement requirements.

#### Status

The Department of Procurement and Contracts has taken the following steps in 2004:

- Required all user departments to forecast procurement activities via an annual calendar;
- Arranged and will continue to arrange continuing procurement education program directed at user department utilizing consultant resources;
- Continuing to remind the user departments not to purchase without following the competitive procurement guidelines via the P-team process;
- Continue to send expiring contract notification to user departments to initiate further conversation about upcoming procurement activities; and
- Director of Procurement will continue to specifically note files where procurement was not properly conducted and inform user departments of the requirement to elicit competition on all contracts.

#### FINDING 2003—5

In some instances, the Authority contractor did not comply with the prevailing labor wage rate requirement established by the United States Department of Labor.

#### Status

As of March 2004, the following steps were implemented:

1. Applicable files were reviewed and the Compliance unit completed a comprehensive re-analysis of all contracts awarded since 2000 and confirmed Compliance Officer's assignments.

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## CHICAGO HOUSING AUTHORITY

### SCHEDULE OF PRIOR AUDIT FINDINGS (Continued) YEAR ENDED DECEMBER 31, 2004

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2. Every week each Compliance Officer submits a weekly work log. This work log lists every contract that a Compliance Officer is responsible for monitoring for compliance. This log is reviewed on a monthly basis to ensure that every file assigned is on the work log and each contract has an update as to the last time it was reviewed.

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## APPENDIX J: MOVING TO WORK FY2005 ANNUAL REPORT REQUIRED CERTIFICATIONS



January 20, 2006

### ITEM NO. B2

#### RECOMMENDATION TO APPROVE THE FY2005 ANNUAL REPORT

To the Honorable Board of Commissioners,

#### RECOMMENDATIONS

It is recommended that the Board of Commissioners approves the attached FY2005 Annual Report and grant authorization to submit the document to the United States Department of Housing and Urban Development (HUD) for approval no later than March 1, 2006.

#### FUNDING

No CHA Funding is applicable to this request.

#### EXPLANATION

The Plan for Transformation was approved by HUD and incorporated into a Moving to Work (MTW) Agreement that was executed on February 6, 2000. The MTW Agreement provides guidelines on the content and submission requirements for the CHA. Under the MTW Agreement, the CHA is required to produce and submit an Annual Report to HUD outlining the progress toward commitments made in the original Plan for Transformation and each Annual Plan.

The FY2005 Annual Report provides information necessary for HUD to assess the CHA's performance in both day-to-day operations and activities authorized by the MTW Demonstration Program. HUD requires this report to be submitted annually, along with a Board of Commissioners' resolution approving this report, no later than 60 days after the end of the CHA's fiscal year.

Included with this resolution is a draft of the FY2005 Annual Report for the Board of Commissioners' review and approval. The FY2005 Annual Report will be submitted to HUD no later than March 1, 2006.

Based upon the foregoing, it is in the best interest of the CHA to approve the FY2005 Annual Report and grant authorization to the Chief Executive Officer, the Board Chairperson, or their designee to approve any final changes as deemed necessary to submit the report to HUD prior to the March 1, 2006 deadline.

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**RESOLUTION NO. 2006-CHA-26**

**WHEREAS,** the Board of Commissioners has reviewed the Board Letter dated January 20, 2006, requesting approval of the FY2005 Annual Report, attached hereto:

**THEREFORE, BE IT RESOLVED BY THE CHICAGO HOUSING AUTHORITY**

**THAT,** the Board of Commissioners hereby approves the attached FY2005 Annual Report and grants authorization to the Chief Executive Officer, the Board Chairperson, or their designee to make any final changes as they may deem necessary; approve final changes, including changes based on HUD requirements; and submit the report to the U.S. Department of Housing and Urban Development no later than March 1, 2006. Such approval shall constitute conclusive evidence of the Board's approval of any and all such changes.



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**Certification of Payments  
to Influence Federal Transactions**

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

Applicant Name

Chicago Housing Authority

Program/Activity Receiving Federal Grant Funding

Public Housing/Housing Choice Voucher Programs

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.  
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Terry Peterson

Title

Chief Executive Officer

Signature



Date (mm/dd/yyyy)

2/21/06

Previous edition is obsolete

form HUD 50071 (3/98)  
ref. Handbooks 7417.1, 7475.13, 7485.1, & 7485.3

# Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

Applicant Name

Program/Activity Receiving Federal Grant Funding

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

- (1) The dangers of drug abuse in the workplace;
- (2) The Applicant's policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

- (1) Abide by the terms of the statement; and
- (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federalagency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

2. **Sites for Work Performance.** The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

Check here  if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.  
**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.  
 (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Title
<i>Alvin T. Mercer</i>	Director - Human Resources
Signature	Date
<i>Alvin T. Mercer</i>	Jan. 31, 2006

form HUD-50070 (3/98)  
 ref. Handbooks 7417.1, 7475.13, 7485.1 & .3

## **CHA Drug and Alcohol Policy**

### **3.12 Violence in the Workplace**

The CHA has "Zero Tolerance" for Violence In The Workplace. Fighting, harassment, provoking, threats, intimidation or inciting another employee to engage in such conduct are unacceptable. Employees who violate this Policy are subject to discipline and discharge. Employees who experience violence, including, but not limited to, a threat, fighting, harassment or intimidating behavior from any source (or who witness same), must report it immediately to the Managing Director and/or Department Director.

### **3.13 Drug and Alcohol Policy**

The CHA is a Drug Free Work Place and its Policy on drug and alcohol use is one of "Zero Tolerance." Employees must not appear for work with the presence of alcohol or under the influence of alcohol or illegal non-prescribed drugs in their systems. Employees are prohibited from possessing alcohol or illegal non-prescription drugs. Employees who take prescribed drugs that affect their cognitive abilities should not report to work and should use appropriate leaves. (See Sections 2.6 and 2.7) Employees who violate this Policy will be terminated.

Employees are required to participate in drug and alcohol testing at a CHA designated testing facilities in the following circumstances:

1. Upon CHA's making a conditional offer of employment.
2. Upon re-employment or return from any period of continuous absence of thirty- (30) calendar days or more.
3. In instances where the employee has been involved in an automobile accident during the course of employment, regardless of whether the automobile is a CHA vehicle or the employee's vehicle and regardless of whether the employee is injured, the employee must submit to a medical evaluation which includes drug and alcohol testing as immediately after the accident as practical under the particular circumstances, but in no event later than twenty-four (24) hours after the accident.
4. In instances where the employee has suffered an alleged accident, regardless of whether the employee is injured or not, the employee must submit to a medical evaluation which includes drug and alcohol testing immediately after the accident or as soon as practical under the particular circumstances, but in no event later than twenty-four (24) hours after the accident.
5. In instances where the employee's supervisor has a reasonable suspicion that, the employee is at work under the influence of drugs and/or alcohol.

Employees who occupy safety sensitive positions will be subject to random or periodic drug testing.

CHA drug and alcohol testing vendors are N.I.D.A. accredited. Drug and alcohol test results are confidential and are not disclosed to third parties by the CHA, except upon express written authorization of the employee or as required by law. Employees who submit to drug and alcohol testing described above and whose test results show a positive result will be terminated. Employees who refuse to cooperate in the testing process will be terminated. Employees whose test results are positive may elect to have the sample re-tested at a different N.I.D.A. accredited laboratory at the employee's cost. Arrangements for re-testing must be made through the Director of Human Resources.

### **3.14 Drug Related Convictions**

Employees who are convicted of a drug-related offense are subject to termination.

### **3.15 Fleet Policy**

#### **(a) Use of CHA or Personal Vehicles in the Course of Employment**

CHA employees may be allowed to use CHA vehicles or their personal vehicles in connection with their employment, depending upon the nature of their job responsibilities and in accordance with the CHA Fleet Policy. Employees must obtain approval for a CHA vehicle or personal vehicle use in the course of employment through their Department Director and the Risk Management Department. Approval of such requests is discretionary. Where such vehicle use has been approved, the employee must do the following:

- 1) Provide the Risk Management Department with a photocopy of the employee's current valid driver's license/insurance card and ensure that Risk Management is advised of any changes in the status of the license and insurance.
- 2) In the case of employees who use their personal vehicles, maintain automobile property and liability coverage on the automobile consistent with the limits imposed by Illinois law and in accordance with the CHA Fleet Policy.
- 3) Employees are to complete all required documentation and forms necessary to comply with Policy 3.15.

#### **(b) Twenty-Four Hour Vehicle Assignments**



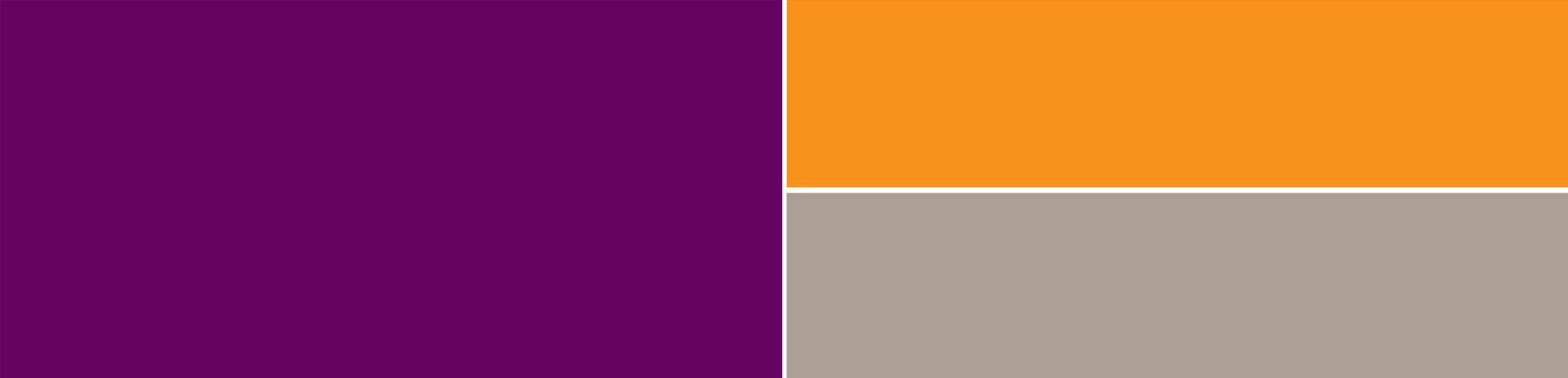
The following is a list of locations with CHA employees:

1. 600 West Jackson Boulevard
2. 626 West Jackson Boulevard
3. 4700 South State Street
4. 4859 South Wabash Avenue
5. 500 East 37<sup>th</sup> Street
6. 35 South Paulina Street
7. 200 West Adams Street
8. 2325 South Federal Street
9. 591 East 37<sup>th</sup> Street

## COLLABORATIONS

The Chicago Housing Authority thanks the following organizations for collaborating with us on the Plan for Transformation.

Access Living  
ACCIÓN  
After School Matters  
American Lung Association of Metropolitan Chicago  
American Red Cross  
Archdiocese Center for Peace and Justice  
Assets for Independence Individual Development Accounts Program  
Business and Professional People for the Public Interest  
Canon Corporation  
Central Advisory Council  
CHAC, Inc.  
Chapin Hall  
Charles A. Hayes Family Investment Center  
Chicago Area Project  
Chicago Bears  
Chicago Bulls  
Chicago City Council  
Chicago Commission on Human Relations  
Chicago Community Trust  
Chicago Connections  
Chicago Department of Administrative Hearings  
Chicago Department of Budget and Management  
Chicago Department of Children and Youth Services  
Chicago Department of Construction and Permits  
Chicago Department of Housing  
Chicago Department of Human Services  
Chicago Department of Planning and Development  
Chicago Department of Public Health  
Chicago Department of Transportation  
Chicago Department on Aging  
Chicago Department of Environment  
Chicago Federal Home Loan Bank  
Chicago Fire Department  
The Chicago Historical Society  
Chicago HomeMakers  
Chicago Lawyers Committee for Civil Rights Under Law  
Chicago Park District  
Chicago Police Department  
Chicago Project for Violence Prevention  
Chicago Public Building Commission  
Chicago Public Library  
Chicago Public Schools  
Chicago State University  
Chicago Transit Authority  
Chicago White Sox  
Chicago Youth Programs  
City Colleges of Chicago  
The Community Builders, Inc.  
Community Investment Corporation  
Cook County Housing Authority  
Department of Commerce and Economic Opportunity  
Ogden Courts  
DePaul University  
Developing Communities Project, Inc.  
Dominican University  
Economic Law Project  
El Hogar del Niño  
Employability Plus  
Employment and Employer Services  
Environmental Law and Policy Center  
Family Justice, Inc.  
Fannie Mae  
Ford Foundation  
Freddie Mac  
Generations Online  
Grand Boulevard Federation  
Green Corps  
The Habitat Company  
Healthcare Consortium of Illinois  
Heartland Alliance  
Heartland Human Care Services  
The Home Depot  
Hospitality Academy at McCormick Place  
Housing Choice Partners  
Housing Opportunities and Maintenance for the Elderly (H.O.M.E.)  
Illinois Department of Human Services  
Illinois Environmental Protection Agency  
Illinois Facility Fund  
Illinois Housing Development Authority  
Illinois Institute of Technology  
The Jane Addams Hull House Association/Housing Resource Center  
Jewel-Osco  
Jewish Vocational Training Center  
The John D. and Catherine T. MacArthur Foundation  
The John Marshall School of Law Fair Housing Legal Clinic  
kaBOOM!  
Lake County Housing Authority  
Lakeside Community Committee, Inc.  
Latin United Community Housing Association  
Latinos United  
Leadership Council for Metropolitan Open Communities  
Leadership Greater Chicago  
Legal Assistance Foundation of Metropolitan Chicago  
Levy Foods  
Local Advisory Council  
Loyola University Chicago  
Lutheran Child and Family Services  
Mayor's Office for People with Disabilities  
Mayor's Office of the City of Chicago  
Mayor's Office of Workforce Development  
Metro Chicago Information Center  
Metropolitan Pier and Exposition Authority  
Metropolitan Planning Council  
Mid-America Institute on Poverty  
National Forum for Black Public Administrators  
Neighborhood Housing Services  
Northeastern University of Illinois  
Norwegian American Hospital Foundation  
Openlands  
Partnership for New Communities  
Pediatric Case Management Services  
Rogers Park Community Development Corporation  
Roosevelt University  
The Rotary Foundation  
Safer Pest Control  
Sargent Shriver National Center on Poverty Law  
SCR Medical Transportation  
Shorebank Neighborhood Institute  
Spanish Coalition for Housing  
Target Group, Inc.  
Ujima  
United States Department of Housing and Urban Development (HUD)  
United States Small Business Administration (SBA)  
University of Chicago  
University of Illinois at Chicago  
UPS  
Urban Art League  
Windows of Opportunity, Inc.



**City of Chicago**  
**Honorable Richard M. Daley, Mayor**

**Board of Commissioners**  
**Sharon Gist Gilliam, Chairperson**  
**Martin Nesbitt, Vice-Chairperson**  
**Hallie Amey**  
**Earnest Gates**  
**Dr. Mildred Harris**  
**Michael Ivers**  
**Bridget O'Keefe**  
**Carlos Ponce**  
**Mary E. Wiggins**  
**Sandra Young**

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**Terry Peterson**

**Chief of Staff**  
**Adrienne G. Minley**

**General Counsel**  
**Gail A. Niemann**

**CHANGE.**  
**CHICAGO HOUSING AUTHORITY**