

U.S.DepartmentofHousingandUrbanDevelopment  
OfficeofPublicandIndianHousing

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SmallPHAPlanUpdate  
AnnualPlanforFiscalYear: **2003**

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SmallPHAPlanUpdate

HUD50075  
OMBApprovalNo:2577 -0226  
Expires:03/31/2002

**Alton Housing Authority PHA Plan  
Agency Identification**

**PHAName:** Alton Housing Authority

**PHANumber:** MO156

**PHAFiscalYearBeginning:** 01/2003

**PHA Plan Contact Information:**

Name: Loviena Strain

Phone: 417 -778-6564

TDD: 417 -778-6472

Email (if available): ah\_a@townsq.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**  
 [24CFR 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 filename in parentheses in the space to the right of the title.

	<u>Page#</u>
<b>Annual Plan</b>	
i. Executive Summary (optional)	
ii. Annual Plan Information	
iii. Table of Contents	
1. Description of Policy and Program Changes for the Upcoming Fiscal Year	2
2. Capital Improvement Needs	2
3. Demolition and Disposition	2
4. Homeownership: Voucher Homeownership Program	3
5. Crime and Safety: PHDEP Plan	4
6. Other Information:	
A. Resident Advisory Board Consultation Process	4
B. Statement of Consistency with Consolidated Plan	5
C. Criteria for Substantial Deviations and Significant Amendments	6
<b>Attachments</b>	
X Attachment A: Supporting Documents Available for Review	
X Attachment B: Capital Fund Program Annual Statement	
X Attachment C: Capital Fund Program 5 Year Action Plan	
X Attachment D: Resident Membership on PHA Board or Governing Body	
X Attachment E: Membership of Resident Advisory Board or Boards	
X Attachment F: Conversion	
X Attachment G: Mission and Goals	
X Attachment H: Flat Rent	

**ii. Executive Summary**

[24CFR Part 903.79(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.

**NONE**

## **2. Capital Improvement Needs**

[24CFR Part 903.79(g)]

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

A. X 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? \$30,570

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

D. Capital Fund Program Grant Submissions

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

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

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

The Capital Fund Program Annual Statement is provided as Attachment B

## **3.D Demolition and Disposition**

[24CFR Part 903.79(h)]

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

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

2. Activity Description

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

[24CFR Part 903.79(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 24CFR 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 down payment requirement of at least 3 percent and requiring that at least 1 percent of the down payment 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**

[24CFR Part 903.7(m)]

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

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

B. What is the amount of the PHA's estimated or actual (if known) PHDEP grant for the upcoming year? \$ \_\_\_\_\_

C.  Yes  No Does the PHA plan to participate in the PHDEP in the upcoming year? If yes, answer question D. If no, skip to next component.

D.  Yes  No: The PHDEP Plan is attached at Attachment \_\_\_\_\_

**6. Other Information**

[24CFR Part 903.79(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 (Filename)

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
  - 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 end of the RAB Comments in Attachment \_\_\_\_\_.
- Other: (list below)

**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: Dianna Moore, Consolidated Plan of 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)

- ThePHAhasbaseditsstatementofneedsoffamiliesinthejurisdictionon \_\_\_\_\_ the needsexpressed intheConsolidatedPlan/s.
- ThePHAhasparticipatedinanyconsultationprocessorganizedandofferedbytheConsolidated PlanagencyinthedevelopmentoftheConsolidatedPlan.
- ThePHAhasconsulted \_\_\_\_\_ withtheConsolidatedPlanagencyduringthedevelopmentofthisPHA Plan.
- ActivitiestobeundertakenbythePHAinthecomingyearareconsistentwithspecificinitiatives containedintheConsolidatedPlan.(listsuchinitiativesbelow \_\_\_\_\_ )
- Other:(listbelow)

3. PHARequestsforsupportfromtheConsolidatedPlanAgency

Yes  No: DoesthePHArequestfinancialorothersupportfromtheStateorlocalgovernmentagencyin ordertomeettheneedsofitsp \_\_\_\_\_ ublichousingresidentsorinventory?Ifyes,pleaselistthe5most importantrequestsbelow:

4. TheConsolidatedPlanofthejurisdictionsupportsthePHAPlanwiththefollowingactionsand commitments:

Maximizethenumberofaffordableunitsavailab \_\_\_\_\_ letothePHAwithinitscurrentresourcesto:

- Employeffectivemaintenanceandmanagementpolicies tominimizethenumberof publichousingunitsoff \_\_\_\_\_ -line.
- Reducturnovertimeforvacatedpublichousingunits
- Reducetimetorenovateunits

Increase thenumberofaffordablehousingunitsby:

CarryingoutthomodificationsneededbasedonSection504needsassessment

Familiesatorbelow30%ofmedian

Employeeadmissionspreferencesaimedatfamilieswiththeconomichardships

Familiesatorbelow50% \_\_\_\_\_ ofmedian

Employadmissionspreferencesaimedatfamilieswhoareworking

**C.CriteriaforSubstantialDeviationandSignificantAmendments**

**1. AmendmentandDeviationDefinitions**

24CFRPart903.7(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:**

Changes of admissions policies, organization of the waiting list or changes of rent would be considered by Alton Housing Authority as a substantial deviation from the 5-year Plan.

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

Additions of non-emergency work items (items not included in the current Annual Statement of 5-year Action Plan) or change in use of replacement reserve funds under the Capital Fund.

**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
N/A	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 jurisdiction 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

**List of Supporting Documents Available for Review**

<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
X	Any policy governing occupancy of Police Officers in Public Housing <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	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 type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
N/A	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)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
N/A	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
N/A	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 type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Grievance Procedures
N/A	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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
N/A	Approved HOPEVI applications or, if more recent, approved or submitted HOPEVI 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, PIH99 -52(HA).	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasons a blerevitalization 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
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	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
N/A	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
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report	Annual Plan: Safety and Crime Prevention

**List of Supporting Documents Available for Review**

<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
N/A	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 check here if included in the public housing A&O Policy	Pet Policy
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
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
X	Other supporting documents (optional) (list individually; use as many lines as necessary) Voluntary Conversion	Annual Plan: Conversion

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

<b>PHAName:</b> Alton Housing Authority	<b>Grant Type and Number</b> Capital Fund Program: MO36P15650103 Capital Fund Program Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2003
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Original Annual Statement     
  Reserve for Disasters/Emergencies     
  Revised Annual Statement (revision no: 2)  
 Performance and Evaluation Report for Period Ending:     
  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				
3	1408 Management Improvements	1,326			
4	1410 Administration		1,375		
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	38,049	29,195		
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)	39,375	30,570		
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security	0	0		

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

<b>PHAName:</b> Alton Housing Authority	<b>Grant Type and Number</b> Capital Fund Program: MO36P15650103 Capital Fund Program Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2003
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Original Annual Statement  
 Performance and Evaluation Report for Period Ending:
  Reserve for Disasters/Emergencies
  Revised Annual Statement (revision no: 2)
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
24	Amount of line 20 Related to Energy Conservation Measures	0	0	0	







## CapitalFundProgram5 -YearActionPlanAttachmentC

Complete on 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.

<b>CFP5 -YearActionPlan</b>		
<input type="checkbox"/> Original statement <input checked="" type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	
MO156	Alton Housing Authority	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Replaces soffits, fascia and guttering on 13 buildings	29,195	
Administration	1,375	01/01/2004
Replace 50 exterior doors	25,000	
Seal Asphalt on streets and drives (not owned by City)	4,070	
Administration	1,500	01/01/2005
Replace kitchen cabinets in 13 apartments	29,070	
Administration	1,500	01/01/2006
Replace kitchen cabinets in 12 apartments and Community Building	29,070	
Administration	1,500	01/01/2007
Replace Load Center/Breaker Box in 5 apartment on Cherry Street	2,500	
Install ceiling fans in 25 apartments	7,000	
Walk-in showers in Elderly Apartments (where needed)	19,570	
Administration	1,500	01/01/2008
<b>Totalestimatedcostovernext5years</b>	<b>152,850</b>	

**Required Attachment D: Resident Member on the PHA Governing Board**

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

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

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

- Elected  
 Appointed

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):

B. Date of next term expiration of a governing board member: 02/08/2003

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

## **Required Attachment E: Membership of the Resident Advisory Board or Boards**

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

Verbal Baker

A notice was placed in the Housing newsletter and the above resident volunteered to become a member.

## **Required Attachment F: Voluntary Conversion**

### **Voluntary Conversion of Public Housing Developments Required Initial Assessment**

**Housing Authority of City of Alton**

**Development # MO156**

As required by 24 CFR part 972 - Conversion of Public Housing to Tenant - Based Assistance, the Alton Housing Authority has:

1. Reviewed this development's operation as public housing; location #1 of 1PHA Development. (MO156)
2. Zero developments are not subject to the Required Initial Assessments based on the elderly/disabled exemptions.
3. One Assessment was conducted for MO156.
4. Considered the implications of converting the public housing to tenant -based assistance; and
5. Concluded that the conversion of the development may be:
  - Inappropriate because removal of the development would not meet the necessary conditions for voluntary conversion. Necessary conditions for voluntary conversion are as follows:
    - A. Not be more expensive than continuing to operate the development (or a portion of it) as public housing;
    - B. Principally benefit the residents of the public housing development to be converted and the community; and
    - C. Not adversely affect the availability of affordable housing in the community

### **Conversion Assessment**

1. Housing Project is in good repair
2. The most recent physical inspection was 94%
3. The Housing Project maintains an occupancy rate of 98% to 100%

4. Housing Project maintains a higher percent of elder/disabled tenants than the family tenants.
5. There is a sufficient number of affordable privately owned housing to accommodate Section 8 vouchers in this area.
6. Capital and operating funds would be reduced

## **Required Attachment G: Mission and Goals**

### **Mission**

The Alton Housing Authority has provided adequate and affordable Housing, economic opportunity and a suitable living environment free from discrimination.

### **Goals**

We have improved the quality of our housing and increased customer satisfaction.

We have added additional lighting to implement security improvements and bringing higher income into the development.

We ensure accessible housing to persons with disabilities. It is our goal to continue to ensure equal opportunity and ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status and disability.

At present our residents are elderly status but if there would be any applicable residents we would support themselves - sufficiency.

Also our goal is to continue to ensure equal opportunity and ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status and disability. We ensure accessible housing to persons with disabilities.

## **Required Attachment H: Flat Rent**

As required, the Housing Authority completed a market study to determine the amount of rent charged for similar size and types of unassisted units in Alton.

Upon completion of this study, the Housing Authority has determined the amount of flat rent to be:

1 Bedroom	\$264.00/mo
2 Bedroom	276.00/mo
3 Bedroom	340.00/mo

There is a resident given a choice of whether they want to pay 30% of their income as rent or the flat rent.