

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:

**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: Hayti Heights Housing Authority**

**PHA Number: MO223**

**PHA Fiscal Year Beginning: (04/2002)**

### PHA Plan Contact Information:

Name: Hayti Heights Housing Authority – Patricia Stewart

Phone: (573) 359-2710

TDD:

Email (if available): [MO223@sheltonbbs.com](mailto:MO223@sheltonbbs.com)

### 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 20

[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"/> Attachment __: Comments of Resident Advisory Board or Boards & Explanation of PHA Response (must be attached if not included in PHA Plan text)	mo223b02

- X  Other (List below, providing each attachment name)
  - Voluntary Conversion Assessment-Component 10B mo223h02
  - Assessment Letter mo223i02
  - Modification to the Dwelling Lease mo223f02
  - Attachment of the Pet Policy mo223g02
  - Annual Statement/Performance & Evaluation Report (1999) mo223c02
  - Annual Statement/Performance & Evaluation Report (2000) mo223d02
  - Annual Statement/Performance & Evaluation Report (2001) mo223e02

**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.

**There have been modifications to the ACOP and the Dwelling Lease**

**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? \$ \_\_\_\_\_

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

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

The Capital Fund Program Annual Statement is provided as Attachment

**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 (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: (DD/MM/YY)
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. N/A

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) [mo223b01](#)

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 resident felt that the \\$50.00 late fee was a little too much. After explaining to her that by charging the \\$20.00 late fee, rent wasn't still being collected in the proper time frame and charging the \\$50.00 has helped tremendously.](#)

**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: ([State of Missouri](#))

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)

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) [The Hayti Heights Housing Authority will continue to uphold the decent, safe and sanitary conditions of the two, three and four bedroom units.](#)

## **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:**

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

## 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>
X	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
X	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
X	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
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	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
	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	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>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Results of latest binding Public Housing Assessment System (PHAS) Assessment	Annual Plan: Management and Operations
X	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary) <a href="#">RASS Follow-up Plan in file for review</a>	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
	Any required policies governing any Section 8 special housing types <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for any active grant year	Annual Plan: Capital Needs
X	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
X	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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
	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
	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
X	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
X	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
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G) X <input type="checkbox"/> check here if included in the public housing A & O Policy	Pet Policy

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
X	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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
X	<p>Other supporting documents (optional) (list individually; use as many lines as necessary) Response of the RASS Survey is as follows: <u>Communication</u> Director and maintenance will continue to provide the tenants all the information they can about water shut offs, moderations and etc. Director has been and will continue to keep the tenants updated with rules of the lease. When enforcing the new lease all tenants will sign a form stated they have received the new lease. Director provides the tenants with meetings and events that occurs in the Hayti Heights and also informs them it is their responsibilities to attend to learn what is going on in the HA development and community. Tenants stated management isn't responsive to questions nor concerns of theirs. Any questions that pertains to that tenant the Director will try her best to answer it. If theirs something she doesn't know she will call around until she finds the answer. At the same time, if questions are about another tenant household; the Director will inform them that she can't speak out of tenants file. Results showed the tenants stated they didn't think management is courteous and professional. The Director respects all tenants and their needs. However, she does not allow tenants to speak to her in a disrespectful manner just because they are upset with something she's enforcing through the lease. Over the past, the tenants have not had a dominate Director and that's something extremely difficult for them to accept. Anytime there's a problem, the Director always refers them to the section of the lease that pertains to that situation. Management is very supportive of the Resident Organization, but it's rather difficult to get the tenants to attend any meetings. Management has informed the residents during a meeting that they have a voice. If they have any suggestions on what they feel can help make the Organization/development better to inform her of their thoughts. The Director also stated to the residents that she feels her tenants listens to other tenants, therefore, they can help by knocking on doors trying to get other tenants to be involved because she can't do it alone. <u>SAFETY</u> Through the CFP of "2000" the HA developments of 001 and 003 received metal exterior frames like the ones that dev. 006 has and this should help the tenants feel much safer in their units/buildings. Through the CFP and CIAP all units received dusk to dawn exterior lights as well as new locks on the exterior doors. This should help the tenants feel more secure as well as help control crime. <u>The continuance of the follow-up plan is on file -not enough room</u> room</p>	(specify as needed)
	Small PHA Plan Update Page 5	
	safe and	



Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
<b>PHA Name:</b> Hayti Heights Housing Authority 100 North Martin Luther King Drive Hayti Heights, MO 63851		<b>Grant Type and Number</b> Capital Fund Program: Capital Fund Program Replacement Housing Factor Grant No:		<b>Federal FY of Grant:</b> 2002	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Final Performance and Evaluation Report		<input type="checkbox"/> Revised Annual Statement (revision no: )	
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$ 17,978.00			
3	1408 Management Improvements				
4	1410 Administration	\$ 16,778.00			
5	1411 Audit				
6	1415 liquidated Damages				
7	1430 Fees and Costs	\$ 14,553.00			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	\$ 130,473.00			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2-19)	\$ 179,782.00			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				

<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> Hayti Heights Housing Authority 100 North Martin Luther King Drive Hayti Heights, MO 63851		<b>Grant Type and Number</b> Capital Fund Program: Capital Fund Program Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> 2002	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:    )						
<input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report						
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost		
23	Amount of line 20 Related to Security					
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: . Hayti Heights Housing Authority		Grant Type and Number Capital Fund Program #: Capital Fund Program Replacement Housing Factor #:			Federal FY of Grant: 2002			
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	
HA - Wide	Operations	1406		\$ 17,978.00				
HA - Wide	Partial salary & benefits to staff to administer program, Consultant Fees	1410		\$ 16,778.00				
HA - Wide	A/E Fees	1430		\$ 14 553.00				
MO36P223001	Interior bedroom doors with metal frames	1460	30 3bedrooms	\$16,088.00				
“ “	Bathroom doors with metal frames	1460	30 units 2 bathrooms	\$ 6,000.00				
“ “	Weather strip windows	1460	30 3bedrms.	\$ 8,000.00				
“ “	Replace exhaust fans in bathrooms	1470	30 units 2 bathrooms	\$ 3,600.00				
“ “	Replace medicine cabinets	1460	30 3bedrms.	\$ 1,200.00				
MO36P223003	Replace kitchen sinks & faucets	1460	6 3bdrms. 20 2bdrms.	\$10,950.00				
“ “	Replace kitchen cabinets (wall, base & counter tops)	1460	6 3bdrms. 20 2bdrms.	\$25,950.00				
“ “	Replace closet doors	1460	10 3bdrms. 20 2bdrms.	\$19,049.00				
“ “	Install lavatory & faucets	1460	29 units	\$ 5,023.00				

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part II: Supporting Pages</b>								
PHA Name: . Hayti Heights Housing Authority		<b>Grant Type and Number</b> Capital Fund Program #: Capital Fund Program Replacement Housing Factor #:			Federal FY of Grant: 2002			
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	
“ “	Interior doors with metal frames	1460	10 3bdrms. 20 2bdrms.	\$16,088.00				
“ “	Bathroom doors with metal frames	1460	10 3bdrms. 20 2bdrms.	\$ 6,000.00				
“ “	Replace medicine cabinets	1460	10 3bdrms. 20 2bdrms.	\$ 1,200.00				
“ “	Weather strip windows	1460	10 3bdrms. 20 2bdrms.	\$ 8,000.00				
“ “	Replace exhaust fans in bathrooms	1470	10 3bdrms. 20 2bdrms.	\$ 2,400.00				
Agency – Wide	Replace Secretary door with metal frame and new door	1470	1	\$ 200.00				
Agency – Wide	Replace entry doors with accessible	1470	2	\$525.00				
Agency – Wide	Weather strip windows	1460	9	\$200.00				

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part III: Implementation Schedule</b>							
PHA Name: Hayti Heights Housing Authority		Grant Type and Number Capital Fund Program #: Capital Fund Program Replacement Housing Factor #:				Federal FY of Grant: 2002	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quart Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA – Wide	12/31/03			12/31/04			
HA – Wide	12/31/03			12/31/04			
HA – Wide	12/31/03			12/31/04			
MO36P223001	12/31/03			12/31/04			
MO36P223001	12/31/03			12/31/04			
MO36P223001	12/31/03			12/31/04			
MO36P223001	12/31/03			12/31/04			
MO36P223001	12/31/03			12/31/04			
MO36P223003	12/31/03			12/31/04			
MO36P223003	12/31/03			12/31/04			
MO36P223003	12/31/03			12/31/04			
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MO36P223003	12/31/03			12/31/04			
MO36P223003	12/31/03			12/31/04			
MO36P223003	12/31/03			12/31/04			
MO36P223003	12/31/03			12/31/04			
Agency -Wide	12/31/03			12/31/04			
Agency – Wide	12/31/03			12/31/04			
Agency - Wide	12/31/03			12/31/04			



### Capital Fund Program 5-Year Action Plan

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

CFP 5-Year Action Plan		
<input checked="" type="checkbox"/> Original statement <input type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	
MO36P223001 MO36P223003 HA-Wide	Hayti Heights Housing Authority	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)2003
001 Install playground equipment (1 park area) Remove & replace floor tile (30 3bedrooms) Remove & replace cove base (30 3bedrooms)	\$ 6,000.00 \$34,575.00 \$24,920.00	
003 Install playground equipment (1 park area) Remove & replace floor tile (10 3bedrooms) (20 2bedrooms) Remove & replace cove base (10 3bedrooms) (20 2bedrooms)	\$ 6,000.00 \$34,575.00 \$24,920.00	
1406 Operations 1410 Administration 1430 Fees and Costs	\$17,978.00 \$17,978.00 \$12,836.00	
<b>Total estimated cost over next 5 years</b>	<b>\$179,782.00</b>	

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Original statement  Revised statement

Development Number	Development Name <b>Hayti Heights Housing Authority</b> (or indicate PHA wide)
<b>IO223P3001</b> <b>IO223P3003</b> <b>HA-Wide</b>	

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Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year) <b>2004</b>
<b>001</b>		
install new trees (30)	\$ 3,900.00	
install new shrubs (30)	\$ 1,170.00	
insulate DWH Tanks (30)	\$ 750.00	
replace incandescent lamps (30)	\$ 1,350.00	
install cold water saving devices (30)	\$ 1,350.00	
hydro seed lawns 13,500 sq-ft	\$ 8,990.00	
install attic insulation (30)	\$ 12,000.00	
install concrete parking spaces (30)	\$ 6,641.00	
install waste receptacles (2)	\$ 520.00	
<b>003</b>		
install new trees (30)	\$ 3,900.00	
install new shrubs (30)	\$ 1,170.00	
insulate DWH Tanks (30)	\$ 750.00	
replace incandescent lamps (30)	\$ 1,350.00	
install cold water saving devices (30)	\$ 1,350.00	
install attic insulation (30)	\$12,000.00	
install concrete parking spaces (30)	\$ 6,641.00	
<b>006</b>		
replace water heaters (25)	\$ 3,500.00	
<b>HA-Wide</b>		
new Truck (1)	\$20,000.00	
<b>1406 Operations</b>	\$17,978.00	
<b>1407 Administration</b>	\$17,978.00	
<b>1408 Fees and Cost</b>	\$12,000.00	
<b>Replacement Reserves</b>	\$44,494.00	



CFP 5-Year Action Plan		
<input checked="" type="checkbox"/> Original statement <input type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	Hayti Heights Housing Authority
MO223P223001 MO223P223003 PHA-Wide		
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)2005

<b>001</b>			
Replace storage doors/steel frames	(30 units)	\$ 6,000.00	
Replace utility closet doors,tracks -and guides	(30 units)	\$ 4,500.00	
<b>003</b>			
Replace storage doors/steel frames	(30 units)	\$ 6,000.00	
Replace utility closet doors, tracks -and guides	(30 units)	\$ 4,500.00	
<b>006</b>			
Replace soffits	(25 units)	\$ 12,500.00	
Replace roofs	(25 units)	\$ 37,500.00	
Replace water heaters	(25 units)	\$ 3,500.00	
Replace Ranges	(25 units)	\$ 7,500.00	
Replace Refrig.	(24 units)	\$ 9,600.00	
Replace range hood vents	(25 units)	\$ 1,000.00	
Replace kitchen cabinets -(base, wall, countertops & supply lines)	(25 units)	\$ 28,226.00	
Install lavatory cabinets & counter tops	(20 3bedrooms) (5 4bedrooms)	\$ 7,000.00	
<b>Agency – Wide</b>			
Replace maintenance shed soffit	(1)		
Replace maintenance shed roof	(1)		
<b>1406</b>	<b>Operations</b>		
<b>1407</b>	<b>Administration</b>		
<b>1430</b>	<b>Fees and Cost</b>		

Total estimated cost over next 5 years	\$179,782.00	
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Original statement  Revised statement

Printed on: 4/9/2002:39 PM

Development Number	Development Name (or indicate PHA wide)	Description of Needed Physical Improvements or Management Improvements	Estimated Cost
MO223P223001 MO223P223003 PHA-Wide	Hayti Heights Housing Authority		
		<b>001</b> Replace furnaces (30 units)	\$27,000.00
		<b>003</b> Replace furnaces (30 units)	\$27,000.00
		<b>006</b> Replace furnaces (25 units) Replace a/c's (25 units) Replace closet doors (20 3 bedrooms) (5 4 bedrooms)	\$22,500.00 \$17,500.00 \$16,075.00
		Replace utility closet doors (25 units) Replace kitchen pantry doors (5) (1 in each 4 bedroom unit)	\$ 3,750.00 \$ 750.00
		Replace tile (20 3 bedrooms) (5 4 bedrooms)	\$19,251.00
<b>Total estimated cost over next 5 years</b>			<b>\$179,782.00</b>

Planned Start Date  
(HA Fiscal Year)2006



# PHA Public Housing Drug Elimination Program Plan

**Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.**

**Section 1: General Information/History**

- A. Amount of PHDEP Grant \$ N/A
- B. Eligibility type (Indicate with an “x”) N1 \_\_\_\_\_ N2 \_\_\_\_\_ R \_\_\_\_\_
- C. FFY in which funding is requested \_\_\_\_\_
- D. Executive Summary of Annual PHDEP Plan

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long

**E. Target Areas**

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area. Unit count information should be consistent with that available in PIC.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)

**F. Duration of Program**

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an “x” to indicate the length of program by # of months. For “Other”, identify the # of months).

**12 Months**\_\_\_\_\_ **18 Months**\_\_\_\_\_ **24 Months**\_\_\_\_\_

**G. PHDEP Program History**

Indicate each FY that funding has been received under the PHDEP Program (place an “x” by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. The Fund Balances should reflect the balance as of Date of Submission of the PHDEP Plan. The Grant Term End Date should include any HUD-approved extensions or waivers. For grant extensions received, place “GE” in column or “W” for waivers.

<b>Fiscal Year of Funding</b>	<b>PHDEP Funding Received</b>	<b>Grant #</b>	<b>Fund Balance as of Date of this Submission</b>	<b>Grant Extensions or Waivers</b>	<b>Grant Start Date</b>	<b>Grant Term End Date</b>
FY 1995						
FY 1996						
FY 1997						
FY1998						
FY 1999						

**Section 2: PHDEP Plan Goals and Budget**

**A. PHDEP Plan Summary**

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

**B. PHDEP Budget Summary**

Enter the total amount of PHDEP funding allocated to each line item.

<b>FFY _____ PHDEP Budget Summary</b>	
<b>Original statement</b>	
<b>Revised statement dated:</b>	
<b>Budget Line Item</b>	<b>Total Funding</b>
9110 – Reimbursement of Law Enforcement	
9115 - Special Initiative	
9116 - Gun Buyback TA Match	
9120 - Security Personnel	
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	
9160 - Drug Prevention	
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs	
<b>TOTAL PHDEP FUNDING</b>	

**C. PHDEP Plan Goals and Activities**

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

<b>9110 – Reimbursement of Law Enforcement</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDE P Funding	Other Funding (Amount/ Source)	Performance Indicators
1.							
2.							
3.							

<b>9115 - Special Initiative</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/ Source)	Performance Indicators
1.							
2.							
3.							

<b>9116 - Gun Buyback TA Match</b>				<b>Total PHDEP Funding: \$</b>			
Goal(s)							
Objectives							

Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9120 - Security Personnel</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9130 – Employment of Investigators</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							

Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9140 – Voluntary Tenant Patrol</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9150 - Physical Improvements</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							

2.							
3.							

<b>9160 - Drug Prevention</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9170 - Drug Intervention</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9180 - Drug Treatment</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9190 - Other Program Costs</b>					<b>Total PHDEP Funds: \$</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							



**Required Attachment \_\_\_\_: 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:  
B. How was the resident board member selected: (select one)?

Elected

C. The term of appointment is (include the date term expires):

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): [Should have one in the Board Meeting of 4/2002](#)

B. Date of next term expiration of a governing board member: [December 2002](#)

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

[William Jones – President](#)  
[James Sherrill-Treasure](#)

[R.D. Walker – Vice President](#)  
[Rose Williams - Secretary](#)  
[Kenneth Williams – Board member](#)

**Required Attachment \_\_\_\_\_: 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.)

Sherita Hudson  
Patricia Gorman  
Debra Pickens  
Patricia Pickens  
Belinda Banks

Comments from the Board of Commissioners

The Housing Authority has become a much better place than what it was and the Director needs to continue to enforce the lease.

**CAPITAL FUND PROGRAM TABLES START HERE**

<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> City Of Hayti Heights Housing Authority		<b>Grant Type and Number</b> MO36-P223501-01		<b>Federal FY of Grant:</b>	
		Capital Fund Program Grant No:		2001	
		Replacement Housing Factor Grant No:			
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:    )					
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending:03/31/2002 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	35,956.40		35,956.40	35,956.40
3	1408 Management Improvements Soft Costs				
	Management Improvements Hard Costs				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	143,825.60		143,825.60	143,825.60
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

<b>PHA Name:</b> City Of Hayti Heights Housing Authority	<b>Grant Type and Number</b> MO36-P223501-01 Capital Fund Program Grant No: Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2001
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending:03/31/2002  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines.....)	179,782.00		179,782.00	179,782.00
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				







**CAPITAL FUND PROGRAM TABLES START HERE**

<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 Hayti Heights		<b>Grant Type and Number</b> Capital Fund Program Grant No: MO36-P223501-00 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> 2000
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 03/31/02 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	14,258.74	35,380.60	35,380.60	35,380.60
3	1408 Management Improvements Soft Costs				
	Management Improvements Hard Costs				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	149,444.26	128,322.40	128,322.40	128,322.40
11	1465.1 Dwelling Equipment—Nonexpendable	13,200.00	13,200.00	13,200.00	13,200.00
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				

**Annual Statement/Performance and Evaluation Report  
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

<b>PHA Name:</b> <a href="#">Housing Authority Of The City Of Hayti Heights</a>	<b>Grant Type and Number</b> Capital Fund Program Grant No: <a href="#">MO36-P223501-00</a> Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> <a href="#">2000</a>
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Original Annual Statement 
  Reserve for Disasters/ Emergencies 
  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: [03/31/02](#)
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
18	1499 Development Activities				
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines.....)	176,903.00	176,903.00	176,903.00	176,903.00
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

**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 Hayti Heights		Grant Type and Number Capital Fund Program Grant No: MO36-P223501-00 Replacement Housing Factor Grant No:				Federal FY of Grant: 2000			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
HA-Wide	Operations		1406					35,380.60	
MO36-P223-001									
	Install Steel Frame Metal Entry doors with Security Hardware		1460	30 units				36,000.00	
	Replace Closet doors on bedrooms		1460	30- 3bdrm units				19,049.00	
	Install kitchen cabinets, faucets, counter tops and bases		1460	30 units				37,273.40	
MO36-P223-003	Install Steel Frame Metal Entry doors with Security Hardware		1460	30 units				36,000.00	
MO36-P223-001									
	Replace Water Heaters		1465.1	26				4,000.00	
	Replace ranges		1465.1	7				1,960.00	
	Replace refrigerators		1465.1	7				2,800.00	
MO36-P223-003	Replace Water Heaters		1465.1	30				4,440.00	

**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 Hayti Heights		Grant Type and Number Capital Fund Program Grant No: MO36-P223501-00 Replacement Housing Factor Grant No:				Federal FY of Grant: 2000			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work







**CAPITAL FUND PROGRAM TABLES START HERE**

<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 Hayti Heights		<b>Grant Type and Number</b> Capital Fund Program Grant No: MO36-P223904-99 Replacement Housing Factor Grant No:		<b>Federal FY of Grant:</b> 1999	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:    ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 03/31/2002 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	145,587.91		145,587.91	145,587.91
3	1408 Management Improvements Soft Costs				
	Management Improvements Hard Costs				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	8,972.00		8,972.00	8,972.00
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	31,693.09		31,693.09	31,693.09
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				

**Annual Statement/Performance and Evaluation Report  
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

<b>PHA Name:</b> Housing Authority of the City of Hayti Heights	<b>Grant Type and Number</b> Capital Fund Program Grant No: MO36-P223904-99 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 1999
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: 03/31/2002  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
18	1499 Development Activities				
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines.....)	186,253.00		186,253.00	186,253.00
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

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

PHA Name: City of Hayti Heights Housing Authority		Grant Type and Number Capital Fund Program Grant No: MO36-P223904-99 Replacement Housing Factor Grant No:				Federal FY of Grant: 1999			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
HA-Wide	Operations		1406					145,587.91	
HA-Wide	Fees and Cost		1430					8,972.00	
MO36-P223-001	Install lighted unit numbers		1460	30 units				5,400.00	
	Replace kitchen faucets		1460	30 units				6,000.00	
MO36-P223-003	Repair Perimeter fence		1460					1,000.00	
	Install 2 wheelchair ramps		1460					1,000.00	
	Bring units into 504 compliance		1460	3 units				7,693.09	
	Install lighted unit numbers		1460	30 units				5,400.00	
MO36-P223-006	Install lighted unit numbers		1460	25 units				5,200.00	









HAYTI HEIGHTS (MO) HOUSING AUTHORITY  
100 N. MARTIN LUTHER KING DRIVE  
HAYTI HEIGHTS, MO 63851-9664

DWELLING LEASE



Adopted: August 24, 2000

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**HAYTI HEIGHTS HOUSING AUTHORITY  
DWELLING LEASE**

**SECTION 1. PARTIES**

THE HAYTI HEIGHTS HOUSING AUTHORITY (herein referred to as “we,” “us,” “it,” or “Authority,” does hereby lease to \_\_\_\_\_ (herein referred to as “you,” or “yours” or “the Tenant”) a \_\_\_\_\_ bedroom apartment located at \_\_\_\_\_, County of Hayti Heights, State of Missouri.

**SECTION 2. TERM**

The initial term of this agreement shall begin on \_\_\_\_\_, 20\_\_\_\_ and shall end at midnight on the last day of the twelfth month. If this Agreement is not terminated or modified by either the Tenant or the Authority, as permitted by this agreement, it shall automatically be renewed except for noncompliance with the Authority’s 8 hour per month community service requirement in accordance with the approved Admissions and Continued Occupancy Policy. Automatic renewal shall be for successive terms of one year (12 months) with the same terms and conditions.

**SECTION 3. HOUSEHOLD MEMBERS**

The tenant may permit only the following persons to occupy this unit:

	Name	Sex	Social Security No.	Date Of Birth	Relationship
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____
7.	_____	_____	_____	_____	_____
8.	_____	_____	_____	_____	_____

**SECTION 4. RENT**

You agree to pay \$\_\_\_\_\_ per month as the beginning rental amount. You understand that the apartment is subsidized and rents are based upon U.S. Department of Housing and Urban Development (HUD) regulations which require that the Authority allow residents to choose between paying an income-based rent or a flat rent. You agree that the rent may be changed during the term of this lease in accordance with Section 9 of this lease.

The rent is payable by you, without demand, in advance of or on the first day of each month. This rent will remain in effect unless adjusted in accordance with Sections 5 and 9 of this lease. If your lease is effective after the first day of the month, we have pro-rated the rent for the first month. The pro-rated amount is \$\_\_\_\_\_. If the final period of your tenancy is less than a full month and you have given us the proper notice of your intent to vacate as described in Section 20 of this lease, you shall only be responsible for a pro-rated share of the rent for that month.

Payments can be made only in the form of personal check or money order. Personal checks or money orders shall be made payable to "Hayti Heights Housing Authority." Payments may be made in person during posted hours only, at drop-off boxes where available, or mailed to:

**Hayti Heights Housing Authority**  
100 N. Martin Luther King Drive  
Hayti Heights, MO 63851-9664

## **SECTION 5. UTILITIES AND APPLIANCES**

- A. Owner-Supplied Utilities. We agree to furnish the following utilities in reasonable quantities: \_\_\_HEAT; \_\_\_HOT WATER; \_\_\_ELECTRICITY; \_\_\_ COOKING FUEL; \_\_\_ and WATER. The Authority will not be responsible for the failure to furnish utilities for any cause whatsoever beyond its control. The Tenant agrees not to waste the utilities provided by the Authority, and to comply with any applicable law, regulation or guideline of any governmental entity regulating utilities or fuels.
- B. Tenant-Supplied Utilities. You are responsible for the cost of electricity and cooking gas attributable to your apartment. The Tenant must put the electric bills in the Tenant's name prior to move-in date. Failure to place the electric bills in your name is a serious and material violation of your lease, and subject to termination as specified in Section 20.
- C. Owner-Supplied Appliances/Services. We shall furnish range, refrigerator and routine maintenance services.
- D. Excess Utility Costs. Excess utility costs for items including but not limited to air conditioners, freezers, additional refrigerators, fans, etc. owned by the tenant shall be paid by the tenant. If the gas or electricity for these appliances is not measured by a check meter, you will be charged the flat monthly fee identified in the Schedule of Excess Utility Charges posted in the Housing Authority office.

## **SECTION 6. KEYS AND LOCKS**

We agree to provide you with two (2) sets of keys to your apartment and mailbox, and other identification/entry devices as applicable upon execution of this lease. You agree to return these keys and other devices when you vacate the apartment. If you fail to do so, your account will be charged for either an additional service, device/key copy or a new lock in accordance with the

Schedule of Tenant Charges. You agree not to install additional or different locks, bars or gates on any door or window in your apartment.

## **SECTION 7. SECURITY DEPOSIT**

You agree to pay a security deposit in the amount specified in Section 26 upon signing of this lease. We agree to accept, retain, and return this security deposit in a manner consistent with state laws and HUD regulations as applicable. You agree and understand that this security deposit will not be applied toward rent or other amounts due under this lease during your tenancy.

At the termination of this lease, we may use the security deposit as reimbursement for the cost of repairs due to intentional or negligent acts by you or your guests, any collection of fees, attorney's fees and court costs caused by failure to pay rent, make repairs or quit the premises, or any other charges due from you, members of your household or guests. A written statement of charges to be deducted, if any, will be given to you.

Your Security Deposit will be returned to you provided:

- (a) All payments due are paid;
- (b) The apartment and equipment are left in clean and operational condition;
- (c) The keys to the apartment are received by the Authority; and
- (d) There are no damages other than normal wear and tear.

## **SECTION 8. OTHER CHARGES**

In addition to rent, you shall be responsible for certain other charges specified in this lease. Other charges include:

- A. Maintenance Costs -- The cost of services or repairs due to intentional or negligent damage to the apartment, common areas or grounds beyond normal wear and tear, caused by the Tenant, household members or by guests. When the Authority determines that needed maintenance is not caused by normal wear and tear, the Tenant shall be charged the cost of such services in accordance with a Schedule of Maintenance Charges posted by the Authority. For work not listed on the Schedule, the Tenant shall be charged the actual cost to the Authority for labor and materials needed to complete the work. Charges are due and payable 14 days after written notice of the charge is given to the Tenant.
- B. Excess Utility Charges -- A charge shall be assessed for excess utility consumption due to the operation of major tenant-supplied appliances or exceeding any Authority established monthly allotment if on a check meter. This charge does not apply to Tenants who pay their utilities directly to a utility supplier. Charges are due and payable in accordance with the Schedule of Excess Utility Charges posted in the Housing Authority office.

- C. Installation Charges -- A charge shall be assessed for installation of tenant supplied appliances such as air conditioners. Charges are due and payable fourteen days after installation has occurred.
- D. Late Charges - A charge of \$20 plus attorney, sheriff and court fees and costs shall be assessed when rent or other charges are not paid on or before the 5<sup>th</sup> working day of the month(including holidays) for a first violation in a twelve month period. The charge will increase to \$50 plus attorney, sheriff and court fees for a second or subsequent violation in a twelve month period. This charge is due immediately.
- E. Lawn Charges – Lawn charges are \$20.00 for paper,etc.
- F. Locked out Charges – Locked out charges are as follows:
- Locked out during working hours 8:00 am – 5:00 pm – \$5.00  
Locked out 5:01 pm – 10:00 pm - \$15.00  
Locked out 10:01 pm – 7:59 am - \$20.00  
Locked out on weekends anytime - \$20.00

## **SECTION 9. REDETERMINATION OF RENT, ELIGIBILITY, UNIT SIZE**

- A. Redetermination Process. For residents selecting an income-based rent, the Authority will re-determine your rent, eligibility and unit size and other annual requirements at least once a year in accordance with federal regulations. Residents electing to pay a flat rent shall have family composition reviewed annually and rent redetermined every three years. You agree to provide the Authority, when requested and by the date specified, accurate and complete information as to the household composition, the age of household members, income and sources of income of all household members, household assets and any other related information necessary for us to determine eligibility, annual income, adjusted income and rent. This determination shall be in accordance with the approved Admissions and Continued Occupancy Policy, Income Limits, that Rent Schedule, and Occupancy Standards which shall be furnished to you upon request.
- B. When Rent May Change. Rent as stated in Section 4 hereof shall remain in effect until revised at your next schedule reexamination or unless:
- (1) Your family composition changes. A change in family composition must be reported within 10 days of its occurrence, and must conform to the requirements of the Admissions and Continued Occupancy Policy.
  - (2) Your family has a decrease in income which would justify a reduction in rent. Tenants should report such decreases immediately so a rent reduction can take effect as soon as possible.
  - (3) Your family is paying a flat rent or the minimum rent and claims, and can verify to the satisfaction of the Authority, that a financial hardship exists.

- (4) If it is found that you have misrepresented the facts upon which your rent is based so that the rent you are paying is less than what should have been charged, then we may terminate the lease and increase the rent retroactively. Such an increase shall be due and payable when billed.
  - (5) Directives by the Federal Government require changes to the Admissions and Continued Occupancy Policy or the method of computing rent.
  - (6) We conduct a special re-examination. Special re-examinations may be conducted when we determine that one is necessary such as when it has not been possible to make an accurate estimate of Annual Income.
- C. Notice of Rent Adjustment. If any rent adjustment is required, we shall mail or deliver a “Notice of Rent Adjustment” to you pursuant to Section 18. The notice shall become an attachment to this lease and shall amend Section 4. With rent decreases, the adjustment shall be effective the first of the month following the month in which you furnished the information required by us to justify a rent decrease. With rent increases, the adjustment shall become effective the first of the second month following the Authority’s notice to you of the new rent amount, unless the rent increase results from a finding of intentional misrepresentation under Section 9B (4).
- D. Apartment Size No Longer Appropriate. If we determine that the size of the dwelling unit is no longer appropriate, you agree to transfer to an appropriate size unit upon notice by the Authority that such a dwelling is available, in accordance with Section 15 of this lease agreement.
- E. Continued Assistance. You will remain eligible for continued assistance unless we terminate or do not renew your lease as set forth in Section 20.

## **SECTION 10. OBLIGATION TO REPAY**

If you submit false information on any application, or annual or interim re-examination, or if you fail to abide by the interim reporting requirements contained in Section 9B, and as a result you are charged a rent less than the amount required by HUD, you agree to pay the difference between what you were charged and the correct rent. This amount is due upon receipt of a Notice of Rent Adjustment sent to you by the Authority which details the retroactive charge. You are not required to pay undercharges in rent due solely to the Authority’s failure to calculate your rent properly. If you are found to have intentionally submitted false information and/or committed fraud, you may be subject to eviction proceedings. The Housing Authority reserves the right to pursue criminal conviction for cases of fraud in a court of law.

## **SECTION 11 YOUR RIGHTS TO USE AND OCCUPY PREMISES**

- A. You shall have the right to exclusive use and occupancy of the leased premises for Tenant and other household members listed on the lease. This may include the care of foster

child(ren) or adults and a live-in care attendant for a member of your family provided the accommodation of such persons conform to the Authority's Admission and Continued Occupancy policy, and so long as the Authority has granted prior written approval for the foster child(ren) or adults, or live-in aide to reside in the unit. Permission to add live-in aides and foster children shall not be unreasonably refused.

- B. Any additions to the household members named on the lease, including live-in aides and foster children, but excluding natural births or adoptions or custody awards for children under 10 years old, require the advance written approval of the Authority. Such approval may be granted only if the new family members pass the Authority's screening criteria and a unit of the appropriate size is available. You agree to wait for the Authority's approval before allowing additional persons to move into your apartment. Your failure to comply with this provision is a serious violation of the material terms of the lease, for which we may terminate the lease in accordance with Section 20.
- C. Any deletion to the household members named on the lease must be documented to the satisfaction of the Authority. In the case of an income producing member or any member who the Authority has reasonable cause to believe has been involved in criminal activity or drug-related criminal activity, you must provide at least two documents verifying the new address of the departing household member or other evidence deemed acceptable to the Authority.
- D. With the prior written consent of the Authority, members of the household may engage in legal profit-making activities in the dwelling unit which are incidental to the primary use of the apartment as a residence by members of the household and permissible under local rules and regulations.
- E. A family member or visitor may stay in the leased unit for a period not to exceed 14 cumulative days in any one calendar year.

## **SECTION 12. TENANT OBLIGATIONS**

A. You agree that:

1. Neither you nor any member of your household will engage in any drug-related criminal activity on or off the Authority's public housing premises; and
2. Neither you nor any member of your household or any guest, visitor, or other person under your control will engage in any violent or drug-related or criminal activity on or off the Authority's public housing premises.
3. Violation of any of the above provisions shall be deemed a material violation of the lease and is good cause for termination of tenancy. A single violation of any of these provisions shall be deemed a serious and material non-compliance of this Lease. A preponderance of the evidence shall be adequate that any of these provisions has been

violated and proof in the form of an arrest or criminal conviction shall not be required for termination of tenancy.

B. You further agree that:

1. You will not assign, sublet or transfer possession of the unit; provide accommodation to boarders or lodgers; or give long term accommodation to family members or guests in excess of 14 cumulative days without the advance written consent of the Authority.
2. You will not use or permit the use of the apartment for any purpose other than as a private dwelling solely for you and members of your household as named in Section 3 of this lease.
3. You will abide by necessary and reasonable regulations as may be set forth by the Authority for the benefit and well-being of the housing development and its tenants. These regulations shall be posted in the project office and are, by this reference, incorporated in this lease. Violations of such regulations constitutes a violation of the Lease.
4. You will comply with all obligations imposed upon tenants by applicable provisions of state and local building and housing codes materially affecting health and safety of the Tenant and household members, neighbors, or Authority staff.
5. You will keep your apartment and other such areas as may be assigned to you for your exclusive use in a decent, safe, and sanitary condition.
6. You will dispose of all garbage, rubbish and other waste from the apartment in a sanitary and safe manner only in containers approved by the Authority. You will refrain from, and cause household members, guests or visitors to refrain from, littering or leaving trash and debris in common areas or on the grounds.
7. You will use only in reasonable manner all electrical, sanitary, heating, ventilation, air conditioning, other facilities and appurtenances including elevators.
8. You will refrain from, and cause household members, guests and visitors to refrain from destroying, defacing, damaging, or removing any part of the apartment or the Authority's public housing premises.
9. You will use reasonable care in the maintenance of smoke alarms and will immediately notify the Authority if a smoke alarm becomes inoperable. At no time may you disconnect or render a smoke alarm inoperable.
10. You will pay reasonable charges (other than normal wear and tear) for the repair of damages to the apartment, and the Authority's public housing premises, facilities, or common areas caused by you, household members, or guests in accordance with Section 8A.

11. You will act, and cause household members, guests, and visitors to act in a manner that will not (a) disturb other residents' peaceful enjoyment of their apartments; and/or (b) be conducive to maintaining all Authority projects in decent, safe and sanitary conditions.
12. You will refrain from, and cause household members, guests and visitors to refrain from abuse of alcohol and/or controlled substances that results in loud\_noise or an interference with the health, safety, or right to peaceful enjoyment of the premises by other residents.
13. You will not display, use or possess or allow members of your household, guests or visitor to display, use or possess any firearms (operable or inoperable) or other offense weapons as defined by the laws and courts of the State of Missouri anywhere in your apartment or elsewhere on the property of the Authority.
14. You will act in a cooperative manner with neighbors and the Authority's staff. You will refrain from, and cause household members, guests and visitors to refrain from acting or speaking in an abusive or threatening manner toward neighbors and the Authority's staff.
15. You will not make any repairs or alterations to your apartment or the Authority's public housing premises.
16. You will use reasonable care to keep your apartment in such condition as to ensure proper health and sanitation standards for you, your household members and neighbors. YOU SHALL PROMPTLY NOTIFY THE AUTHORITY OF ANY KNOWN NEED FOR ANY REPAIRS TO YOUR APARTMENT, and of known unsafe or unsanitary conditions in the apartment or in the common areas and grounds of the Project. Your failure to report the need for repairs in a timely manner may be considered to contribute to any damage that occurs.
17. You will permit us entry to your apartment to perform repairs, make inspections, exterminate (scheduled or otherwise) or show the apartment for re-leasing in accordance with Section 17 of this lease.
18. You will give prompt written notice when the apartment is to be vacant for one week or more; however, such notice shall not render the Authority responsible for any personal property of any nature or description left in or on the leased premises during the tenant's absence.
19. You will take reasonable precautions to prevent fires and to refrain from storing or keeping flammable materials upon the premises. You will not store or use a kerosene heater in your apartment.

20. You will maintain and use sidewalks, areaways, passage areas, elevators, or stairs in such a way as not to create any safety hazard, or be obstructed, or used for any purpose other than entrance or exit from the apartment or building.
21. You will only park properly registered, inspected operable, and Authority-authorized vehicles in authorized parking areas only, and shall refrain from, and cause household members, guests, and visitors to refrain from parking vehicles in any right-of-way fire lane or unauthorized area. Any unregistered, uninspected, inoperable or unauthorized vehicle or improperly parked vehicle will be removed from the Authority property at the Tenant's or car owner's expense. You will display an Authority-issued parking decal in the proper location on your car.
22. You will refrain from, and cause household members, guests or visitors to refrain from making automobile repairs on Authority property.
23. You will insure that you or no member of your household keeps, maintains, harbors, or boards any dog, cat, livestock, or pet of any nature in your apartment or on the grounds of the Authority property without prior approval of the Housing Authority and in compliance with the Pet Policy in force at the time. Exceptions may be made for a person with a disability who requires a trained, service animal as a reasonable accommodation for his or her disability.
24. You will immediately place in your name and always promptly pay for any utility service not provided by the Authority, and avoid disconnection of utility service for such utilities.
25. You will promptly notify the Authority of your decision to vacate the apartment in accordance with Section 20. You shall leave the apartment in same condition (except for normal wear and tear) as when you moved in and in a broom cleaned condition. Upon vacating your apartment, you are responsible for the apartment and the equipment therein, and will be charged a daily rent until the keys are received by the Authority.
26. You agree that you will not allow to visit or reside on the premises individuals who have a history of engaging in activity that threatens the health, safety, or right to peaceful enjoyment of the Authority's public housing premises by other residents or employees of the Authority.
27. You agree not to commit any fraud in connection with any government subsidized housing assistance program, and not to receive assistance for occupancy of any other unit assisted under any government subsidized housing program during the term of the lease.
28. You will inform the Authority if you or any member of your household requires reasonable accommodations due to disability in order to comply with the terms of this lease.

**SECTION 13. AUTHORITY OBLIGATIONS**

We agree, other than for circumstances beyond our control, that:

1. We will maintain your apartment and the public housing premises in decent, safe, and sanitary conditions.
2. We will comply with the requirements of applicable building codes, housing codes, and HUD regulations materially affecting health and safety.
3. We will make necessary repairs to the apartment.
4. We will maintain in good and safe working condition electrical, plumbing, sanitary, heating, ventilating, and other facilities and appliances, including elevators supplied by the Authority.
5. We will provide and maintain appropriate receptacles and facilities (except containers for exclusive use of an individual tenant family) for the deposit of garbage, rubbish, and other waste removed from the premises by the Tenant as required by this Lease, and to provide disposal service for garbage, rubbish and other solid waste.
6. We will supply running water and reasonable amounts of hot water and reasonable amounts of heat at appropriate times of the year (according to local custom and usage); EXCEPT where the building that includes the apartment is not required by law to be equipped for that purpose, or where heat or hot water is generated by an installation within the exclusive control of the Tenant and supplied by a direct utility connection.
7. We will notify you of the specific grounds for any proposed adverse action by the Authority. Such adverse action includes, but is not limited to: a proposed lease termination, transfer of Tenant to another unit, or imposition of charges for maintenance and repair or for excess consumption of utilities. The Authority's notice of the proposed adverse action will inform the Tenant of his/her right for a grievance hearing in accordance with the Authority's Tenant Grievance Procedures.
8. We will provide on a scheduled basis and, as the need may arise, extermination services to locations designated by the Authority.
9. We will make reasonable accommodations in leasing and other policy requirements when requested by a tenant with disabilities which qualify for reasonable accommodation; provided that the requested accommodations does not impose an undue financial or administrative burden on the Authority or result in a lowering or waiving of essential lease requirements.

**SECTION 14. DEFECTS HAZARDOUS TO LIFE, HEALTH OR SAFETY**

In the event that the dwelling unit is damaged to the extent that conditions are created which are hazardous to the life, health, or safety of the tenant and household members, it is agreed that:

- A. You shall immediately notify the Authority of the damage and intent to abate rent, when damage is or becomes sufficiently severe that you believe you are justified to abate rent.
- B. We shall repair the unit within a reasonable period of time after receiving notice from Tenant, provided, if the damage was caused by the you, household members, guests, or visitors, the reasonable cost of the repairs shall be charged to and paid by you.
- C. We shall offer you a replacement dwelling unit, if available, if necessary repairs cannot be made within a reasonable time, and the hazardous condition was not caused by the you, household member, guests or visitors.
- D. You shall accept any replacement unit offered by the Authority.
- E. In the event repairs cannot be made by the Authority, as described above, and alternative accommodations are not provided, then rent shall abate in proportion to the seriousness of the damage and loss in value as a dwelling unit. No abatement of rent shall occur if you reject alternative accommodations or if the damage was caused by you, household members, guests or visitors.
- F. You agree to continue to pay full rent, less the abated portion agreed by the Authority, during the time in which the defect remains uncorrected.
- G. If the Authority determines that the apartment is uninhabitable because of imminent danger to the life, health, and safety of the Tenant, and alternative accommodations are refused by the Tenant, the Lease shall be terminated, and any rent paid will be pro-ratably refunded to the Tenant.

## **SECTION 15. SIZE OF DWELLING UNIT**

You understand that federal regulations permit us to assign units according to the size of the household, and the age, sex, and relationship of household members. You agree to transfer to an appropriate size dwelling unit if we determine at annual or interim re-examination that such a transfer is necessary to correct an overcrowded or underhoused situation and a unit is currently available. We will give you at least a sixty (60) day advance notice of our intention to transfer you to a suitable unit prior to an actual offer of a new unit and lease, and will discuss housing options with you and attempt to accommodate your needs to the greatest extent feasible. However, when after this sixty day period the Authority has an appropriate unit available, we will notify you in writing informing you of the location and size of the unit, and provide you with seven days to accept the offer of this new unit and an additional seven (7) days to complete the move. With the exception of moves related to modernization activity, you will be responsible for any costs associated with moving to the new apartment. Upon your transfer, you agree to execute a new lease. Refusal of a unit or a unit transfer due to an underhoused or overhoused situation will result in termination of this lease.

**SECTION 16. INSPECTIONS**

- A. Move-in Inspections: The Authority and you or your representative shall inspect the apartment prior to occupancy by you. We shall furnish you with a copy of the inspection report indicating the condition of the premises, apartment and the equipment provided with the apartment. You agree that you have inspected the apartment and find the apartment is safe, clean, and in good condition except as indicated on the inspection report attached to and made part of the lease. You also agree that all appliances and equipment are in good working condition and that we have made no promise to decorate, improve, alter or repair the apartment or any of its contents except as noted on the Inspection Report. This Inspection Report shall be signed by us and you and be retained in your folder.
- B. Annual Inspections. An inspection of each dwelling unit will be conducted at least once each year to check needed maintenance, resident housekeeping, and other lease compliance matters. The Authority will furnish you with a written statement of unit conditions and/or any charges for repairs or removal of non-approved alterations to your apartment.
- C. Special Inspections. Representatives from HUD and/or other U.S. Government Officials may visit the Authority to monitor operations and, as part of the monitoring, may inspect a sampling of the federal public housing inventory.
- D. Other Inspections: The Authority will inspect the apartment two months after move-in date and annually to check needed maintenance, tenant housekeeping, and other lease compliance matters. The Authority, at its sole discretion, may inspect your apartment more frequently as needed. You will receive a written statement of the charges, if any, for repairs or removal of non-approved alterations to the apartment.
- E. Move-out Inspections: When you vacate the apartment, we shall inspect the apartment and furnish you with a statement of charges, if any, for which you are responsible. You and/or your representative may join in such inspection unless you vacate without notice. If you vacate without notice, we shall not be required to give you notice of the inspection.

**SECTION 17. ENTRY OF PREMISES DURING TENANCY**

The Authority has the right to enter your apartment under the following circumstances:

1. We or our agent may enter your apartment during reasonable hours upon forty-eight (48) hours notice to you to perform routine inspections, to make repairs or improvements, or to show the apartment for leasing.
2. We or our agent may enter your apartment at any time without prior notice to you if we believe that an emergency exists or have reason to believe you have abandoned your apartment.

3. Prior written notice will not be required when we have entered your unit to perform maintenance requested by you unless you have specified in writing that a written notice is required.
4. We will not enter your apartment when you have given us permission to do so if there are only minor children present in the household.

#### **SECTION 18. LEGAL NOTICES**

- A. Notice to you required by this Lease Agreement shall be sufficient if delivered in writing to you personally, or to an adult member of your household residing in the apartment, or if sent by prepaid First Class Mail properly addressed to you, or affixed to your door.
- B. Notice to us must be in writing, and either delivered to an Authority employee at the Main Office of the Authority or by prepaid First Class Mail properly addressed to: Hayti Heights Housing Authority, 100 N. Martin Luther King Drive, Hayti Heights, MO 63851-9664.
- C. If more than one person signs this lease, any notice under this lease shall be sufficient if delivered to one of those persons and notice to one signed is notice to all.

#### **SECTION 19. POSTED NOTICE**

Schedules of special charges for services, repairs, utilities and rules and regulations shall be publicly posted in the Authority's office and shall be furnished to you on request. Such schedules, rules and regulations may be modified by us provided thirty (30) days written notice to each affected tenant identifying the proposed modifications, indicating the reasons for the modifications, and providing you an opportunity to present written comments, which shall be taken into consideration by the Authority, prior to the proposed modifications becoming effective. Such notice shall be posted at each project, as well as in the Main office.

#### **SECTION 20. TERMINATION OF LEASE**

- A. Termination by Tenant. This lease may be terminated by you at any time by giving thirty (30) days **written** notice as specified in Section 18. You agree to leave the unit in broom clean and good condition, normal wear and tear excepted, to return all keys to the Housing Authority's office in person and to provide the Authority with a forwarding address. Failure to provide written notice in the required time frame will result in the forfeiture of the security deposit, as specified in Section 7.
- B. Lease Renewal. This lease is automatically renewable at the expiration of the 12-month period except for noncompliance with the 8 hour per month community service requirement for non-exempt public housing adults in accordance with the approved Admissions and Continued Occupancy Policy.

C. Termination by the Authority. This lease may be terminated by the Authority for good cause. “Good cause” shall include but not be limited to:

1. The failure to pay rent or other payments when due;
2. Repeated late payment, which shall be defined as failure to pay the amount of rent or other charges due by or on the 5<sup>th</sup> working day of the month (including holidays). Three such late payments within a twelve month period shall constitute repeated late payment.
3. Failure to pay electric, gas or heating bills when Tenant is responsible for paying such bills directly to the supplier of utilities.
4. Misrepresentation of family income, assets, or composition at the time of admission or anytime thereafter.
5. Failure to supply, in a timely fashion, any certification, release, information or documentation on family income, assets or composition needed to process annual re-examinations or interim re-determinations.
6. Serious or repeated damage to the apartment, creation of physical hazards in the apartment, common areas, grounds or parking area of the Housing Authority’s property.
7. Behavior and/or activity by Tenant, household members, guests or visitors which disturb other residents’ peaceful enjoyment of their apartments; and/or is not conducive to maintaining all Authority projects in decent, safe and sanitary conditions.
8. Drug-related criminal activity by the Tenant, household member, guest or visitor on or off the premises.
9. Violent or criminal activity by Tenant, household member, guest or visitor including criminal activity that threatens the health, safety, or right to peaceful enjoyment of the Authority’s public housing premises by other residents or employees, or any drug-related criminal activity on or off the premises.
10. Alcohol and/or controlled substance abuse that the Authority determines interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents.
11. The presence of weapons or illegal drugs in your apartment.
12. Any fire on Authority premises caused by the tenant, household members or guests or visitors’ actions or neglect.
13. Uninhabitable apartment conditions caused by the tenant, household member, guests or visitors’ actions or neglect.
14. Refusal of an offer of a new lease.
15. Failure to accept a transfer when currently residing in a unit that is too large or too small for the family based on the Authority’s Occupancy Standards or to accommodate an administrative need of the Authority including but not limited to the disposition, demolition or modernization of your apartment.
16. Abandonment of the unit.
17. Conviction of a member of the household for manufacturing or producing methamphetamine on the premises of a public housing development.
18. Violation of the Authority’s policy requiring 8 hours per month of community service for non-exempt public housing adults.
19. If the Authority receives information from a State or local agency that a member of the federal public housing household is subject to a lifetime sex offender registration requirement.

20. Other serious or repeated violations of any material term of this lease.

C. Notice of Termination. If we elect to terminate this Lease we will do so only in accordance with HUD regulations and state laws and we may evict you from your apartment only by bringing an action before a court of law. You will be notified in writing of the reason(s) for the proposed termination, your right to make whatever reply you wish; your right to examine, prior to any hearing or trial, any of our documents; your right to have copies of documents made at your expense; and, if applicable, your right to request a grievance hearing in accordance with the Authority's Tenant Grievance Procedures.

If you are entitled to a grievance hearing, this Lease will not terminate (even if the notice to terminate under State Law has expired) until the time for you to request a grievance hearing has expired and (if a hearing was requested by you in a timely manner) the grievance process has been completed.

D. Time Period for Termination. The time period for terminating this lease shall be as follows:

1. We shall give reasonable notice of termination considering the seriousness of the situation (but not to exceed 30 days) when the health or safety of other tenants or employees of the Authority is threatened. The Tenant and Authority agree that 7 days is reasonable time for any violent or drug-related criminal activity on or off the premises.
2. We shall give 14 days written notice of termination if termination is caused by your failure to pay rent.
3. We shall give 30 days written notice of termination in all other cases.
4. Such notice of termination to you may be given on any day of the month, and may be combined with, or run concurrently with, any notice required by state or local law.
5. The Authority has the right to represent our interests in court in connection with eviction actions. If our action to evict you is upheld, we have the right to recover possession of the apartment in the manner prescribed by state law.

E. Abandonment. If you vacate or abandon the apartment which may be evidenced by your removal of substantially all of your possessions or have been absent from your apartment for twenty-one consecutive days and either (a) fail to pay rent for (1) month or (b) make an express statement that you do not intend to occupy the apartment after a specific date, the Authority may enter and take possession of the apartment after giving notice under State law.

## **SECTION 21. GRIEVANCE PROCEDURE**

- A. All disputes concerning the obligations of you or us shall be processed and resolved pursuant to the grievance procedure in effect. The Authority's Tenant Grievance Procedure is incorporated herein by reference and is available upon request.
- B. Except if terminated under Sections 12 A or Section 20 B. 7., all grievances or appeals arising from this Lease concerning obligations of either party shall be processed and resolved in accordance with the Authority's Tenant Grievance Procedure in effect at the time the grievance or appeal arises. You will be provided with appropriate notice and an opportunity for a hearing in accordance with the Authority's Tenant Grievance Procedure. If you are entitled to a grievance hearing pursuant to the Authority's Tenant Grievance Procedure, we will not take any action against you until the time for you to request a grievance hearing has expired and (if a hearing was requested by you in a timely manner) the grievance process has been completed. Changes in the Authority's Tenant Grievance Procedure may be made from time to time provide that we give you and resident organizations at least thirty (30) days notice and an opportunity to provide written comments. All written comments received shall be considered.
- C. Termination and eviction brought as result of criminal activity as specified in Sections 12 A or Section 20 B.7 are excluded from the grievance procedure.

**SECTION 22. NON-WAIVER**

Our delay or failure to terminate this lease when we have cause to do so shall not be construed as a waiver of our rights to terminate the lease at any future time for the same cause or any other cause.

**SECTION 23. NOT RESPONSIBLE FOR PERSONAL PROPERTY LOSS  
OR DAMAGE**

You expressly agree to save the Authority from and against the loss or damage to any personal property, and against the claims and demands of yourself and all other persons on account of any loss, or damage to any personal property suffered or sustained, on or about the premises under your exclusive control and not a result of or in any way caused by any negligent or unlawful act of omission by the Authority, it's agents, employees or acts of God or nature. Because the Authority is not responsible for loss or damage to personal property, tenants are encouraged to purchase apartment/renters' insurance.

**SECTION 24. CHANGES**

- A. This Lease, together with any addenda or referenced attachment or documents now in effect and from time to time amended, evidence the entire agreement between you and the Authority. Any changes to this Lease, except as specified in Section 19, shall be made by written agreement of the Authority and Tenant, or when the Tenant is given written notice, 30 days in advance of the effective date, that such changes or additions are required to comply with Federal or State statutes or regulations.

B. Changes in the form of lease may be made from time to time provided that we shall give to all tenants and resident organizations at least thirty (30) days' written notice of the proposed change(s) and an opportunity for presentation of written comments. All written comments that may be made by the tenants and resident organizations regarding the proposed changes shall be taken into consideration by us before they become effective.

**SECTION 25. LEGAL COSTS, FEES AND CHARGES**

You shall be responsible for any and all legal costs, fees and charges incurred by the Housing Authority for the purpose of enforcing any section of this Lease.

**SECTION 26. SECURITY DEPOSIT**

As specified in Section 7 of this Lease, you agree to pay a security deposit of \$\_\_\_\_\_.

- 2 bedroom     \$150.00
- 3 bedroom     \$200.00
- 4 bedroom     \$250.00

**SECTION 27. ATTACHMENTS TO AND DOCUMENTS WHICH ARE PART OF THIS LEASE**

You certify that you have received a copy of this Lease and the following Attachments to this Agreement and understand that these Attachments are part of this Agreement:

- Attachment 1: Lease Addendum for Drug-Free Housing
- Attachment 2: Housekeeping Standards
- Attachment 3: Emergency Contact

Although the Admissions and Continued Occupancy Policy, Tenant Grievance Procedure, the Rent Collection Policy, Rules and Regulations, Schedule of Maintenance Charges and Schedule of Excess Utility Charges are not physically attached to this Lease, the provisions contained therein are incorporated herein by reference in these documents. Copies of the Admissions and Continued Occupancy Policy, the Rent Collection Policy, Rules and Regulations, Schedule of Maintenance Charges and Schedule of Excess Utility Charges are available for your review at the Housing Authority office of the Authority. You may obtain copies of the policies, rules and regulations, and schedules of charges upon request.

IN WITNESS WHEREOF, the parties have executed this lease agreement this \_\_\_\_ day of \_\_\_\_\_ at the Hayti Heights Housing Authority, upon receipt of \$\_\_\_\_\_ (pro rata) for the initial period of \_\_\_\_\_ to \_\_\_\_\_, 20\_\_\_\_.

**TENANT**

**HAYTI HEIGHTS HOUSING AUTHORITY**

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Head

---

Representative

---

Co-Head/Spouse

---

Witness

HAYTI HEIGHTS (MO) HOUSING AUTHORITY  
100 N. MARTIN LUTHER KING DRIVE  
HAYTI HEIGHTS, MO 63851-9664

PET POLICY



Adopted: August 24, 2000

## OVERVIEW

This policy details the requirements for a tenant to keep a pet in a Hayti Heights Housing Authority (HHHA) apartment. A tenant will not keep a pet in their apartment without prior written permission from HHHA.

This policy does not apply to animals that are used to assist persons with disabilities provided that the animal has been trained to assist persons with that specific disability and the animal actually assists the person with that specific disability. (See Rule 22 below). However, the pet policy does not exempt such a tenant from the requirements of the lease that prohibit any conduct which disturbs other tenants or threatens the physical or social environment.

## REQUIREMENTS

The HHHA will utilize the following procedures in implementing the pet policy.

**Obtaining HHHA Permission:** If an eligible tenant or prospective tenant wishes to obtain permission to keep a pet, HHHA staff will meet with the prospective pet owner and explain the Housing Authority policy and review the pet rules. If HHHA finds a tenant or prospective tenant eligible to keep a pet, the tenant or prospective tenant must submit to the Housing Authority a completed Pet Permit and Agreement Form, and pay the required security deposit.

HHHA reserves the right to deny permission to house pets which are or may be in the sole judgment of the Authority vicious or dangerous, or which are large in stature exceeding 30 pounds in weight.

**Failure to Obtain Written Permission:** If a tenant has not obtained written permission to keep a pet but does so anyway, the HHHA will seek to evict the tenant. If HHHA finds any unauthorized pet outside a tenant's apartment, as in their backyard or area in their exclusive control or a common area, HHHA will have the pet removed.

**Complaints Against Pet Owners:** In the event of complaints against approved pet owners, the HHHA shall work with the pet owner to resolve the complaints informally. If the complaints are not resolved and/or there has been a violation of the pet rules HHHA shall impose fines in accordance with Rule 21 below.

If there are three violations, HHHA may at its sole discretion notify the tenant to remove the pet within ten (10) days (immediately if the animal is deemed "vicious"), terminate the pet owner's tenancy or both. Any unresolved complaints may be the subject of a grievance by the tenant under established grievance procedures. Except, animals deemed "vicious" by HHHA must be removed from HHHA property pending grievance.

**Amending Pet Rules:** The pet policy and rules may be changed at any time by HHHA provided that tenants are given an opportunity to comment and with 30 days advance notice.

## **RULES**

- 1) Any tenant or prospective tenant who wishes to keep a pet shall request permission in writing and meet with HHHA staff and submit a photo of the pet and other required documentation.
- 2) If approved by the Authority, a Pet Permit and Agreement, (Amendment of Dwelling Lease) shall be signed immediately by the tenant, with original to the tenant file and a copy in a general pet file. This Dwelling Lease Amendment contains the rights and responsibilities of the tenant and management with respect to pet ownership.
- 3) **Only common household pets are permitted.** Common “household” pets shall be limited to domesticated dogs, cats, fish, birds and turtles that are traditionally kept in the home rather than for commercial or other purposes.
- 4) The tenant is required to provide a picture of the pet(s).
- 5) The number and size of the pet(s) is limited to one type of pet as follows:
  - a) Dogs and cats – limit of one dog or cat per household – Dogs cannot exceed 30 pounds; or
  - b) Birds – limit of two per household, no larger than a parakeet – Birds must be kept in a cage at all times; or
  - c) Fish – limit of one tank per household with a maximum capacity of 20 gallons, and no more than 20 small non-poisonous fish; or
  - d) Turtles – no more than two per household, small in size. Turtles must be kept in a cage or other container at all times.
- 6) All dog and cat owners must present proof that their pet is registered with the City of Hayti Heights and identification tags must be worn at all times.
- 7) The tenant must be able to maintain control over their pets.
- 8) Dogs and cats must remain within the unit and not be allowed outside, unattended, at any time. In addition, dogs and cats are not allowed in the patio area at any time.
- 9) No chaining of unattended dogs permitted at any time.

- 10) Dogs must be walked while on a leash and all droppings must be removed and disposed of by the person walking the animal. Failure to do so will result in a \$50.00 charge. Units, yards and HHHHA property must be kept free of odors, insect infestation and pet feces, urine, waste and litter.
- 11) Cat litter boxes are required, and must be maintained in a sanitary manner and be kept free of odors and insect infestation.
- 12) **Dogs and cats must be neutered or spayed** with proof of licensing and inoculations and the name of the veterinarian provided. Owners must provide a certification each year at the time of their annual reexamination that the pet continues to be in good health and has all required vaccinations.
- 13) Any animal that is used to threaten either people or other animals or does threaten to attack or attacks will be deemed “vicious” and barred from the development. If the tenant does not immediately remove the animal, the tenant will be in material violation of his/her lease, and may be evicted.
- 14) HHHHA, at its sole discretion, may randomly and periodically inspect the units of pet owners with appropriate notice to ensure compliance.
- 15) Pets must be restrained and prevented from digging, gnawing, chewing, scratching or otherwise defacing property including doors, walls, windows, screens, floor coverings, other units, common areas, buildings, landscaping or shrubs.
- 16) No pet is allowed at any time in community/recreation rooms, laundry rooms or other interior or exterior sitting areas including the patio.
- 17) Pet owners shall be liable for damage caused by their pets. HHHHA shall require of the tenant payment of a pet deposit of \$100 for each pet. If the tenant’s pet deposit does not cover the damages, management and the tenant will agree on a payment plan to pay for the damage as well as replacement of the pet deposit. The pet deposit is separate form, and in addition to, any security deposit held on behalf of the tenant by the HHHHA. The pet deposit will be returned to the pet owner within 30 days of the day the pet is removed or within 30 days of the day the tenant vacates the unit, whichever comes first, less deductions detailed in writing and reasonably related to the regulation of pets.
- 18) Tenants must board their pets (except for fish) away from the development or make other arrangements for the care of their pets when they intend to leave their unit for 24 hours or more. The Pet Permit and Agreement requires tenants to provide HHHHA with the name and phone number of relative or friend who has agreed to assume responsibility for the pet in the

event of sudden illness or death of the tenant or if the tenant disputes the determination that the animal is vicious. The HHHHA reserves the right to consider the presence of an unattended pet emergency, and will enter the unit to remove the pet.

- 19) HHHHA staff, including maintenance personnel, reserve the right to refuse to enter a unit to perform work where there is an unattached animal.
- 20) Pet owners are expected to exercise responsible and courteous behavior so that the presence of their pet on the property in no way violates the rights of others to peaceful enjoyment of the premises. A tenant will be fully responsible for any disturbance or injury to other tenants or HHHHA staff caused by its pet. Any disturbance or injury will be a violation of the pet policy and rules and the tenant's lease, and HHHHA may at its sole discretion require the tenant to remove the pet immediately or within ten (10) days, terminate the pet owner's tenancy or both.
- 21) The HHHHA may impose fines upon tenants for the violation of any pet rule contained herein. At the time a pet owner first violates any rule, the HHHHA will send the owner a written warning and no fine will be assessed. The second time that an owner violates the same rule, or any other, the HHHHA will fine the tenant \$50.00. The HHHHA may assess additional \$50.00 fines for subsequent violations, and may request the tenant to remove the pet or be subject to eviction after three violations.
- 22) Tenants or prospective tenants who claim that a particular animal is used to assist persons with disabilities and who want to be exempt from the provisions of these Pet Rules must provide HHHHA with:
  - a) A certification that the tenant or prospective tenant or a member of his or her family is a person with a disability; and\
  - b) Documentation that the animal has been trained to assist persons with that specific disability and actually assists the person with that disability.
- 23) These Pet Rules are posted in the HHHHA management offices and are incorporated by reference into the Lease.

# THE HAYTI HEIGHTS (MO) HOUSING AUTHORITY

## PET PERMIT AND AGREEMENT

I acknowledge that I have read, understand and agree to comply with all aspects of HHHHA's Pet Policy.

I also understand that I must give to HHHHA the name of an individual or Agency who will be contacted should I become incapable of caring for my pet(s) because of illness, incapacitation or death. That person or Agency is:

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NAME

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ADDRESS

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PHONE NO.

The pet(s) I wish to keep in my dwelling unit is:

(1)

(2)

---

DESCRIPTION

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DESCRIPTION

---

NAME

---

NAME

---

DATE

---

DATE

---

HHHA REPRESENTATIVE

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RESIDENT

---

RESIDENT

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RESIDENT

**Attachment**

**Component 10 (B) Voluntary Conversion Initial Assessments**

- a. How many of the PHA's developments are subject to the Required Initial Assessments?  
Three
- b. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)?  
None
- c. How many Assessments were conducted for the PHA's covered developments?  
Three
- d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:  
None

<b>Development Name</b>	<b>Number of Units</b>

- e. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments:  
N/A

February 26, 2002

Mrs. Patricia Straussner  
Director  
Office of Public Housing

Re: Certification of Initial Assessment of Voluntary Conversion of Developments from Public Housing stock to Tenant-based Assistance.

Dear Mrs. Straussner:

The Hayti Heights Housing Authority certifies that it has:

1. Reviewed each development's operation as public housing
2. Considered the implications of converting the public housing developments to tenant-based assistance.

The HHHA has concluded that the conversion of MO 223-1, MO 223-2, and MO 223-3 may be inappropriate because removal of these three developments would not meet the necessary conditions for voluntary conversion as outlined in 24CFR Part 972, subpart B(c).

It is our conclusion from the assessment that the conversion to tenant based assistance would adversely affect the availability of affordable housing in the Hayti Heights area.

The HHHA has retained its assessment documentation with respect to each required initial assessed development and shall submit the appropriate assessment template as part of its FY 02 Annual Plan.

Respectfully,

Patricia Stewart  
Executive Director