

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

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Small PHA Plan Update  
Annual Plan for Fiscal Year: **2001**

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN  
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

## PHA Plan Agency Identification

**PHA Name:** The Housing authority of the city of Maryville

**PHA Number:** MO072

**PHA Fiscal Year Beginning: (mm/yyyy)** 07/2001

### PHA Plan Contact Information:

Name: Dorothy Biehle

Phone: 660-582-3601

TDD: 660-582-5005

Email (if available): mhadeb@asde.net

### Public Access to Information

**Information regarding any activities outlined in this plan can be obtained by contacting:**  
(select all that apply)

- Main administrative office of the PHA
- PHA development management offices

### Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- Main administrative office of the local, county or state government
- Public library
- PHA website
- Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- Main business office of the PHA
- PHA development management offices
- Other (list below)

### PHA Programs Administered:

- Public Housing and Section 8       Section 8 Only       Public Housing Only

**Annual PHA Plan  
Fiscal Year 2001**

[24 CFR Part 903.7]

**i. Table of Contents**

Provide a table of contents for the Plan, including attachments, and a list of supporting documents available for public inspection. For Attachments, indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

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<input checked="" type="checkbox"/> Other (List below, providing each attachment name)	
Community Service Requirement mo027f01	
Pet Policy mo027g01	

**ii. Executive Summary**

[24 CFR Part 903.7 9 (r)]

At PHA option, provide a brief overview of the information in the Annual Plan

## **1. Summary of Policy or Program Changes for the Upcoming Year**

In this section, briefly describe changes in policies or programs discussed in last year's PHA Plan that are not covered in other sections of this Update.

The Authority is on schedule with its Plan. It has updated and implemented its policies in compliance with the Quality Housing and Work Responsibility Act of 1998 and has added another year to the five year Capital Fund Plan FY2005. Additionally the Authority has reviewed its average rents per development and determined it is in compliance with HUD's deconcentration guidelines.

## **2. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

Exemptions: Section 8 only PHAs are not required to complete this component.

A.  Yes  No: Is the PHA eligible to participate in the CFP in the fiscal year covered by this PHA Plan?

B. What is the amount of the PHA's estimated or actual (if known) Capital Fund Program grant for the upcoming year? \$ 220,353

C.  Yes  No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete the rest of Component 7. If no, skip to next component.

D. Capital Fund Program Grant Submissions

### **(1) Capital Fund Program 5-Year Action Plan**

The Capital Fund Program 5-Year Action Plan is provided as Attachment C

### **(2) Capital Fund Program Annual Statement**

The Capital Fund Program Annual Statement is provided as Attachment B

## **3. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

<b>Demolition/Disposition Activity Description</b> <b>(Not including Activities Associated with HOPE VI or Conversion Activities)</b>
1a. Development name: 1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. Number of units affected: 6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Relocation resources (select all that apply) <input type="checkbox"/> Section 8 for      units <input type="checkbox"/> Public housing for      units <input type="checkbox"/> Preference for admission to other public housing or section 8 <input type="checkbox"/> Other housing for      units (describe below)
8. Timeline for activity: a. Actual or projected start date of activity: b. Actual or projected start date of relocation activities: c. Projected end date of activity:

**4. Voucher Homeownership Program**

[24 CFR Part 903.7 9 (k)]

A.  Yes  No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to next component; if “yes”, describe each program using the table below (copy and complete questions for each program identified.)

**B. Capacity of the PHA to Administer a Section 8 Homeownership Program**

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- Establishing a minimum homeowner downpayment requirement of at least 3 percent and requiring that at least 1 percent of the downpayment comes from the family’s resources

- Requiring that financing for purchase of a home under its section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards
- Demonstrating that it has or will acquire other relevant experience (list PHA experience, or any other organization to be involved and its experience, below):

**5. Safety and Crime Prevention: PHDEP Plan**

[24 CFR Part 903.7 (m)]

Exemptions Section 8 Only PHAs may skip to the next component PHAs eligible for PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- A.  Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- B. What is the amount of the PHA’s estimated or actual (if known) PHDEP grant for the upcoming year? \$ \_\_\_\_\_
- C.  Yes  No Does the PHA plan to participate in the PHDEP in the upcoming year? If yes, answer question D. If no, skip to next component.
- D.  Yes  No: The PHDEP Plan is attached at Attachment \_\_\_\_\_

**6. Other Information**

[24 CFR Part 903.7 9 (r)]

**A. Resident Advisory Board (RAB) Recommendations and PHA Response**

- 1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
- 2. If yes, the comments are Attached at Attachment (File name)
- 3. In what manner did the PHA address those comments? (select all that apply)
  - The PHA changed portions of the PHA Plan in response to comments  
A list of these changes is included  
 Yes  No: below or  
 Yes  No: at the end of the RAB Comments in Attachment \_\_\_\_\_.
  - Considered comments, but determined that no changes to the PHA Plan were necessary. An explanation of the PHA’s consideration is included at the at the end of the RAB Comments in Attachment \_\_\_\_\_.
  - Other: (list below) The Authority developed the Draft FY2001 Plan in close concert with the RAB therefore their comments were considered and incorporated in every step of the process.

Throughout the year the Authority meets with the RAB to discuss current and upcoming FY Plans, policies, procedures and Authority activities.

## **B. Statement of Consistency with the Consolidated Plan**

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

1. Consolidated Plan jurisdiction: (provide name here)
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
  - The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
  - The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
  - The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
  - Activities to be undertaken by the PHA in the coming year are consistent with specific initiatives contained in the Consolidated Plan. (list such initiatives below)
  - Other: (list below)
    - Preserve existing housing stock
3. PHA Requests for support from the Consolidated Plan Agency  
 Yes  No: Does the PHA request financial or other support from the State or local government agency in order to meet the needs of its public housing residents or inventory? If yes, please list the 5 most important requests below:
4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)
  - Provides technical assistance upon request

## **C. Criteria for Substantial Deviation and Significant Amendments**

### **1. Amendment and Deviation Definitions**

24 CFR Part 903.7(r)

PHAs are required to define and adopt their own standards of substantial deviation from the 5-year Plan and Significant Amendment to the Annual Plan. The definition of significant amendment is important because it defines when the PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing and HUD review before implementation.

**A. Substantial Deviation from the 5-year Plan:**

**GOALS**

- Additions or deletions of Strategic Goals

**B. Significant Amendment or Modification to the Annual Plan:**

**PROGRAMS**

- Any change with regard to demolition or disposition, designation of housing, homeownership programs or conversion activities

**CAPITAL BUDGET**

- Additions of non-emergency work items (items not included in the current Annual Statement of Five Year Action Plan) or change in use of replacement reserve funds

**POLICIES**

- Changes to rent or admissions policies or organization of the waiting list

An exception to the above definition will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements since such changes are not considered significant amendments by HUD.

## Attachment A

### Supporting Documents Available for Review

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
<b>X</b>	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
	State/Local Government Certification of Consistency with the Consolidated Plan (not required for this update)	5 Year and Annual Plans
<b>X</b>	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
<b>X</b>	Housing Needs Statement of the Consolidated Plan for the jurisdiction/s in which the PHA is located and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
<b>X</b>	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
<b>X</b>	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
<b>X</b>	Any policy governing occupancy of Police Officers in Public Housing <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Eligibility, Selection, and Admissions Policies
<b>X</b>	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
<b>X</b>	Public housing rent determination policies, including the method for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
<b>X</b>	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination

**List of Supporting Documents Available for Review**

<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
<b>X</b>	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
<b>X</b>	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
<b>X</b>	Results of latest binding Public Housing Assessment System (PHAS) Assessment	Annual Plan: Management and Operations
	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
<b>X</b>	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
<b>X</b>	Any required policies governing any Section 8 special housing types <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
<b>X</b>	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
<b>X</b>	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
<b>X</b>	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for any active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing	Annual Plan: Capital Needs
<b>X</b>	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing §504 of the Rehabilitation Act and the Americans with Disabilities Act. See, PIH 99-52 (HA).	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937	Annual Plan: Conversion of Public Housing

### List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Related Plan Component
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program (section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
<b>X</b>	Cooperation agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
<b>X</b>	Section 3 documentation required by 24 CFR Part 135, Subpart E	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report	Annual Plan: Safety and Crime Prevention
	PHDEP-related documentation: <ul style="list-style-type: none"> <li>· Baseline law enforcement services for public housing developments assisted under the PHDEP plan;</li> <li>· Consortium agreement/s between the PHAs participating in the consortium and a copy of the payment agreement between the consortium and HUD (applicable only to PHAs participating in a consortium as specified under 24 CFR 761.15);</li> <li>· Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP-funded activities;</li> <li>· Coordination with other law enforcement efforts;</li> <li>· Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and</li> <li>· All crime statistics and other relevant data (including Part I and specified Part II crimes) that establish need for the public housing sites assisted under the PHDEP Plan.</li> </ul>	Annual Plan: Safety and Crime Prevention
<b>X</b>	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G) <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Pet Policy
<b>X</b>	The results of the most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)



<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>				
<b>PHA Name:</b> Housing Authority of the City of Maryville	<b>Grant Type and Number</b> Capital Fund Program: Capital Fund Program Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> 2001
<input checked="" type="checkbox"/> <b>Original Annual Statement</b> <span style="margin-left: 200px;"><input type="checkbox"/> Reserve for Disasters/ Emergencies</span> <span style="margin-left: 20px;"><input type="checkbox"/> Revised Annual Statement (revision no:    )</span> <input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:</b> <span style="margin-left: 100px;"><input type="checkbox"/> Final Performance and Evaluation Report</span>				
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost
24	Amount of line 20 Related to Energy Conservation Measures			

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

PHA Name: Housing Authority of the city of Maryville		Grant Type and Number Capital Fund Program #: Capital Fund Program Replacement Housing Factor #:			Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
MO027-001	Replace / repair sidewalks and parking	1450		\$74,000				
	Landscaping	1450		\$26,353				
	Install carpet	1460		\$14,000				
MO027-004	Replace / repair sidewalks and parking	1450		\$36,000				
	Landscaping	1450		\$20,000				
HA-Wide	Staff Training	1408		\$10,000				
	Service Truck	1475		\$25,000				
	Mower	1475		\$15,000				





## Capital Fund Program 5-Year Action Plan

CFP 5-Year Action Plan		
<input checked="" type="checkbox"/> Original statement <input type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	
MO027-001		
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace/repair sidewalks and parking	\$36,000	2002
Landscaping	\$181,912	2002
Install carpet	\$57,000	2003
Replace HVAC units	\$330,000	2003
Cabinets over washing machine	\$22,000	2005
Window blinds	\$27,500	2005
Doorbells	\$33,000	2005
<b>Total estimated cost over next 5 years</b>	<b>\$687,412</b>	

CFP 5-Year Action Plan		
<input checked="" type="checkbox"/> Original statement <input type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	
MO027-04		
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Landscaping	\$56,000	2002
Replace HVAC units	\$54,000	2003
Cabinets over washing machine	\$3,600	2005
Window blinds	\$5,400	2005
<b>Total estimated cost over next 5 years</b>	<b>\$119,000</b>	

<b>CFP 5-Year Action Plan</b>		
<input checked="" type="checkbox"/> Original statement <input type="checkbox"/> Revised statement		
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	
<b>HA-Wide</b>		
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start D (HA Fiscal Year)
<b>Remodel Administration Building</b>	<b>\$50,000</b>	<b>2002</b>
<b>Automobile</b>	<b>\$25,000</b>	<b>2003</b>
<b>Total estimated cost over next 5 years</b>	<b>\$75,000</b>	

Required Attachment \_D\_: Resident Member on the PHA Governing Board

1.  Yes  No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

A. Name of resident member(s) on the governing board:  
Randy Chavez

B. How was the resident board member selected: (select one)?  
 Elected  
 Appointed

C. The term of appointment is (include the date term expires): Four years and expires 2/14/2004

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?
- the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis
  - the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.
  - Other (explain):

B. Date of next term expiration of a governing board member: 5/31/01

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position): Dale Mathers, Mator

**Required Attachment \_\_\_E\_\_\_: Membership of the Resident Advisory Board or Boards**

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description sufficient to identify how members are chosen.)

Brian Swink, Chairperson  
Jennifer Swink  
401 Davidson Square  
Maryville, MO 64468

Janice Wilson  
400 W. Davidson Square  
Maryville, MO 64468

Stella Grace  
315 W. Davidson Square  
Maryville, MO 64468

Alice Gard  
915 East 5<sup>th</sup> Street  
Apt. #6  
Maryville, MO 64468

## **RESOLUTION 352**

### **COMMUNITY SERVICE POLICY**

#### **Resolution regarding Community Service Policy.**

Whereas: The Housing Authority of the City of Maryville, according to the CFR 960.00, et as, dated March 29, 2000 realizes the need to adopt a Community Service Policy based on the above regulation.

In order to be eligible for continued occupancy, each adult family member, 18 years of age or older, must either (1) contribute eight hours per month each certification year of community volunteer service (not including political activities) within the community in which the public housing development is located, or (2) participate in an economic selfsufficiency program 8 hours per month unless they are exempt from this requirement.

#### 1. Exemptions:

The following individuals shall be exempt from Community Service Requirements.

An Adult who:

- a. Is 62 Years or older.
- b. Is blind or disabled individual, as defined under 216(I)(1) or 1614 of the Social Security Act (42 U.S.C. 416(I)(1); 1382c), and who certifies that because of this disability he or she is unable to comply with the service provisions.
- c. Is a primary caretaker of such individual as listed in b. above.
- d. Is engaged in work activities.
- e. Meets the requirements for being exempted from having to engage in a work activity Under the State program funded under part A of title IV of the Social Security Act (42 U.S.C.601 et seq.), or under any other welfare program of the State, including a State-administered welfare-to-work program; or
- f. Is a member of a family receiving assistance, benefits or services under a State program funded under part A of title IV of the Social security Act, or under any other welfare program of the State, including a State-administered welfare-to-work program, and has not been found by the State or other administering entity to be in non compliance with such program.

- g. Those individuals determined by the Housing Authority, on a case by case basis, who Should be provided a humanitarian or hardship exemption.

Exempt status will be re-verified each year at least thirty days prior to the end of the tenants twelve month lease term.

## **2. General Requirements:**

- a. **Community Service.** The performance of voluntary work or duties that are a public Benefit, and that serve to improve the quality of life, enhance resident selfsufficiency, or increase resident self-responsibility in the community. Community service is not Employment and may not include political activities.
- b. **Service requirement.** Except for any family member who is an exempt individual, Each adult resident of public housing must:
  - (1) Contribute 8 hours per month of community service (not including political activities); or
  - (2) Participate in an economic self-sufficiency program for 8 hours per month; or
  - (3) Perform 8 hours per month of combined activities as described in paragraphs a.(1) and a.(2) of this section.
- c. **Family violation of service.** The lease shall specify that it shall be renewed automatically for all purposes, unless the family fails to comply with the service requirement. Violation of the service requirement is grounds for nonrenewal of the lease at the end of the twelve-month lease term, but not for termination of tenancy during the course of the twelve-month lease term.

## **3. Administration of service Requirements:**

- a. The Maryville Housing Authority may administer qualifying community or economic self-sufficiency activities directly, or may make such activities available through a contractor, or through partnerships with qualified organizations, including resident Organizations, and community agencies or institutions.
- b. The Maryvislle Housing Authority shall have the responsibility and authority to determine activities that qualify as meeting the Community Service Requirement. Non-Exempt residents shall request a written statement of acceptance of an activity Or combination of activities from the Housing authority to ensure the respective Activity or combination of activities meets the requirements of the regulation.
- c. The Maryville Housing Authority will use its current system of verification to determine which family members are subject ot or exempt from the service

requirement.

- d. The Maryville Housing authority will assure that procedures are in place that

Provide residents the opportunity to change status from NonExempt to Exempt. Such changes include, but are not limited to: going from unemployment to employment; entering a job training program; and, entering an education program which exceeds eight hours monthly.

- e. The Maryville Housing Authority will provide a written description of the service requirement and the process for claiming status as an exempt person and for the verification of such status by the Housing Authority. The Housing Authority will notify the family of its determination identifying the family members who are subject To the service requirement, and the family members who are exempt persons.
- f. The Maryville Housing authority will review family compliance with service requirements, and will verify such compliance annually at least 30 days before the end of the twelve month lease term. If qualifying activities are administered by an organization other than the Housing Authority, the Housing authority shall obtain verification of family compliance from such third parties.
- g. The Maryville Housing Authority will retain reasonable documentation of service requirement performance of exemption in resident files.
- h. The Maryville Housing Authority will complywith non-discrimination and equal opportunity requirements listed at 24 CFR Parts, 5, 5.105(a).

#### 4. Assuring Resident Compliance

- a. Third party certification. If qualifying activities are administered by an organization other than the Housing Authority, a family member who is required to fulfill a service requirement must provide signed certification to the Housing Authority by such other organization that the family member has performed such qualifying activities.
- b. Housing Authority notice of noncompliance.
- (1) If the Housing authority determines that there is a family member who is Required to fulfill a service requirement, but who has violated this family Obligation (noncompliant resident), the Housing Authority must notify the tenant of this determination.
  - (2) The housing authority notice to the tenant must:
    - (a) Briefly describe the noncompliance

(b) State that the Housing authority will not renew the lease at the end of the twelve month lease term unless

- i The tenant, and any other noncompliant resident, enter into a written agreement with the Housing Authority, in the form and manner required by the Housing Authority, to cure Such noncompliance in accordance with such agreement; or
- ii The family provides written assurance satisfactory to the Housing authority that the tenant or other noncompliant resident no longer resides in the unit.
- iii State that the tenant may request a grievance hearing on the Housing Authority determination, in accordance with part 966, subpart B of the referenced document ant that the tenant may exercise any available judicial remedy to seek timely redress for the Housing authority's nonrenewal of the lease because of such determination.

3. Tenant agreement to comply with service requirement. If the tenant or another family member has violated the service requirement, the Housing authority may not renew the lease upon expiration of the term unless:

- (1) The Tenant, and any other noncompliant resident, enter into a written agreement with the Housing authority, in the form and manner required by the Housing Authority, to cure such noncompliance by completing the additional hours of Community service or economic self sufficiency activity needed to make up the total number of hours required over the 12 month term of the new lease, and
- (2) All other members of the family who are subject to the service requirement are currently complying with the service requirement or are no longer residing in the unit.

5. Prohibition against replacement of Housing Authority employees.

In implementing the service requirement the Housing authority will not substitute community service of self sufficiency activities performed by residents for work ordinarily performed by Housing authority employees, or replace a job at any location where residents perform activities to satisfy the service requirement.

**Therefore be it resolved that:** That the above is hereby acknowledged at Authority Policy.

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Chairman

Attest:

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Secretary

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Date