



Buzz from the Bluegrass

Issue #27

1st Quarter 2010

CLEM'S CLAUSE



Happy New Year!

So where are we with the \$52,042,820 in formula American Recovery and Reinvestment Act (ARRA) Act Capital Fund Formula funding. Doing quite well as a State as over 37 million of these funds have been obligated and almost 20 million expended as of the end of 2009. With the emphasis, amount, and complexity on the ARRA funding we continue this month with our “ARRA You Ready” section of the newsletter which this month will cover obligation and expenditure of Capital Fund Recovery Grant Funds. We hope you find the information and links useful. In addition, this edition of the newsletter contains a welcome to our newest member of the Office of Public Housing family, Eric Jackson; information on HUD’s Office of the Inspector General, (OIG); EIV; Utility Allowances, and IMS-PIC (sometimes I think that they spell stuff just to confuse me!).

Voucher update – With the passage of the HUD budget we are very close to having CY 2010 final funding information. Final numbers will be out by February 13, 2010. We suggest that you use the amount that you expended in FY 2009 (10/1/08 to 9/30/09) as your budget target until final funding is announced. If you have any questions on this or any other funding area, please contact us and we will work with you and our FMC partner (Brenda Carl) on any financial/utilization issue.

As we move into 2010 remember that we are here to work with you and be a good partner. We look forward to seeing everyone at the KHA conference next month. Please feel free to contact Marcia or me if you have any questions or areas where we can provide you with assistance, don

Mark Your Calendars!!

KHA/HUD Mid-Year Conference

February 7 - 10
Louisville, KY

PHA Procurement Training!

2 Locations
And
Dates in March TBA

Inside the Buzz...

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REGULATORY NOTICE UPDATES

These are all of the PIH Notices, Federal Registers, and Code of Federal Regulations that have been published since the last edition of this newsletter. Should you require more information or have additional questions about any listed, please contact our office. All these publications can be found at <http://www.hud.gov/offices/adm/hudclips/index.cfm>.

Please note that on a regular basis, you will receive notice via email from our office when a notice is issued that we feel you should be made aware of immediately. We hope this information is helpful.

PIH NOTICES: web site <http://www.hud.gov/offices/pih/publications/notices>

2009 Notices

| Notice | Issued/Expires | Purpose |
|---|---|--|
| PIH 2009-52 (HA) | Issued: Dec. 15, 2009 Expires: Dec. 31, 2010 | This Notice provides guidance to public housing agencies (PHAs) in the case of foreclosures, regarding new protections for tenants with Section 8 assistance that was recently enacted into law [...] |
| PIH 2009-51 (HA) (MS-Word) | Issued: Dec. 11, 2009 Expires: Dec. 31, 2010 | This Notice provides guidance on rent reasonableness requirements in the Housing Choice Voucher (HCV) program, including what constitutes an unassisted as opposed to an assisted unit. An assisted unit is a unit that is assisted under a Federal, State, or local government program. |
| PIH 2009-50 (ONAP) (MS-Word) | Issued: Dec. 3, 2009 Expires: Dec. 31, 2010 | The purpose of this Notice is to provide information on how HUD will address amendments made to the Native American Housing Assistance and Self-Determination Act (NAHASDA) by the Native American Housing Assistance and Self-Determination Reauthorization Act of 2008, and earlier statutory amendments to NAHASDA. |
| PIH 2009-49 (ONAP) (MS-Word) | Issued: Dec. 2, 2009 Expires: Dec. 31, 2010 | This Notice reissues, with a few minor additions, PIH Notice 2007-32 and provides specific guidance on the use of the Line of Credit Control System (LOCCS) and the Voice Response System (VRS) for the Indian Housing Block Grant (IHBG) program. This Notice includes guidance for both the grant recipient and the Office of Native American Programs (ONAP) staff. This Notice includes changes to the previous Notice to bring the information current. |
| PIH 2009-48 (HA) (MS-Word) | Issued: Nov. 25, 2009 Expires: Nov. 30, 2010 | The Department is issuing this Notice to assist public housing authorities' (PHAs) understanding and administration of the mandated Community Service and Self-Sufficiency Requirement (CSSR) and in response to an audit report issued by the Office of Inspector General on March 24, 2008. [...] |
| PIH 2009-47 (HA) (MS-Word) | Issued: Nov. 19, 2009 Expires: Nov. 30, 2010 | This notice provides public housing agencies (PHAs) with instructions for operating subsidy calculation submissions in Calendar Year (CY) 2010 as funded from Federal Fiscal Year (FFY) 2010 appropriations. |
| PIH 2009-46 (MS-Word) | Issued: Nov. 16, 2009 Expires: Nov. 30, 2010 | The purpose of this guidance is to inform tribes, tribally designated housing entities (TDHE), and the Department of Hawaiian Home Lands (DHHL) of the new Federal form that must be used to submit financial information on Federal grants. [...] |
| <ul style="list-style-type: none"> ▶ Form ▶ Instructions ▶ FFR Attachment ▶ FFR Attachment Instructions | | |

[PIH 2009-45 \(HA\)](#)
(MS-Word)

Issued: Nov. 6, 2009
Expires: Nov. 30, 2010

This Notice provides detailed instructions to public housing agencies (PHAs) in Louisiana and Mississippi who are eligible to combine Housing Choice Voucher and public housing operating and capital funds under section 901 of 2006 emergency supplemental appropriations, on how to submit calendar year (CY) 2009 Notices of Intent and Fungibility Plans. This flexibility was extended by 2008 emergency and supplemental appropriations to include CY 2006, 2007, 2008 and 2009. New for 2009 are additional submission requirements for plans that include new housing development activities.

[PIH 2009-44 \(HA\)](#)
(MS-Word)

Issued: Oct. 23, 2009
Expires: Oct. 31, 2010

This notice provides guidance on actions public housing agencies (PHA) may take to address financial shortfalls by reducing costs in the HCV program. This notice also provides information on the circumstances under which a PHA may deny a move under 24 CFR 982.314(e)(1) or terminate a housing assistance payments (HAP) contract under 24 CFR 982.454 as a result of insufficient funding. This notice replaces the notices cited above.

[PIH 2009-43 \(HA\)](#)
(MS-Word)

Issued: Oct. 16, 2009
Expires: Oct. 31, 2010

This Notice strongly encourages Public Housing Agencies (PHAs) to use solar, wind, geothermal/ground coupled heat pumps and other renewable energy sources, and other "green" construction and rehab techniques whenever they procure for maintenance, construction, or modernization. This Notice defines green building principles for construction practices in Public Housing, identifies the benefits of green construction and rehabilitation practices and products, and identifies expertise that is available to provide valuable assistance for implementing such practices [...]

[PIH 2009-42 \(HA\)](#)
(MS-Word)

Issued: Oct. 13, 2009
Expires: Oct. 31, 2010

The purpose of this Notice is to provide guidance to PHAs on preparing the market analyses for public housing property required as part of a voluntary conversion assessment under 24 C.F.R. § 972.218(b) of the voluntary conversion rule. These market analyses will assist PHAs in evaluating their recapitalization options, including how rehabilitation and the proposed use of the property (as public, assisted, or market-rate housing) that may affect a property's value.

FEDERAL REGISTERS: web site <http://www.hud.gov/offices/adm/hudclips/fr/>

| DOCN | DATE | TITLE |
|--------------|----------|--|
| FR-5374-N-03 | 20091229 | Buy American Exeptions under the American Recovery and Reinvestment Act of 2009 |
| FR-5351-F-02 | 20091229 | Refinement of Income and Rent Determination Requirements in Public and Assisted Housing Programs: Implementation of the Enterprise Income Verification System - Amendments |
| FR-5374-N-02 | 20091221 | Buy American Exceptions Under the American Recovery and Reinvestment Act of 2009 |
| FR-5374-N-01 | 20091218 | Buy American Exceptions Under the American Recovery and Reinvestment Act of 2009 |
| FR-5300-C-23 | 20091021 | HUD's Fiscal Year (FY) 2009 NOFA for the HOPE VI Revitalizatou Grants Program: Technical Correction |

CODE OF FEDERAL REGULATIONS: <http://www.hud.gov/offices/pih/regs/index.cfm>

There is also a wealth of knowledge that is accessible by calling the local HUD Office. We are here to work with you and for you. Other additional important numbers are:

| | | |
|--|--------------|--|
| FHA Resource Center (Single Family) | 800-225-5342 | Ext. 332 for homebuyer packet |
| Handbooks, Notices & Forms | 800-767-7468 | www.hudclips.org |
| Housing Counseling Agencies (HUD-app) | 800-569-4287 | Enter zip for nearest agency |
| HUD Homes for Sale (Pyramid Real Estate) | 877-451-4680 | www.hud.gov/homes |
| Legal Aid Network of Kentucky | 866-452-9243 | www.kyjustice.org |

ARRA YOU READY

(American Recovery & Reinvestment Act of 2009)



Guidance on the Obligation and Expenditure of Capital Fund Recovery Grant Funds

(Submitted by Ms. Nancy Cichan)

As most of you know, the deadline for obligation of ARRA funds, March 17th, is quickly approaching. What do obligation and expenditure of funds mean? An obligation is a binding agreement that will require an outlay or expenditure of funds, immediately or in the future. Examples of HUD obligations generally include signed contracts and purchase orders. (Funds requisitioned from Account 1406 Operations in Capital Fund Formula Grants are considered obligated at the time of the draw.) Expenditure is the disbursement or payment of funds from an appropriation or other budgetary resource to liquidate an obligation. Obligated and expended information should be updated in the Line of Credit Control System (LOCCS) no less than on a monthly basis. HUD Headquarters and this office strongly encourages PHAs to enter obligation/expenditure information in real time so that LOCCS always reflects the current situation. LOCCS remains the quickest form of remote monitoring and we know that much can change in 30 days in relation to funds obligated and expended.

Upon review of Capital Fund Recovery Grant (CFRG) files, it has been discovered that many PHAs are disbursing more funds than they are showing as expended. This gives the appearance that more funds are being requisitioned than are needed. In LOCCS, the expended amount should be less than or equal to the amount of funds disbursed.

Questions have arisen regarding the obligation and expenditure of funds from Account 1410-Administration, for Capital Fund Recovery Act Grants. While a PHA may use Recovery Act funds for administrative expenses, some limitations apply to Recovery Act Grants that do not apply to Account 1410 for Capital Fund Formula Grants. In all instances, total expenditures from Account 1410 are limited to 10 percent of the total grant.

For Capital Fund Recovery Act Grants, when may a PHA obligate funds from Account 1410?

For purposes of reporting in the Line of Credit Control System (LOCCS), a PHA may report obligations from this Account (or Budget Line Item (BLI) at the time the amount is included in an approved budget.

At this time, the majority of PHAs using Recovery Act Formula Funds have approved budgets and are expected to obligate all of Account 1410-Administration immediately or prior to the March 17, 2010 deadline.

When may a PHA draw down funds from Budget Line Item 1410?

All expenditures from Account 1410 (Administration) are limited to 10 percent of the total grant. A PHA may draw down from BLI 1410 in two instances:

(1) A PHA may draw up to a specific percent of expenditure reimbursement for administration of the Recovery Act grant. The amount that can be drawn down is calculated as follows: (The amount of the total voucher for BLIs except 1410) * (.11111). This is illustrated below;

or

(2) A PHA may draw beyond this amount, if the PHA documents that it has already incurred the administrative expense. Again, the total amount drawn down for Account 1410-Administration is capped at 10 percent of the grant.

For example, if a PHA has a \$120,000 grant, its total administrative expenses cannot exceed \$12,000. Let's say the PHA signs a contract for \$18,000. When the PHA has an invoice from the contractor for completed work -- for this example, it is equal to 50% of the total contract (\$9,000) -- and submits a voucher for that \$9,000, against BLI 1460, Dwelling Structures, the PHA is permitted to draw an additional \$1000 ($\$9,000 \times .11111 = \999.99) from BLI 1410 for administrative expenses against the \$12,000 cap.

If a PHA has converted to Asset Management, can these funds be paid to the Central Office Cost Center?

A PHA is permitted to drawdown for administrative costs based on a percent of other BLIs expended per the LOCCS voucher request or costs already incurred, and these funds can be paid to the Central Office Cost Center (COCC) for administrative costs as a management fee. If a PHA wishes to draw more than the .11111 for a given draw based on costs already incurred, adequate documentation needs to be submitted to the Field Office to support the draw request per Notice 2009-12. An example of adequate documentation could be verification of a deficit admin account in which an amount of the admin fee exceeding the .11111 is necessary. Also note that because PHAs are required to report on the entire Recovery Capital Fund grant, including the management fee paid to the COCC, to the extent that the management fee (1) creates and/or retains jobs, (2) develops and/or rehabilitates housing and/or (3) improves energy efficiency, the PHA is required to report this information.

What documentation, if any, must a PHA submit to the HUD field office to obligate and expend funds from Account 1410, Administration?

Generally, PHAs do not need to submit any documentation to the HUD field office in order to obligate and expend funds from Account 1410. As described above, a PHA should report the obligation of Account 1410 immediately after the funds are included in an approved budget. When drawing down funds from another BLI, the PHA may automatically expend an amount equal to .11111 of the voucher from Account 1410. And, as noted previously, if the administrative expense has been incurred already the PHA may expend above the .11111 threshold from Account 1410 with Field Office approval. An example of adequate documentation could be verification of a deficit admin account in which an amount of the admin fee exceeding the .11111 is necessary. The total draw down for administration is capped at 10 percent of the total grant amount.

Again, because PHAs are required to report on the entire Recovery Capital Fund grant, including the management fee paid to the COCC, to the extent that the Management Fee (1) creates and/or retains jobs, (2) develops and/or rehabilitates housing and/or (3) improves energy efficiency, the PHA is required to report this information.

In the Line of Credit Control System (LOCCS) Account 1410 will be kept on auto-review so that HUD field offices can monitor the obligation and expenditure of these funds consistent with Recovery Act limitations.



"PIC" n's from Barbara



IMS-PIC Security Administration

Two years ago, we reviewed IMS-PIC Security Administration and established everyone in PIC with an access expiration date of 2010 to coincide with each PHAs Fiscal Year End! We encourage each PHA to establish a primary and secondary WASS system coordinator and PIC system coordinator! Ensure that all staff has access to both systems. Remember, if you don't have access to PIC, you will not have access to EIV!

New Codes for Field 2n Of the 58

| Code | Description |
|--------|---|
| KATHU | Katrina Temporary Housing Unit Voucher |
| DHAPIK | DHAP-IKE Conversion Voucher |
| NED | 2009Non-Elderly Disabled Voucher |
| NHT | 2009 Nursing Homes Transitional Voucher |

FSS Reports

FSS program administrators: Each month you should be reviewing the FSS reports in PIC. There are several areas in which to pull the reports: ADHOC, Viewer and the Reports sub-module.

One of the looming questions is why are some of my records missing? Well, this is what we have discovered:

Most likely the "missing" people have a 50058 in PIC with a "future" effective date (i.e., when the October 31st FSS Report was run, there was a 50058 in PIC with an effective date of November 1st or later). This is a known problem - the FSS Report excludes any records with an overall effective date that is after the effective date of the Report.

REMINDER!

December 22, 2009, our office forwarded information about testing of the IMS-PIC semiannual user recertification process. In this email each PHA was asked to ensure that their email address is correct in IMS/PIC by clicking on the user profile link on the IMS/PIC Main Menu. Every user has access to their individual User Profile, and can fix their own email address.

IMS-PIC BUILDING AND UNIT DATA

Once again we have completed the CFP Building and Unit Certification process. As a result of this recent effort there are several matters that we should be reminded of:

1 - Only HUD Field Office staff can designate a unit as an exception unit.

2 - Perform inventory assessments of your B&U data at least quarterly. Make sure all your buildings, unit types, and bedroom counts are correct. Take the time upfront to avoid delays when the time comes to certify for CFP purposes.

3 - REMEMBER we cannot remove buildings and units from IMS-PIC development unless you have performed the necessary tasks as outlined in PIH Notice 2009-28, which provides guidance on the requirement for PHAs to record current Declaration of Trusts (DOTs) against all public housing property and guidance on adding and removing public housing units and other property from the Annual Contributions Contract (ACC).

Terminated developments may remain eligible for Replacement Housing Funding for up to eleven years after the last structure is removed so it is relevant to certify that they have been removed properly.



EIV versus IMS-PIC

The Enterprise Income Verification System (EIV), and the Public and Indian Housing Information Center (now affectionately called IMS-PIC) are two critical HUD systems intended to provide a source of information including income related and identity verification data to PHAs and HUD for various uses in the various assisted housing programs.

Thanks to Dan Micoff, of our Detroit Field Office, we are able to provide a very helpful explanation as to how data transfers occur on a regular basis including the following:

- Tenant-supplied income data is captured on Form HUD-50058 – Family Report and maintained in the Public Housing Information Center (PIC) database;
- Department of Health and Human Services’ National Directory of New Hires Data (NDNH)
- Social Security and Supplemental Security Income from the Social Security Administration; and,
- User Profile information from the PIC database.

Both systems have similar reports where the information may vary. In an attempt to further educate FO staff and PHAs in regards to these reports, my question is when and how often is the frequency of data exchanges between the following systems:

| Steps | System Transfer | Frequency Occurs around the first of each month |
|-------|-----------------|--|
| 1 | PIC to EIV | Online – EIV directly accesses the PIC databases. This will change in April 2010, when EIV implements the Oracle database. From then on EIV will get PIC data once overnight from the Data Warehouse. |
| 2 | PIC to SSA | PIC accesses SSA information from EIV. |
| 3 | EIV to PIC | Starting in April 2010, PIC will access EIV Once overnight from the Data Warehouse. |
| 4 | EIV to SSA | In the first week of each month EIV matches income information for 1/3 of the states against SSA. This is supplemented by IDs for new accessions and individuals who had major changes to their information. |
| 5 | EIV to NDNH | In the second part of each month, EIV matches IDs that have been verified by SSA. Each quarter, all verified IDs are matched. For other months, all verified IDs are matched against NDNH for W-4 (New Hires information). For other months, verified IDs for new accessions and individuals who had major changes to their information are matched. |

Please do not hesitate to contact our office should staff need a WASS system access password reset. We can perform this task as long as you have not terminated yourself from the system by exceeding the maximum number of log-in attempts.

By the way, Happy New Year!

Respectfully Submitted,

Barbara L. Finch,

PHRS-PIC Coach

Louisville Office of Public Housing



FYI!

Utility Allowance Schedules

(Submitted by Ms. Barbara Finch)

Question?

How many utility allowance schedules has your agency established for your Housing Choice Voucher program? Select One:

- a) 1 b) 2 c) One for each unit type



Voucher Program Guidebook Housing Choice 7420.10G
Unit Types each requiring separate utility allowances typically include garden and high-rise apartments, row houses or town houses, end of row or semi-detached units, detached units and manufactured homes

24 CFR 982.517 (b) (3) Excerpt

The cost of each utility and housing service category must be stated separately. For each of these categories, the utility allowance schedule must take into consideration unit size (by number of bedrooms),

and unit types (e.g., apartment, row-house, town house, Single-family detached, and manufactured housing) that are typical in the community.

Thoughts to consider!

The idea is that different multifamily types have different consumption rates given the structure types, etc. The PHA will need to document that the consumption for the different unit types categorically would be substantially the same if a choice is made to have only one utility allowance for multi-family and another for single family units regardless of the bedroom size/unique unit type.

NOTES FROM THE OFFICE OF INSPECTOR GENERAL OFFICE OF INVESTIGATIONS

(Submitted by Ms. Lisa Gore, Assistant Special Agent in Charge)

The Department of Housing and Urban Development (HUD), Office of Inspector General (OIG), Office of Investigations (OI) recently opened a new office in Louisville. HUD-OIG's mission is to prevent fraud, waste, and abuse in HUD's major programs by conducting reviews, audits, investigations, and other activities. One of the major focuses of the Louisville office will be investigations involving fraud occurring in the Public Housing program, to include public corruption.

Fraud in HUD's Public Housing program has a major impact on local communities. Fraud leads to the victimization of landlords and tenants, theft of taxpayer dollars, and often violent crime. The Louisville office is committed to working with all stakeholders to reduce the incidents of fraud in the Public Housing program, especially:

- False Statements from tenants and landlords
- Misrepresentation of tenant income
- Bribery and/or kickbacks
- False claims and bid rigging
- Theft and embezzlement
- Conflicts of Interest
- Construction fraud

Currently, Louisville OI is accepting referrals of suspected fraud and other criminal activity. It is important to note that OI typically will not accept cases if the alleged violator has already signed a repayment agreement. Suspected fraud or criminal activities can be reported directly to Lisa R. Gore, Assistant Special Agent in Charge at the following address:

701 Broadway
Suite 128
Nashville, TN 37203
(615) 736-2332
LGore@hudoig.gov

Referrals can also be sent to:

HUD OIG Hotline, GFI
451 7th Street, SW
Washington, D.C. 20410
1-800-347-3735
hotline@hudoig.gov
<http://csfintraweb.hudoig.gov/hotlinereportform.html>

Please include the following information in your referrals:

- A summary of the allegations
- Copies of pertinent documents
- Names of any witnesses
- Monetary loss to the housing authority and/or HUD
- Your complete contact information

We'd like to introduce you all to: Mr. Eric Jackson



Eric recently joined our team under the Federal Career Intern Program. He started with us November 23, 2009, and came in with a very enthusiastic and cooperative spirit and we have been taking advantage of it ever since.

Eric holds a Bachelor's Degree in Business Administration/Management from Morehouse College which is in Atlanta, Georgia. He is a Certified Trainer for the National Foundation for Teaching Entrepreneurship (NFTE), an organization whose mission is to provide entrepreneurship education programs to young people from low-income communities, and envisions that every young person will find a pathway to prosperity. He is also a Certified Instructor for the FastTrac™ Entrepreneurial Training Curriculum, which is designed to develop key business knowledge and skills, determine the needed business strategy, and help people live their dream at each stage of business growth.

While to date his career has been spent in the private sector, his efforts have always been focused on public service. He has worked on a number of welfare-to-work development programs funded by the Atlanta Housing Authority, during which he delivered job-readiness, computer applications, and entrepreneurship training to low-income housing community residents. He also performed work on an Environmental Remediation Training Program, funded by the U.S. Department of Energy. The program trained and certified students in HAZMAT, which prepared them to perform lead paint and asbestos removal. During this program he recruited and selected all participants from among public housing residents. Most recently, he provided administrative and technical assistance support on a HUD Neighborhood Initiatives Project focused on the Atlanta Metropolitan Area. Some of the notable accomplishments on that project were providing senior citizens with tax preparation assistance, and first-time homebuyer training for low-to-moderate income participants.

Eric has hit the ground running and we envision him making quite a useful contribution to the organization. Please help us welcome him aboard.

Gentle Reminders

HANDLING AND DESTROYING SENSITIVE INFORMATION

With the new year beginning and a time of spring cleaning, remember that all sensitive information should be destroyed by a means that will not allow it to be used for identify thief or to manipulate electronic information in HUD secured electronic systems. Personal Identifiable Information (PII) is any information that permits the identity of an individual to be directly or indirectly inferred, such as names, addresses, gender, phone numbers, birth dates. Sensitive PII is any personally identifiable information, which if lost, compromised, or disclosed without authorization, could result in substantial harm, embarrassment, or unfairness to an individual. Examples of sensitive PII are Social Security Numbers (SSN), driver license numbers, credit card numbers, and bank account numbers. Not all PII is sensitive. For example, information on a business card or in a public phone

directory is publicly available. There is no risk of harm to the individual because of the public disclosure. You would not want your personal information used by an identify thief, so please treat your tenant's personal information as if it were your own.

Long-Term Power Outages Caused by Natural Disasters

The winter season is upon us and with the unpredictability of weather, a reminder that during long-term power outages caused by natural disasters that are longer than a couple of days, Agencies should ensure that the tenants are using safe heating and cooking practices.

Agencies have the right to evacuate all the tenants from their units and place them in emergency shelters until the power comes back on after giving them written advance notice that the Agency is evacuating the tenants due to unsafe living conditions. Below is an example of a notice that can be used for this purpose.

STATE OF EMERGENCY (Scenario)

We are in a state of emergency. The power may not be back on for quite awhile. I have had direction from the Director of Louisville HUD Office and the head of the Legal Department with HUD (Louisville Office). It has been determined that it is unsafe for families to stay in the apartments with no heat. There is **no safe** source of heat.

Everyone must evacuate. We have found that the shelter at the Morganfield Elementary School has room for all our residents. If you have no transportation, the Sturgis Police Department will provide it.

HUD's legal department says that the housing authority does have the right to insist on evacuation (because of unsafe conditions) as long as they inform residents of a place to go and transportation is provided.

If you have somewhere else to go - okay, but you cannot stay here.

The shelter and police department need to know the names of all people coming **before you go** and names of all prescription drugs you'll take to the shelter.

Evacuation deadline is 6:00 pm Wednesday.

After evacuation deadline, gas will be cut off to the units and possibly water also.

If you have no phone, contact us and tell us if you will be going to the shelter. Write out names of your medications and we'll get that to the shelter.

Do not use unsafe sources of heat until you leave.

Transportation will be provided today or tomorrow if you can get your things together, but you have until 6:00 pm Wednesday.

Take a pillow and a blanket to the shelter.

Thank you for your cooperation.

Executive Director's Name



A thank you goes out to Ms. Lisa Gore, Ms. Barbara Finch, Ms. Nancy Cichan, and Ms. Marcia Pierce for taking time out of their busy schedules to provide information for this quarter's newsletter.

Until Next Quarter.....