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

PHA Plans

5 Year Plan for Fiscal Years 2003 - 2007
Annual Plan for Fiscal Year 2003

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

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

PHA Plan
Agency Identification

PHA Name: Housing Authority of the City of Milwaukee

PHA Number: WI 002

PHA Fiscal Year Beginning: (mm/yyyy) 01/2003

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
- ☐ PHA local 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
- ☐ PHA local offices
- ☐ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☐ Public library
- ☐ PHA website
- ☒ Other (list below)

All development offices and resident organizations have a copy of the Agency Plan. Supporting documents are available at the main administrative office.

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)

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

5-YEAR PLAN
PHA FISCAL YEARS 2003 - 2007
[24 CFR Part 903.5]

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

☒ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

☐ The PHA's mission is: (state mission here)

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS**. (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

☒ PHA Goal: Expand the supply of assisted housing
Objectives:
- ☒ Apply for additional rental vouchers:
- ☒ Reduce public housing vacancies:
- ☒ Leverage private or other public funds to create additional housing opportunities:
- ☒ Acquire or build units or developments
- ☐ Other (list below)

☒ PHA Goal: Improve the quality of assisted housing
Objectives:
- ☒ Improve public housing management: (PHAS score)
- ☒ Improve voucher management: (SEMAP score)
- ☒ Increase customer satisfaction:
- ☒ Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
- ☒ Renovate or modernize public housing units:
- ☒ Demolish or dispose of obsolete public housing:
- ☒ Provide replacement public housing:

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

☒ Provide replacement vouchers:
☒ Other: (list below)

Evaluate the use of debt financing for future modernization of public housing.

☒ PHA Goal: Increase assisted housing choices
Objectives:
☒ Provide voucher mobility counseling:
☒ Conduct outreach efforts to potential voucher landlords
☐ Increase voucher payment standards
☒ Implement voucher homeownership program:
☒ Implement public housing or other homeownership programs:
☐ Implement public housing site-based waiting lists:
☐ Convert public housing to vouchers:
☒ Other: (list below)

Develop new units for homeownership.

HUD Strategic Goal: Improve community quality of life and economic vitality

☒ PHA Goal: Provide an improved living environment
Objectives:
☒ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
☒ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
☒ Implement public housing security improvements:
☒ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
☒ Other: (list below)

Work to restore HUD funding for activities/services previously funded through PHDEP.

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

☒ PHA Goal: Promote self-sufficiency and asset development of assisted households

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

Objectives:

- ☒ Increase the number and percentage of employed persons in assisted families:
- ☒ Provide or attract supportive services to improve assistance recipients' employability:
- ☒ Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- ☒ Other: (list below)

  Work to restore HUD funding for activities/services previously funded through PHDEP.

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

☒ PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

- ☒ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
- ☒ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
- ☒ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
- ☐ Other: (list below)

Other PHA Goals and Objectives: (list below)

- Amend the Section 8 Housing Choice Voucher (HCV) Program Administrative Plan to provide an admissions preference for up to 25 clients referred by the Milwaukee Job Corps Center. 12/31/03

- Amend the Section 8 HCV Program Administrative Plan to provide an admissions preference for up to 10 clients who complete the transitional living program and are referred by META House. 12/31/03

- Amend the Section 8 HCV Program Administrative Plan to preference for up to 10 clients referred by the Salvation Army for permanent housing. 12/31/03

- Submit a demolition application for the Convent Hill development to permit the redevelopment of the property. 12/31/03

- Sell at least 20 public housing units under the Section 5(h) homeownership program. 12/31/03

- Convert 20 Section 8 HCV Program participants to homeownership under the Section 8(y) program. 12/31/03

- Provide an admissions preference under the low rent public housing program for up to 10 families referred through the Second Chance Program". 12/31/03

- Provide an admissions preference in the low rent public housing program for up to 30 clients referred through the Aurora Family Services "new moms" initiative. 12/31/03

- Utilize the Section 8 Family Unification Program to partner with the State Bureau of Milwaukee Child Welfare to support the "Ellsworth Project". 12/31/03

- Explore options for the continued use or demolition of the two (2) highrise buildings at Highland Park. 12/31/03

- Provide at least 15 scholarship to HACM residents through the endowment fund.

- Obtain a third party assessment of HACM operations to support the future use of debt financing for capital improvement. 12/31/03

- Maximize HACM performance scores under the Public Housing Assessment System and the Section 8 Management Assessment Program. 12/31/03

- Submit tax credit and such other funding applications that may be appropriate to support property redevelopment and/or to provide supportive services for program participants. 12/31/03

- Identify, acquire and rehabilitate a property suitable for use for a 12-unit Section 8 Single Room Occupancy (SRO) project. 06/01/02

- Partner with the Hope House and Friends of Housing to operate the Section 8 SRO.

- Submit a tax credit application for the Highland Park replacement units. 6/30/03

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

Annual PHA Plan
PHA Fiscal Year 2003
[24 CFR Part 903.7]

i. Annual Plan Type:
Select which type of Annual Plan the PHA will submit.

☒ **Standard Plan**

Streamlined Plan:
- ☐ **High Performing PHA**
- ☐ **Small Agency (<250 Public Housing Units)**
- ☐ **Administering Section 8 Only**

☐ **Troubled Agency Plan**

ii. Executive Summary of the Annual PHA Plan
[24 CFR Part 903.7 9 (r)]
Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

The Housing Authority of the City of Milwaukee (HACM) has developed its FY2003 Agency Plan in accordance with applicable federal regulations utilizing the electronic template. HACM's five-year plan continues to employ the broad mission and goals outlined by the U.S. Department of Housing and Urban Development along with a series of program specific goals for the upcoming year. In addition to our FY03 goals, HACM is pleased to report the following progress with regard to achieving goals established in our current year plan.

Goal: Explore the use of new financial tools including Capital Fund bonding to generate resources to accelerate HACM's capital improvements program. 12/31/02

Status: Staff has met with representatives of banks and Fannie Mae and has obtained preliminary estimates regarding leveraging possibilities based upon HACM's FY02 Capital Fund allocation. Funds will be earmarked in the Capital Fund Annual Plan to cover debt service should HACM opt to pursue this funding mechanism. Staff has also researched other potential funding sources for capital improvements and will continue to do this during the upcoming fiscal year.

Goal: Submit a demolition/disposition application for the Highland Park development. 06/30/02

Status: HUD did not publish a separate Hope VI demolition notice when the NOFA was published on 7/31/02. HACM will submit a demolition application in conjunction with a HOPE VI redevelopment application by 12/06/02.

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

Goal: Submit a demolition/disposition application for up to 20 single-family scattered sites units. 06/30/02

Status: HACM will submit an application for the demolition or disposition of 16 scattered sites units by 12/31/02. An additional 6 scattered sites units will be included in the demolition application for the Highland Park HOPE VI project. All of the scattered sites units proposed for disposition were vacated as of 8/1/02. Staff is currently obtaining appraisals and additional technical information required to support the demolition/disposition application.

Goal: Submit a HOPE VI application for the redevelopment of the Highland Park development. 6/30/02

Status: HUD published the HOPE VI NOFA on 7/31/02. HACM will submit the HOPE VI application by the December 6, 2002 due date.

Goal: Amend HACM's Section 8 Housing Choice Voucher (HCV) Program Administrative Plan to provide an admissions preference for up 50 residents affected by the redevelopment of the Badger Home for the Blind. 6/30/02.

Status: Forty-five (45) vouchers were issued and the residents will move-in to the new facility by October 1, 2002. This initiative is completed.

Goal: Amend HACM's Section 8 HCV Program Administrative Plan to provide an admissions preference for 25 vouchers for clients referred by the Milwaukee Jobs Initiative. 6/30/02

Status: Through 9/30/02, three (3) vouchers have been issued to clients referred by Milwaukee Jobs Initiative. Any balance remaining after 12/31/02 will be carried over to 2003.

Goal: Amend HACM's Section 8 HCV Program Administrative Plan to provide an admissions preference for up to 10 clients referred by Independence First to support a homeownership program for persons with disabilities.

Status: Through 9/30/02, two (2) families referred by Independence First have achieved homeownership.

Goal: Amend HACM's Section 8 HCV Program Administrative Plan to provide an admissions preference for up to 25 clients referred by the YW Works Program.

Status: Through 9/30/02, Nine (9) clients have been referred by YW Works.

Goal: Explore the possibility of setting aside up to 100 vouchers from the Section 8 HCV Program for use as project based assistance.

Status: Federal regulations regarding Project Based Assistance (PBA) were changed during 2002. New regulations make use of PBA more feasible. HACM will work with local organizations interested in developing affordable rental housing units for large families. This will be an ongoing activity which will carry into 2003.

Goal: Explore the use of HOME funds to support HACM development/redevelopment programs. 12/31/02

Status: HACM applied for HOME funds to support its development/redevelopment plan. This will be an ongoing activity.

Goal: Complete the construction of 20 single-family homes for homeownership in conjunction with the Parklawn HOPE VI program. 12/31/02

Status: Final plans for the 20 homes, which will be built using modular construction, will be completed by 10/01/02. The new home construction should be completed by 12/31/02.

Goal: Submit a disposition application for HACM-owned land at Riverview for the purpose of developing market rate housing and additional services and parking for Riverview residents.

Status: The application will be submitted by 12/31/02

Goal: Complete the construction of 20 single-family homes for homeownership in conjunction with the Townhomes at Carver Park HOPE VI program. 12/31/02

Status: HACM is currently working with the Department of City Development regarding the siting of the 20 units. Construction may be delayed depending upon weather.

Goal: Explore the development of a for-profit subsidiary to develop new HACM-owned market rate housing. 12/31/02

Status: This is an ongoing activity.

Goal: Complete the sale of 15 units under the Section 5(h) homeownership program. 12-30-02

Status: Through 10/1/02, 14 families have been assisted to homeownership through the Section 5(h) option.

Goal: Assist 15 families with transition to homeownership through the Section HCV Program homeownership option. 12/31/02

Status: Through 10/1/02, 14 families have been assisted to homeownership under the Section 8(y) program.

Goal: Implement a plan for the redevelopment of the Convent Hill public housing development.

Status: HACM has contracted with an architect who is currently working on the redevelopment plan. HACM partnered with Friends of Housing to submit a 202 application for 48 units in the new Convent Hill facility. HACM will continue to develop resources to support the proposed redevelopment.

Goal: Award up to five (5) additional educational scholarships to eligible HACM clients through the endowment fund.

Status: Through 10/1/02, 21 scholarships have been awarded.

Goal: Continue to expand partnerships to provide supportive services and training to public housing residents and Section 8 program participants.

Status: This is an ongoing activity.

Goal: Improve HACM's score under the Public Housing Assessment System (PHAS) and the Section 8 Management Assessment Program (SEMAP). 12/31/02

Status: HACM has not yet received a score under the SEMAP program. Preliminary scores under the Management, Financial and Physical Inspection component of the PHAS indicate that HACM will achieve "high performer" status.

As indicated, HACM has or will achieve nearly all of the program specific goals established for this fiscal year. All of the physical and site improvements at Parklawn will be completed within the approved HOPE VI implementation schedule. All of the 122 new dwelling units in the mixed-income, mixed-finance Townhomes at Carver Park were completed and the property was fully occupied well ahead of the approved HOPE VI implementation schedule.

HACM's Section 5(h) and Section 8(y) homeownership programs continue to be successful in assisting client families to achieve homeownership. During 2002, HACM submitted an application to HUD for funding for homebuyer counseling and will partner with a local non-profit HUD approved housing counseling agency if this funding is received. Effective housing counseling and credit repair will enhance HACM's homeownership program

During 2002, HUD and Congress discontinued funding for the Public Housing Drug Elimination Grant Program (PHDEP). This funding reduction will eliminate nearly $1 million that has been used to provide public safety and supportive services at all HACM developments. HACM applied for and received a $250,000 grant for

"Homeland Security" which will help to offset the loss of PHDEP and HACM has or will apply for other grants to continue these critical supportive services. Continued funding for public safety will be a critical challenge for HACM during the next fiscal year.

During 2002, HACM actively participated in the City's Continuum of Care and partnered with HOPE House, a local nonprofit to submit an application for federal funding for a 12-unit Single Room Occupancy (SRO) project.

During 2002, HACM partnered with Milwaukee Public Schools and the Silver Spring Neighborhood Center on the development of a new neighborhood public school to be constructed within the Westlawn public housing development. HACM will serve as developer/construction manager for the project. Construction began in June 2002 and will be completed by the fall of 2003.

During 2002, HACM was chosen to be the lead agency to develop and submit an application to the U.S. Department of Labor for a Job Corps Center. The funding application was submitted in September, and the Department of Labor is scheduled to make final selections in 2003.

During 2002, HACM continued to work with its Resident Advisory Board to review program priorities and policy issues. The Resident Advisory Board recommended several changes to HACM's annual recertification process as well as improvement in the forms used and correspondence with residents. The Resident Advisory Board also developed a "Second Chance Program" to be administered by a partner agency, which will provide access to public housing for those who might otherwise have been rejected, but who have demonstrated changes in their lives that support additional consideration. The Resident Advisory Board is also working to sponsor a citywide event to bring together public housing, Section 8 and market rate housing residents. HACM will continue to work actively with the Resident Advisory Board during the upcoming fiscal year.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

Table of Contents

	Page #
Annual Plan	
i. Executive Summary	1
ii. Table of Contents	6
1. Housing Needs	9
2. Financial Resources	17
3. Policies on Eligibility, Selection and Admissions	19
4. Rent Determination Policies	29
5. Operations and Management Policies	34
6. Grievance Procedures	35
7. Capital Improvement Needs	36
8. Demolition and Disposition	38
9. Designation of Housing	41
10. Conversions of Public Housing	45
11. Homeownership	46
12. Community Service Programs	48
13. Crime and Safety	51
14. Pets (Inactive for January 1 PHAs)	53
15. Civil Rights Certifications (included with PHA Plan Certifications)	53
16. Audit	53
17. Asset Management	53
18. Other Information	54

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. Note: 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.

Required Attachments:

☐ Admissions Policy for Deconcentration
☒ FY 2003 Capital Fund Program Annual Statement **(ATTACHMENT C)**
☐ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

☒ PHA Management Organizational Chart **(ATTACHMENT D)**
☒ FY 2003 Capital Fund Program 5 Year Action Plan **(ATTACHMENT C)**
☐ Public Housing Drug Elimination Program (PHDEP) Plan
☒ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) **(ATTACHMENT L)**
☐ Other (List below, providing each attachment name)

Admissions and Continued Occupancy Policy – **(ATTACHMENT A)**
Section 8 Administrative Plan – **(ATTACHMENT B)**
Public Hearing notice and comments – **(ATTACHMENT E)**
Cert. of PHA Plans Consistency w/ Consolidated Plan **(ATTACHMENT F)**
PHA Cert of Compliance w/Plans and Related Reg. **(ATTACHMENTG)**
Certification for Drug-Free Workplace **(ATTACHMENT H)**
Cert. Of Payments to Influence Federal Transactions **(ATTACHMENT I)**
Disclosure of Lobbying Activities **(ATTACHMENT J)**
Agency Plan Resolution **(ATTACHMENT K)**

Supporting Documents Available for Review

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.

List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Applicable Plan Component**
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: 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	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI))) 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), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/*99 Quality Housing and Work Responsibility Act Initial*	Annual Plan: Eligibility, Selection, and Admissions Policies

List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Applicable Plan Component**
	Guidance; Notice and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	
X	Public housing rent determination policies, including the methodology for setting public housing flat rents ☒ 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 ☐ check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies ☒ 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	Public housing grievance procedures ☐ check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures ☒ 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 the active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
X	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	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
X	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
X	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program ☐ check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF	Annual Plan: Community

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Applicable Plan Component**
	agency	Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford ability	Supply	Quality	Access-ibility	Size	Location
Income <= 30% of AMI	27,949	5	4	3	2	4	3
Income >30% but <=50% of AMI	13,448	5	4	3	2	4	3
Income >50% but <80% of AMI	7,061	3	3	2	2	3	2
Elderly	11,542	3	1	2	2	1	3
Families with Disabilities	8,400	3	4	2	4	3	3
Race/Ethnicity White	166,191	N/A	N/A	N/A	N/A	N/A	N/A

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford ability	Supply	Quality	Access-ibility	Size	Location
Race/Ethnicity Black	60,281	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity Hispanic	9,833	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity Native American	1,666	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity Asian	2,884	N/A	N/A	N/A	N/A	N/A	N/A

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

☒ Consolidated Plan of the Jurisdiction/s
Indicate year: 2000

☐ U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset

☐ American Housing Survey data
Indicate year:

☐ Other housing market study
Indicate year:

☐ Other sources: (list and indicate year of information)

B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s**. Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) ☐ Section 8 tenant-based assistance ☒ Public Housing **(Family)** ☐ Combined Section 8 and Public Housing ☐ Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	3,004		2,400
Extremely low income <=30%	2,725	91%	

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

Housing Needs of Families on the Waiting List			
AMI			
Very low income (>30% but <=50% AMI)	241	8%	
Low income (>50% but <80% AMI)	38	1%	
Families with children	2,569	86%	
Elderly families	435	14%	
Families with Disabilities	416	14%	
Race/ethnicity Black	2,690	89.5%	
Race/ethnicity White	288	10%	
Race/ethnicity Hispanic	184	65%	
Race/ethnicity American Indian	11	.4%	
Race/ethnicity Asian	10	.4%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	355	12%	
2 BR	1,516	51%	
3 BR	851	28.5%	
4 BR	233	7%	
5 BR	40	1.3%	
5+ BR	9	.2%	

Is the waiting list closed (select one)? ☒ No ☐ Yes

If yes:

How long has it been closed (# of months)?

Does the PHA expect to reopen the list in the PHA Plan year? ☐ No ☐ Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? ☐ No ☐ Yes

Housing Needs of Families on the Waiting List

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) ☐ Section 8 tenant-based assistance ☒ Public Housing **(Elderly high-rise/disabled/singles)** ☐ Combined Section 8 and Public Housing ☐ Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	1,115		1,800
Extremely low income <=30% AMI	960	86.1%	
Very low income (>30% but <=50% AMI)	127	11.4%	
Low income (>50% but <80% AMI)	23	2.5%	
Families with children	NA		
Elderly families* **(*includes near elderly)**	291	26%	
Families with Disabilities	357	32%	
Families with Singles	467	42%	
Race/ethnicity Black	913	82%	
Race/ethnicity White	187	17%	
Race/ethnicity Hispanic	52	5%	
Race/ethnicity American Indian	6	.5%	
Race/ethnicity Asian	5	.5%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	1,108	99.4%	

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

Housing Needs of Families on the Waiting List			
2 BR	7	.6%	
3 BR	NA		
4 BR	NA		
5 BR	NA		
5+ BR	NA		

Is the waiting list closed (select one)? ☒ No ☐ Yes

If yes:

How long has it been closed (# of months)?

Does the PHA expect to reopen the list in the PHA Plan year? ☐ No ☐ Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? ☐ No ☐ Yes

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

☒ Section 8 tenant-based assistance

☐ Public Housing

☐ Combined Section 8 and Public Housing

☐ Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	2,244		400
Extremely low income <=30% AMI	2,100	93.58%	
Very low income (>30% but <=50% AMI)	143	6.37%	
Low income (>50% but <80% AMI)	1	.05%	
Families with children	1,793	80%	
Elderly families	47	2.09%	
Families with Disabilities	2	.09%	
Race/ethnicity Black	2,003	89.26%	
Race/ethnicity White	133	5.93%	
Race/ethnicity Hispanic	63	2.81%	

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

Housing Needs of Families on the Waiting List			
Race/ethnicity Other	45	2%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			

Is the waiting list closed (select one)? ☐ No ☒ Yes

If yes:

How long has it been closed (# of months)? 30

Does the PHA expect to reopen the list in the PHA Plan year? ☒ No ☐ Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? ☐ No ☒ Yes

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

☒ Employ effective maintenance and management policies to minimize the number of public housing units off-line

☒ Reduce turnover time for vacated public housing units

☒ Reduce time to renovate public housing units

☒ Seek replacement of public housing units lost to the inventory through mixed finance development

☒ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources

☒ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

☒ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
☒ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
☒ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
☒ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
☐ Other (list below)

Strategy 2: Increase the number of affordable housing units by:
Select all that apply

☒ Apply for additional section 8 units should they become available
☒ Leverage affordable housing resources in the community through the creation of mixed - finance housing
☒ Pursue housing resources other than public housing or Section 8 tenant-based assistance.
☒ Other: (list below)

Actively participate in the city's Continuum of Care

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI
Select all that apply

☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
☒ Employ admissions preferences aimed at families with economic hardships
☒ Adopt rent policies to support and encourage work
☐ Other: (list below)

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI
Select all that apply

☐ Employ admissions preferences aimed at families who are working
☒ Adopt rent policies to support and encourage work
☒ Other: (list below)

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

Administer a preference for placement of families with a broad range of incomes regardless of source.

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:
Select all that apply

☒ Seek designation of public housing for the elderly
☐ Apply for special-purpose vouchers targeted to the elderly, should they become available
☒ Other: (list below)

Work with the Continuum of Care to develop more permanent housing opportunities for homeless.

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:
Select all that apply

☐ Seek designation of public housing for families with disabilities
☒ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
☒ Apply for special-purpose vouchers targeted to families with disabilities, should they become available
☒ Affirmatively market to local non-profit agencies that assist families with disabilities
☒ Other: (list below)

Work with Independence First to expand homeownership opportunities for individuals and families with disabilities.

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:
Select if applicable

☒ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
☐ Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing
Select all that apply

☒ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
☒ Market the section 8 program to owners outside of areas of poverty /minority concentrations
☐ Other: (list below)

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies
Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

☒ Funding constraints
☒ Staffing constraints
☒ Limited availability of sites for assisted housing
☒ Extent to which particular housing needs are met by other organizations in the community
☒ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
☒ Influence of the housing market on PHA programs
☒ Community priorities regarding housing assistance
☒ Results of consultation with local or state government
☒ Results of consultation with residents and the Resident Advisory Board
☒ Results of consultation with advocacy groups
☐ Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]
List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	**Planned $**	**Planned Uses**
1. **Federal Grants (FY 2003 grants)**		
a) Public Housing Operating Fund	8,705,000 (estimate)	
b) Public Housing Capital Fund	8,424,838	

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

Financial Resources: Planned Sources and Uses		
Sources	**Planned $**	**Planned Uses**
c) HOPE VI Revitalization	19,000,000(application)	Highland Park Redevelopment
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	23,579,240	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	Program eliminated in 2003	
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant	-0-	
i) HOME		
Other Federal Grants (list below)		
Homeland Security	225,000	Public Safety
Department of Justice	75,000	Youth Activity
2. Prior Year Federal Grants (unobligated funds only) (list below)		
HOPE VI (Parklawn)	233,077	Redevelopment
HOPE VI (Lapham Park)	3,315,849	Redevelopment
HOPE VI Demolition	20,621	Relocation/Demolition
ROSS Elderly Service Coord.	110,704	Case Management
ROSS RSDM	854,457	Supportive Services
Youthbuild	15,000	Youth Employment
3. Public Housing Dwelling Rental Income (estimated)	12,317,590	Operations
Section 5(h) Sales	1,100,000	Homeownership
4. Other income (list below)		
Investment	200,000	Operations
Miscellaneous	250,000	Operations
5. Non-federal sources (list below)		
HACM-Owned Housing	4,908,207	Operations
Total resources	83,334,583	

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

☐ When families are within a certain number of being offered a unit: (state number)

☐ When families are within a certain time of being offered a unit: (state time)

☒ Other: (describe)

Within 3-4 months of anticipated occupancy.

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

☒ Criminal or Drug-related activity

☒ Rental history

☒ Housekeeping

☒ Other (describe)

Any family member who has been convicted of manufacture or production of methamphetamine in a public housing or Section 8 assisted property;

Any family member who has a lifetime registration under a State sex offender registration program;

Currently owes rent or other amounts to any housing authority in connection with the public housing or Section 8 programs;

Are illegally using a controlled substance or are abusing alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents (may be waived if person demonstrates no longer engaging in drug-related criminal activity, has successfully completed a supervised drug or alcohol rehabilitation program; has otherwise been rehabilitated successfully; or is participating in a supervised drug or alcohol rehabilitation program);

Have engaged in or threatened abusive or violent behavior towards any HACM staff or residents;

Have committed fraud, bribery or any other corruption in connection with any Federal housing assistance program including the intentional misrepresentation of information related to their housing application or benefits derived there from;

Have failed to provide or supply requested information or failed to respond to written requests to declare their continued interest in the program.

c. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. ☒ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

☒ Community-wide list
☐ Sub-jurisdictional lists
☐ Site-based waiting lists
☐ Other (describe)

b. Where may interested persons apply for admission to public housing?

☒ PHA main administrative office
☒ PHA development site management office
☒ Other (list below)

Via U.S. mail

Applications may also be obtained from various social service agencies and community based organizations that have requested copies of applications to distribute to interested parties. Applications must be mailed to the Housing Authority administrative offices.

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?

2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?

3. ☐ Yes ☐ No: May families be on more than one list simultaneously
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
☐ PHA main administrative office
☐ All PHA development management offices
☐ Management offices at developments with site-based waiting lists
☐ At the development to which they would like to apply
☐ Other (list below)

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)
☒ One
☐ Two
☐ Three or More

b. ☒ Yes ☐ No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting:
☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:
In what circumstances will transfers take precedence over new admissions? (list below)
☐ Emergencies
☐ Overhoused
☐ Underhoused
☐ Medical justification
☐ Administrative reasons determined by the PHA (e.g., to permit modernization work)
☐ Resident choice: (state circumstances below)
☒ Other: (list below)

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

HACM's transfer policy includes transfer offers being made at a ratio of one transfer for every seven new admissions. In addition, transfers are prioritized within each of the following categories by date and time:

1. Emergency transfers: where conditions pose an immediate threat to the life, health or safety of family member (depending upon the nature/severity of an emergency, an emergency transfer(s) may take priority over a new admission);

2. Incentive transfers: for families who live in a development where their income category (below or above 30% of area median) predominates and the family wishes to move to a development where their income category does not predominate;

3. Immediate administrative transfers: permit family members needing accessible features to move to a unit with such a feature or to enable modernization work to proceed;

4. Regular administrative transfers: are made to correct occupancy standards where the unit is inappropriate size for the family composition, for non-emergency, but medically advisable transfers or when a transfer is the only or best way of solving a serious problem.

c. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
☐ Victims of domestic violence
☐ Substandard housing
☐ Homelessness
☐ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

☐ Working families and those unable to work because of age or disability
☐ Veterans and veterans' families
☐ Residents who live and/or work in the jurisdiction
☐ Those enrolled currently in educational, training, or upward mobility programs
☒ Households that contribute to meeting income goals (broad range of incomes)

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

☐ Households that contribute to meeting income requirements (targeting)
☐ Those previously enrolled in educational, training, or upward mobility programs
☐ Victims of reprisals or hate crimes
☒ Other preference(s) (list below)

All preferences are ranked within date and time of application:
Most in need;
Broad range of income
Placement from HACM-owned non-subsidized housing
Designated housing

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

1 Date and Time
1 Most in need;
2 Broad range of income;
3 Placement from HACM-owned non-subsidized housing;
1 Designated housing
1

Former Federal preferences:
Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
Victims of domestic violence
Substandard housing
Homelessness
High rent burden

Other preferences (select all that apply)
☐ Working families and those unable to work because of age or disability
☐ Veterans and veterans' families
☐ Residents who live and/or work in the jurisdiction
☐ Those enrolled currently in educational, training, or upward mobility programs
1 Households that contribute to meeting income goals (broad range of incomes)
☐ Households that contribute to meeting income requirements (targeting)
☐ Those previously enrolled in educational, training, or upward mobility programs
☐ Victims of reprisals or hate crimes
☐ Other preference(s) (list below)

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

4. Relationship of preferences to income targeting requirements:

☐ The PHA applies preferences within income tiers

☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

☒ The PHA-resident lease

☒ The PHA's Admissions and (Continued) Occupancy policy

☐ PHA briefing seminars or written materials

☒ Other source (list)

Resident Handbook

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

☒ At an annual reexamination and lease renewal

☒ Any time family composition changes

☒ At family request for revision

☐ Other (list)

(6) Deconcentration and Income Mixing

a. ☒ Yes ☐ No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. ☒ Yes ☐ No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

☐ Adoption of site based waiting lists
If selected, list targeted developments below:

☒ Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:

All family public housing developments

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

☐ Employing new admission preferences at targeted developments
If selected, list targeted developments below:

☐ Other (list policies and developments targeted below)

d. ☒ Yes ☐ No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

☐ Additional affirmative marketing
☒ Actions to improve the marketability of certain developments
☒ Adoption or adjustment of ceiling rents for certain developments
☒ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
☒ Other (list below)

Modify transfer policy to allow for "skipping" to support HACM's deconcentration goals.

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)
☐ Not applicable: results of analysis did not indicate a need for such efforts
☒ List (any applicable) developments below:

All family public housing developments

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)
☒ Not applicable: results of analysis did not indicate a need for such efforts
☐ List (any applicable) developments below:

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)
☒ Criminal or drug-related activity only to the extent required by law or regulation

☒ Criminal and drug-related activity, more extensively than required by law or regulation
☐ More general screening than criminal and drug-related activity (list factors below)
☐ Other (list below)

b. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
☒ Criminal or drug-related activity
☐ Other (describe below)

(2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
☒ None
☐ Federal public housing
☐ Federal moderate rehabilitation
☐ Federal project-based certificate program
☐ Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
☐ PHA main administrative office
☒ Other (list below)

The waiting list is currently closed however, when it is open persons may apply through a telemarketing service, via the internet, and at a predetermined location that is announced at the opening of the wait list.

(3) Search Time

a. ☒ Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

If yes, state circumstances below:

Initially vouchers are issued for 120 days. Additional extentions may be given due to hard to locate unit sizes or locations that would promote fair housing deconcentration objectives.

(4) Admissions Preferences

a. Income targeting

☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

☒ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
☒ Victims of domestic violence
☒ Substandard housing
☒ Homelessness
☐ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

☐ Working families and those unable to work because of age or disability
☐ Veterans and veterans' families
☐ Residents who live and/or work in your jurisdiction
☒ Those enrolled currently in educational, training, or upward mobility programs
☒ Households that contribute to meeting income goals (broad range of incomes)
☐ Households that contribute to meeting income requirements (targeting)
☐ Those previously enrolled in educational, training, or upward mobility programs
☒ Victims of reprisals or hate crimes
☒ Other preference(s) (list below)

Catastrophic life/imminent danger
Families that have been ordered reinstated to the program due to "mitigating circumstances" by the hearing officer and no voucher is currently available.

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

1 Date and Time

Former Federal preferences

1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
1 Victims of domestic violence
1 Substandard housing
1 Homelessness
High rent burden

Other preferences (select all that apply)

☐ Working families and those unable to work because of age or disability
☐ Veterans and veterans' families
☐ Residents who live and/or work in your jurisdiction
☒ Those enrolled currently in educational, training, or upward mobility programs
☒ Households that contribute to meeting income goals (broad range of incomes)
☒ Households that contribute to meeting income requirements (targeting)
☐ Those previously enrolled in educational, training, or upward mobility programs
☒ Victims of reprisals or hate crimes
☒ Other preference(s) (list below)

Catastrophic life/imminent danger
Families that have been ordered reinstated to the program due to "mitigating circumstances" by the hearing officer and no voucher is currently available.

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

☒ Date and time of application
☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)

☐ This preference has previously been reviewed and approved by HUD
☐ The PHA requests approval for this preference through this PHA Plan

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

6. Relationship of preferences to income targeting requirements: (select one)

☐ The PHA applies preferences within income tiers

☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

☒ The Section 8 Administrative Plan

☒ Briefing sessions and written materials

☐ Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

☒ Through published notices

☒ Other (list below)

Through partnerships with participating agencies, use of local media, program briefings, participation in landlord associations, newsletters, etc.

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

☐ The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

☒ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

☐ $0
☐ $1-$25
☒ $26-$50

2. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below**:**

c. Rents set at less than 30% than adjusted income

1. ☐ Yes ☒ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

☐ For the earned income of a previously unemployed household member
☐ For increases in earned income
☒ Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:

Standard exclusion of $2,000 per household for each public housing household with earned income with the deduction in effect for up to 12 months.

☐ Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:

☐ For household heads
☐ For other family members
☐ For transportation expenses
☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families
☐ Other (describe below)

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

☒ Yes for all developments
☐ Yes but only for some developments
☐ No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

☒ For all developments
☐ For all general occupancy developments (not elderly or disabled or elderly only)
☐ For specified general occupancy developments
☐ For certain parts of developments; e.g., the high-rise portion
☐ For certain size units; e.g., larger bedroom sizes
☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

☒ Market comparability study
☒ Fair market rents (FMR)
☒ 95th percentile rents
☐ 75 percent of operating costs
☐ 100 percent of operating costs for general occupancy (family) developments
☐ Operating costs plus debt service
☐ The "rental value" of the unit
☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

☐ Never
☐ At family option
☐ Any time the family experiences an income increase
☐ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
☒ Other (list below)

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

Households are required to report any increase in income greater than $80.00 per month within 10 days of the date of the increase. As long as the family properly reports the increase, the additional income will not be used to determine rent until the next regularly scheduled annual eligibility recertification. Families are also required to report if a member has been added to the family through birth or adoption or court-awarded custody or a household member is leaving or has left the family unit.

g. ☐ Yes ☒ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

☐ The section 8 rent reasonableness study of comparable housing
☐ Survey of rents listed in local newspaper
☐ Survey of similar unassisted units in the neighborhood
☒ Other (list/describe below)

Market comparability study
Fair market rents (FMR)
95th percentile rents

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

☐ At or above 90% but below100% of FMR
☐ 100% of FMR
☒ Above 100% but at or below 110% of FMR
☐ Above 110% of FMR (if HUD approved; describe circumstances below)

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
☐ The PHA has chosen to serve additional families by lowering the payment standard
☐ Reflects market or submarket
☐ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

☒ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
☒ Reflects market or submarket
☒ To increase housing options for families
☒ Other (list below)

Where placement would assist in helping to achieve deconcentration outside of high poverty neighborhoods.

d. How often are payment standards reevaluated for adequacy? (select one)

☒ Annually
☐ Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

☒ Success rates of assisted families
☒ Rent burdens of assisted families
☐ Other (list below)

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)

☐ $0
☐ $1-$25
☒ $26-$50

b. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

☒ An organization chart showing the PHA's management structure and organization is attached.

☐ A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

_ List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	4362	600
Section 8 Vouchers	5289	600
Section 8 Certificates	N/A	
Section 8 Mod Rehab	N/A	
Special Purpose Section 8 Certificates/Vouchers (list individually)	Family Unification: 100	25
Public Housing Drug Elimination Program (PHDEP)	Program eliminated	
ROSS RSDM	400	200
Service Coordinator	670	100
Other Federal Programs(list individually)		
Section 5(h)	110	15
Section 8(y)	250	35

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

Blood Borne Disease Policy
Capitalization Policy
Check Signing Policy
Community Space Policy
Criminal Records Management Policy
Disposition Policy
Drug Free Policy
Equal Housing Opportunity Policy
Ethics Policy
Fund Transfer Policy
Hazardous Materials Policy
Investment Policy
Maintenance Policy including Pest Eradication Policy
Resident Handbook
Personnel Policy
Procurement Policy
HACM Dwelling Lease
Written Grievance Policy
Pet Policy

(2) Section 8 Management: (list below)

Section 8 Administrative Plan
Housing Authority Personnel Policy

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

A. Public Housing

1. ☐ Yes ☒ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

☒ PHA main administrative office
☒ PHA development management offices
☐ Other (list below)

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

B. Section 8 Tenant-Based Assistance

1. ☐ Yes ☒ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

☐ PHA main administrative office

☒ Other (list below)

Section 8 Program Office
5011 W. Lisbon Avenue
Milwaukee, Wisconsin 53210

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

☒ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment C

-or-

☐ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a. ☒ Yes ☐ No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

☒ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment C

-or-

☐ The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

☒ Yes ☐ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)

b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name: Lapham Park
2. Development (project) number: WIS 2-5
3. Status of grant: (select the statement that best describes the current status)
   - ☐ Revitalization Plan under development
   - ☐ Revitalization Plan submitted, pending approval
   - ☐ Revitalization Plan approved
   - ☒ Activities pursuant to an approved Revitalization Plan underway

1. Development name: Parklawn
2. Development (project) number: WIS 2-7
3. Status of grant: (select the statement that best describes the current status)
   - ☐ Revitalization Plan under development

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

☐ Revitalization Plan submitted, pending approval
☐ Revitalization Plan approved
☒ Activities pursuant to an approved Revitalization Plan underway

☒ Yes ☐ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name/s below:
Highland Park, WIS 2-6A
Scattered Sites, WIS 2-10, etal.

☒ Yes ☐ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
If yes, list developments or activities below:

Highland Park, WIS 2-6A
Convent Hill, WIS 2-3

☒ Yes ☐ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
If yes, list developments or activities below:

Redevelopment of the Convent Hill, WIS 2-3, property.

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]
Applicability of component 8: 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 component 9; if "yes", complete one activity description for each development.)

2. Activity Description

☐ Yes ☒ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If "yes", skip to component 9. If "No", complete the Activity Description table below.)

Demolition/Disposition Activity Description
1a. Development name: Convent Hill 1b. Development (project) number: WI002003
2. Activity type: Demolition ☒ Disposition ☒

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

3. Application status (select one) Approved ☐ Submitted, pending approval ☐ Planned application ☒
4. Date application approved, submitted, or planned for submission: (06/01/2003)
5. Number of units affected: 120 6. Coverage of action (select one) ☐ Part of the development ☒ Total development
7. Timeline for activity: a. Actual or projected start date of activity: 04/01/2004 b. Projected end date of activity: 12/31/2005

Demolition/Disposition Activity Description
1a. Development name: Highland Park 1b. Development (project) number: WI002006A
2. Activity type: Demolition ☒ Disposition ☐
3. Application status (select one) Approved ☐ Submitted, pending approval ☐ Planned application ☒
4. Date application approved, submitted, or planned for submission: (03/31/2003)
5. Number of units affected: 276 6. Coverage of action (select one) ☐ Part of the development ☒ Total development
7. Timeline for activity: a. Actual or projected start date of activity: 01/01/2004 b. Projected end date of activity: 12/31/2005

Demolition/Disposition Activity Description
1a. Development name: Parklawn 1b. Development (project) number: WI002007
2. Activity type: Demolition ☐ Disposition ☒
3. Application status (select one) Approved ☒ Submitted, pending approval ☐ Planned application ☐
4. Date application approved, submitted, or planned for submission: (11/06/1997)
5. Number of units affected: 20 6. Coverage of action (select one) ☒ Part of the development

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

☐ Total development
7. Timeline for activity: a. Actual or projected start date of activity: 10/01/2002 b. Projected end date of activity: 06/30/2003

Demolition/Disposition Activity Description
1a. Development name: Riverview 1b. Development (project) number: WI002006B
2. Activity type: Demolition ☐ Disposition ☒
3. Application status (select one) Approved ☐ Submitted, pending approval ☐ Planned application ☒
4. Date application approved, submitted, or planned for submission: (06/30/2003)
5. Number of units affected: 0 6. Coverage of action (select one) ☒ Part of the development ☐ Total development
7. Timeline for activity: a. Actual or projected start date of activity: 03/01/2004 b. Projected end date of activity: 12/31/2004
Demolition/Disposition Activity Description
1a. Development name: Scattered Sites 1b. Development (project) number: Wis 2-10, et al
2. Activity type: Demolition ☒ Disposition ☒
3. Application status (select one) Approved ☐ Submitted, pending approval ☐ Planned application ☒
4. Date application approved, submitted, or planned for submission: (12/31/2002)
5. Number of units affected: 22 6. Coverage of action (select one) ☒ Part of the development ☐ Total development
7. Timeline for activity: a. Actual or projected start date of activity: 06/30/2003 b. Projected end date of activity: 12/31/2004

Demolition/Disposition Activity Description
1a. Development name: Westlawn 1b. Development (project) number: WI002002
2. Activity type: Demolition ☐ Disposition ☒

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

3. Application status (select one) Approved ☐ Submitted, pending approval ☐ Planned application ☒
4. Date application approved, submitted, or planned for submission: (10/01/2002)
5. Number of units affected: 0 (Non-dwelling) 6. Coverage of action (select one) ☒ Part of the development ☐ Total development
7. Timeline for activity: a. Actual or projected start date of activity: 06/30/2003 b. Projected end date of activity: 07/30/2003

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. ☒ Yes ☐ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If "No", skip to component 10. If "yes", complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

☐ Yes ☒ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 10. If "No", complete the Activity Description table below.

Designation of Public Housing Activity Description
1a. Development name: Arlington Court 1b. Development (project) number: Wis 2-13
2. Designation type: Occupancy by only the elderly ☒

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

Occupancy by families with disabilities ☐
Occupancy by only elderly families and families with disabilities ☐

3. Application status (select one)
Approved; included in the PHA's Designation Plan ☒
Submitted, pending approval ☐
Planned application ☐

4. Date this designation approved, submitted, or planned for submission: (24/02/2004)

5. If approved, will this designation constitute a (select one)
☐ New Designation Plan
☒ Revision of a previously-approved Designation Plan?

6. Number of units affected: 230
7. Coverage of action (select one)
☐ Part of the development
☒ Total development

Designation of Public Housing Activity Description

1a. Development name: Becher Court & Addition
1b. Development (project) number: Wis 2-18, 2-29

2. Designation type:
Occupancy by only the elderly ☒
Occupancy by families with disabilities ☐
Occupancy by only elderly families and families with disabilities ☐

3. Application status (select one)
Approved; included in the PHA's Designation Plan ☒
Submitted, pending approval ☐
Planned application ☐

4. Date this designation approved, submitted, or planned for submission: (24/02/2004)

5. If approved, will this designation constitute a (select one)
☐ New Designation Plan
☒ Revision of a previously-approved Designation Plan?

6. Number of units affected: 220
7. Coverage of action (select one)
☐ Part of the development
☒ Total development

Designation of Public Housing Activity Description

1a. Development name: College Court
1b. Development (project) number: Wis 2-12

2. Designation type:
Occupancy by only the elderly ☒
Occupancy by families with disabilities ☐
Occupancy by only elderly families and families with disabilities ☐

3. Application status (select one)
Approved; included in the PHA's Designation Plan ☒
Submitted, pending approval ☐

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

Planned application ☐
4. Date this designation approved, submitted, or planned for submission: (24/02/2004)
5. If approved, will this designation constitute a (select one) ☐ New Designation Plan ☒ Revision of a previously-approved Designation Plan?
6. Number of units affected: 251 7. Coverage of action (select one) ☐ Part of the development ☒ Total development

Designation of Public Housing Activity Description
1a. Development name: Convent Hill 1b. Development (project) number: Wis 2-3
2. Designation type: Occupancy by only the elderly ☒ Occupancy by families with disabilities ☐ Occupancy by only elderly families and families with disabilities ☐
3. Application status(select one) Approved; included in the PHA's Designation Plan ☒ Submitted, pending approval ☐ Planned application ☐
4. Date this designation approved, submitted, or planned for submission: (24/02/2004)
5. If approved, will this designation constitute a (select one) ☐ New Designation Plan ☒ Revision of a previously-approved Designation Plan?
6. Number of units affected: 120 7. Coverage of action (select one) ☐ Part of the development ☒ Total development

Designation of Public Housing Activity Description
1a. Development name: Lapham Park 1b. Development (project) number: Wis 2-5
2. Designation type: Occupancy by only the elderly ☒ Occupancy by families with disabilities ☐ Occupancy by only elderly families and families with disabilities ☐
3. Application status (select one) Approved; included in the PHA's Designation Plan ☒ Submitted, pending approval ☐ Planned application ☐
4. Date this designation approved, submitted, or planned for submission: (24/02/2004)

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

5. If approved, will this designation constitute a (select one) ☐ New Designation Plan ☒ Revision of a previously-approved Designation Plan?
6. Number of units affected: 200 7. Coverage of action (select one) ☐ Part of the development ☒ Total development

Designation of Public Housing Activity Description
1a. Development name: Merrill Park 1b. Development (project) number: Wis 2-9A
2. Designation type: Occupancy by only the elderly ☒ Occupancy by families with disabilities ☐ Occupancy by only elderly families and families with disabilities ☐
3. Application status (select one) Approved; included in the PHA's Designation Plan ☒ Submitted, pending approval ☐ Planned application ☐
4. Date this designation approved, submitted, or planned for submission: (24/02/2004)
5. If approved, will this designation constitute a (select one) ☐ New Designation Plan ☒ Revision of a previously-approved Designation Plan?
6. Number of units affected: 120 7. Coverage of action (select one) ☐ Part of the development ☒ Total development

Designation of Public Housing Activity Description
1a. Development name: Mitchell Court 1b. Development (project) number: Wis 2-17
2. Designation type: Occupancy by only the elderly ☒ Occupancy by families with disabilities ☐ Occupancy by only elderly families and families with disabilities ☐
3. Application status (select one) Approved; included in the PHA's Designation Plan ☒ Submitted, pending approval ☐ Planned application ☐
4. Date this designation approved, submitted, or planned for submission: (24/02/2004)

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

5. If approved, will this designation constitute a (select one) ☐ New Designation Plan ☒ Revision of a previously-approved Designation Plan?
6. Number of units affected: 100 7. Coverage of action (select one) ☐ Part of the development ☒ Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. ☐ Yes ☒ No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

Conversion of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? ☐ Assessment underway ☐ Assessment results submitted to HUD ☐ Assessment results approved by HUD (if marked, proceed to next question) ☐ Other (explain below)
3. ☐ Yes ☐ No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

4. Status of Conversion Plan (select the statement that best describes the current status)

- ☐ Conversion Plan in development
- ☐ Conversion Plan submitted to HUD on: (DD/MM/YYYY)
- ☐ Conversion Plan approved by HUD on: (DD/MM/YYYY)
- ☐ Activities pursuant to HUD-approved Conversion Plan underway

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

- ☐ Units addressed in a pending or approved demolition application (date submitted or approved:
- ☐ Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:)
- ☐ Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:)
- ☐ Requirements no longer applicable: vacancy rates are less than 10 percent
- ☐ Requirements no longer applicable: site now has less than 300 units
- ☐ Other: (describe below)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. ☒ Yes ☐ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If "No", skip to component 11B; if "yes", complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

☐ Yes ☒ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If "yes", skip to component 12. If "No", complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: Scattered Sites 1b. Development (project) number: Wis 2-10, 2-16, 2-20, 2-21, 2-22, 2-24, 2-26, 2-27
2. Federal Program authority: 2-30, 2-35, 2-37, 2-44, 2-45 and Parklawn and Lapham Park HOPE VI ☐ HOPE I ☒ 5(h) ☐ Turnkey III ☐ Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) ☒ Approved; included in the PHA's Homeownership Plan/Program ☐ Submitted, pending approval ☐ Planned application
4. Date Homeownership Plan/Program **approved**, submitted, or planned for submission: (08/03/2000)
5. Number of units affected: 278 6. Coverage of action: (select one) ☒ Part of the development ☐ Total development

B. Section 8 Tenant Based Assistance

1. ☒ 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 component 12; if "yes", describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

☐ Yes ☒ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

☐ 25 or fewer participants

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

☐ 26 - 50 participants
☐ 51 to 100 participants
☐ more than 100 participants

b. PHA-established eligibility criteria
☒ Yes ☐ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?
If yes, list criteria below:

HACM has agreed to partner with a local non-profit to offer homeownership vouchers to families with disabilities.

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:
☒ Yes ☐ No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency (select all that apply)
☒ Client referrals
☒ Information sharing regarding mutual clients (for rent determinations and otherwise)
☒ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
☐ Jointly administer programs
☐ Partner to administer a HUD Welfare-to-Work voucher program
☐ Joint administration of other demonstration program
☐ Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

HUD 50075
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Expires: 03/31/2002

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

☒ Public housing rent determination policies
☒ Public housing admissions policies
☒ Section 8 admissions policies
☒ Preference in admission to section 8 for certain public housing families
☐ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
☒ Preference/eligibility for public housing homeownership option participation
☒ Preference/eligibility for section 8 homeownership option participation
☐ Other policies (list below)

b. Economic and Social self-sufficiency programs

☒ Yes ☐ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If "yes", complete the following table; if "no" skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Job Assessment	400	Specific Criteria	REC	PHA
Job Training	150	Specific Criteria	REC	PHA
Soft Skills Training	100	Specific Criteria	REC	PHA
Job Development	100	Specific Criteria	REC	Both
Computer Learning Lab	400	Specific Criteria	Development	Both
Day Care	250	Specific Criteria	Day Care Provider	Both

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

Wrap Around Services	800	Specific Criteria	Agency Provider	Both
Literacy and ABE Classes	100	Specific Criteria	Agency Provider	Both
Health Clinics	250	Specific Criteria	Agency Provider	Both

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	NONE	-0-
Section 8	NONE	

b. ☐ Yes ☐ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

☒ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
☒ Informing residents of new policy on admission and reexamination
☒ Actively notifying residents of new policy at times in addition to admission and reexamination.
☒ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
☒ Establishing a protocol for exchange of information with all appropriate TANF agencies
☐ Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

☐ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
☒ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
☐ Residents fearful for their safety and/or the safety of their children
☒ Observed lower-level crime, vandalism and/or graffiti
☐ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
☐ Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

☒ Safety and security survey of residents
☒ Analysis of crime statistics over time for crimes committed "in and around" public housing authority
☐ Analysis of cost trends over time for repair of vandalism and removal of graffiti
☒ Resident reports
☒ PHA employee reports
☒ Police reports
☒ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
☐ Other (describe below)

3. Which developments are most affected? (list below)

Parklawn
Westlawn

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Expires: 03/31/2002

Hillside Terrace
Highland Park

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

☒ Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
☒ Crime Prevention Through Environmental Design
☒ Activities targeted to at-risk youth, adults, or seniors
☒ Volunteer Resident Patrol/Block Watchers Program
☒ Other (describe below)

Implement a Homeland Security grant

2. Which developments are most affected? (list below)
Parklawn
Westlawn
Hillside Terrace
Highland Park
Lapham Park

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

☒ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
☒ Police provide crime data to housing authority staff for analysis and action
☒ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
☒ Police regularly testify in and otherwise support eviction cases
☒ Police regularly meet with the PHA management and residents
☒ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
☐ Other activities (list below)

2. Which developments are most affected? (list below)
Parklawn
Westlawn
Hillside Terrace
Highland Park
Lapham Park

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

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

Program eliminated by Congress

☐ Yes ☐ No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?

☐ Yes ☐ No: This PHDEP Plan is an Attachment.

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

See "Admissions and Continued Occupancy Policy" Attachment A

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U S.C. 1437c(h))?
   (If no, skip to component 17.)
2. ☒ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
3. ☐ Yes ☒ No: Were there any findings as the result of that audit?
4. ☐ Yes ☐ No: If there were any findings, do any remain unresolved?
   If yes, how many unresolved findings remain?____
5. ☐ Yes ☐ No: Have responses to any unresolved findings been submitted to HUD?
   If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. ☒ Yes ☐ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)

☐ Not applicable
☒ Private management
☒ Development-based accounting
☒ Comprehensive stock assessment
☒ Other: (list below)

Considering debt financing for capital improvements.

3. ☐ Yes ☒ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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: (if comments were received, the PHA **MUST** select one)

☒ Attached at **Attachment L**
☐ Provided below:

3. In what manner did the PHA address those comments? (select all that apply)

☐ Considered comments, but determined that no changes to the PHA Plan were necessary.
☒ The PHA changed portions of the PHA Plan in response to comments
List changes below:
Revised annual recertification process, forms and correspondence used with residents. Working to implement a "Second Chance Program", to be administered by a partner agency, which will provide access to public housing to those who might otherwise have been rejected but who have demonstrated changes in their lives that support additional consideration.

☐ Other: (list below)

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

B. Description of Election process for Residents on the PHA Board

1. ☒ Yes ☐ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2. ☐ Yes ☒ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

☐ Candidates were nominated by resident and assisted family organizations
☐ Candidates could be nominated by any adult recipient of PHA assistance
☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot
☐ Other: (describe)

b. Eligible candidates: (select one)

☐ Any recipient of PHA assistance
☐ Any head of household receiving PHA assistance
☐ Any adult recipient of PHA assistance
☐ Any adult member of a resident or assisted family organization
☐ Other (list)

c. Eligible voters: (select all that apply)

☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
☐ Representatives of all PHA resident and assisted family organizations
☐ Other (list)

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (provide name here) City of Milwaukee

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.

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

☒ 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 the initiatives contained in the Consolidated Plan. (list below)

HOPE VI redevelopment of Highland Park neighborhood
Replacement of obsolete Scattered Sites public housing units

☐ Other: (list below)

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

Infrastructure improvements
Make vacant land available for PHA developments

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

HUD 50075
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Attachments

Use this section to provide any additional attachments referenced in the Plans.

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

PHA Plan
Table Library

Component 7
Capital Fund Program Annual Statement
Parts I, II, and II

Annual Statement
Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number FFY of Grant Approval: (MM/YYYY)

☐ Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
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	
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)**	
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	
24	Amount of line 20 Related to Energy Conservation Measures	

Annual Statement
Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost

Annual Statement
Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

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.

Optional 5-Year Action Plan Tables			
Development Number	**Development Name (or indicate PHA wide)**	**Number Vacant Units**	**% Vacancies in Development**

Description of Needed Physical Improvements or Management Improvements	**Estimated Cost**	**Planned Start Date (HA Fiscal Year)**
Total estimated cost over next 5 years		

Optional Public Housing Asset Management Table

See Technical Guidance for instructions on the use of this table, including information to be provided.

Public Housing Asset Management								
Development Identification		**Activity Description**						
Name, Number, and Location	Number and Type of units	Capital Fund Program Parts II and III *Component 7a*	Development Activities *Component 7b*	Demolition / disposition *Component 8*	Designated housing *Component 9*	Conversion *Component 10*	Home-ownership *Component 11a*	Other (describe) *Component 17*

HOUSING AUTHORITY OF THE CITY OF MILWAUKEE
ADMISSIONS & CONTINUED OCCUPANCY POLICY
TABLE OF CONTENTS

1.0 FAIR HOUSING 4

2.0 REASONABLE ACCOMODATION 4

2.1 COMMUNICATION 5
2.2 QUESTIONS TO ASK IN GRANTING THE ACCOMMODATION 5

3.0 FAMILY OUTREACH 6

4.0 RIGHT TO PRIVACY 6

5.0 REQUIRED POSTINGS 7

6.0 TAKING APPLICATIONS 7

7.0 ELIGIBILITY FOR ADMISSION 8

7.1 INTRODUCTION 8
7.2 ELIGIBILITY CRITERIA 8
7.3 SUITABILITY 11
7.4 GROUNDS FOR DENIAL 13
7.5 INFORMAL REVIEW 14

8.0 MANAGING THE WAITING LIST 15

8.1 OPENING AND CLOSING THE WAITING LIST 15
8.2 ORGANIZATION OF THE WAITING LIST 15
8.3 FAMILIES NEARING THE TOP OF THE WAITING LIST 15
8.4 PURGING THE WAITING LIST 16
8.5 REMOVAL OF APPLICANTS FROM THE WAITING LIST 16
8.6 MISSED APPOINTMENTS 16

9.0 TENANT SELECTION AND ASSIGNMENT PLAN 16

9.1 PREFERENCES 16
9.2 ASSIGNMENT OF BEDROOM SIZES 17
9.3 SELECTION FROM THE WAITING LIST 18
9.4 DECONCENTRATION POLICY 19
9.5 DECONCENTRATION INCENTIVES 19
9.6 OFFER OF A UNIT 19
9.7 REJECTION OF UNIT 19
9.8 ACCEPTANCE OF UNIT 20

10.0 INCOME, EXCLUSIONS FROM INCOME, AND DEDUCTIONS FROM INCOME 21

10.1 ANNUAL INCOME 21
10.2 EXCLUSIONS FROM ANNUAL INCOME 23
10.3 DEDUCTIONS FROM ANNUAL INCOME 26

11.0 VERIFICATION 27

11.1 ACCEPTABLE METHODS OF VERIFICATION 27
11.2 TYPES OF VERIFICATION 28
11.3 VERIFICATION OF CITIZENSHIP OR ELIGIBLE NONCITIZEN STATUS 30
11.4 VERIFICATION OF SOCIAL SECURITY NUMBERS 31
11.5 TIMING OF VERIFICATION 32
11.6 FREQUENCY OF OBTAINING VERIFICATION 32

12.0 DETERMINATION OF TOTAL TENANT PAYMENT AND RENT 32

12.1 FAMILY CHOICE 32
12.2 THE FORMULA METHOD 33
12.3 MINIMUM RENT 33
12.4 THE FLAT RENT 34
12.5 CEILING RENT 35
12.6 RENT FOR FAMILIES UNDER THE NONCITIZEN RULE 35
12.7 UTILITY ALLOWANCE 36
12.8 PAYING RENT 37

13.0 CONTINUED OCCUPANCY AND COMMUNITY SERVICE 37

13.1 GENERAL 37
13.2 EXEMPTIONS 37
13.3 NOTIFICATION OF THE REQUIREMENT 38
13.4 VOLUNTEER OPPORTUNITIES 38
13.5 THE PROCESS 38
13.6 NOTIFICATION OF NON-COMPLIANCE WITH COMMUNITY SERVICE REQUIREMENT 39
13.7 OPPORTUNITY FOR CURE 39

14.0 RECERTIFICATIONS 39

14.1 GENERAL 39
14.2 MISSED APPOINTMENTS 40
14.3 FLAT RENTS 40
14.4 THE FORMULA METHOD 41
14.5 EFFECTIVE DATE OF RENT CHANGES FOR ANNUAL REEXAMINATIONS 41
14.6 INTERIM REEXAMINATIONS 42
14.7 SPECIAL REEXAMINATIONS 42
14.8 EFFECTIVE DATE OF RENT CHANGES DUE TO INTERIM OR SPECIAL REEXAMINATIONS 43

15.0 UNIT TRANSFERS 43

15.1 OBJECTIVES OF THE TRANSFER POLICY 43
15.2 CATEGORIES OF TRANSFERS 43
15.3 DOCUMENTATION 44
15.4 TRANSFERS TO SCATTERED SITES 44
15.5 PROCESSING TRANSFERS 45
15.6 COST OF THE FAMILY'S MOVE 45
15.7 TENANTS IN GOOD STANDING 46
15.8 TRANSFER REQUESTS 46
15.9 RIGHT OF THE MILWAUKEE HOUSING AUTHORITY IN TRANSFER POLICY 46

16.0 INSPECTIONS 46

16.1 MOVE-IN INSPECTIONS 46
16.2 ANNUAL INSPECTIONS 47
16.3 PREVENTATIVE MAINTENANCE INSPECTIONS 47
16.4 SPECIAL INSPECTIONS 47
16.5 HOUSEKEEPING INSPECTIONS 47
16.6 NOTICE OF INSPECTION 47
16.7 EMERGENCY INSPECTIONS 47
16.8 MOVE-OUT INSPECTIONS 47

17.0 PET POLICY 48

18.0 REPAYMENT AGREEMENTS 51

19.0 TERMINATION 51

19.1 TERMINATION BY RESIDENT 51
19.2 TERMINATION BY THE HOUSING AUTHORITY 51
19.3 ABANDONMENT 52
19.4 RETURN OF SECURITY DEPOSIT 53

GLOSSARY 53

APPENDIX
A. MANAGEMENT PLAN FOR TOWNHOMES AT CARVER PARK (APPLICABILITY OF ACOP) 65

HOUSING AUTHORITY OF THE CITY OF MILWAUKEE ADMISSIONS AND CONTINUED OCCUPANCY POLICY

This Admissions and Continued Occupancy Policy defines the Housing Authority of the City of Milwaukee, herein after referred to as "HACM", policies for the operation of the low-rent public housing program, incorporating Federal, State and local law. If there is any conflict between this policy and laws or regulations, the laws and regulations will prevail.

1.0 FAIR HOUSING

It is the policy of HACM to fully comply with all Federal, State and local nondiscrimination laws; the Americans with Disabilities Act; and the U. S. Department of Housing and Urban Development regulations governing Fair Housing and Equal Opportunity.

No person shall, on the grounds of race, color, sex, sexual orientation, religion, national or ethnic origin, familial status, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under HACM's programs.

To further its commitment to full compliance with applicable Civil Rights laws, HACM will make available Federal/State/local information to applicants/residents of the public housing program regarding discrimination and any recourse available to them if they believe they may be victims of discrimination. Such information will be made available and all applicable Fair Housing Information and Discrimination Complaint Forms will be made available at HACM's office. In addition, all written information and advertisements will contain the appropriate Equal Opportunity language and logo.

HACM will assist any family that believes they have suffered illegal discrimination by providing them copies of the appropriate housing discrimination forms. HACM will also assist them in completing the forms if requested, and will provide them with the address of the nearest HUD office of Fair Housing and Equal Opportunity.

2.0 REASONABLE ACCOMMODATION

Sometimes people with disabilities may need a reasonable accommodation in order to take full advantage of HACM housing programs and related services. When such accommodations are granted, they do not confer special treatment or advantage for the person with a disability; rather, they make the program accessible to them in a way that would otherwise not be possible due to their disability. This policy clarifies how people can request accommodations and the guidelines HACM will follow in determining whether it is reasonable to provide a requested accommodation. Because disabilities are

not always apparent, HACM will ensure that all applicants/residents are aware of the opportunity to request reasonable accommodations.

2.1 COMMUNICATION

Anyone completing an application will also receive a Request for Reasonable Accommodation form.

Notifications of reexamination, inspection, appointment, or eviction will include information about requesting a reasonable accommodation. Any notification requesting action by the resident will include information about requesting a reasonable accommodation.

All decisions granting or denying requests for reasonable accommodations will be in writing.

2.2 QUESTIONS TO ASK IN GRANTING THE ACCOMMODATION

A. Is the requestor a person with disabilities? For this purpose the definition of person with disabilities is different than the definition used for admission. The Fair Housing definition used for this purpose is:

> A person with a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment. (The disability may not be apparent to others, i.e., a heart condition).

If the disability is apparent or already documented, the answer to this question is yes. It is possible that the disability for which the accommodation is being requested is a disability other than the apparent disability. If the disability is not apparent or documented, HACM will require verification that the person is a person with a disability.

B. Is the requested accommodation related to the disability? If it is apparent that the request is related to the apparent or documented disability, the answer to this question is yes. If it is not apparent, HACM will require documentation that the requested accommodation is needed due to the disability. HACM will not inquire as to the nature of the disability.

C. Is the requested accommodation reasonable? In order to be determined reasonable, the accommodation must meet two criteria:

1. Would the accommodation constitute a fundamental alteration? HACM's business is housing. If the request would alter the fundamental business that the housing authority conducts, that would not be reasonable. For instance, we would deny a request to have the staff do grocery shopping for a person with disabilities.

2. Would the requested accommodation create an undue financial hardship or administrative burden? Frequently the requested accommodation costs little or nothing. If the cost would be an undue burden, HACM may request a meeting with the individual to investigate and consider equally effective alternatives.

D. Generally the individual knows best what it is they need; however, the housing authority retains the right to be shown how the requested accommodation enables the individual to access or use HACM's programs or services.

If more than one accommodation is equally effective in providing access to the HACM's programs and services, we retain the right to select the most efficient or economic choice.

The cost necessary to carry out approved requests, including requests for physical modifications, will be borne by HACM if there is no one else willing to pay for the modifications. If another party pays for the modification, HACM will seek to have the same entity pay for any restoration costs.

If the resident requests as a reasonable accommodation that they be permitted to make physical modifications at their own expense, HACM will generally approve such request if it does not violate codes or affect the structural integrity of the unit.

Any request for an accommodation that would enable a resident to materially violate essential lease terms will not be approved, i.e. allowing nonpayment of rent, destruction of property, disturbing the peaceful enjoyment of others, etc.

3.0 FAMILY OUTREACH

HACM will publicize the availability and nature of the public housing program for applicant families in a newspaper of general circulation. To reach people who cannot or do not read the newspapers, HACM will distribute fact sheets to the broadcasting media. HACM will also try to utilize public service announcements.

HACM will communicate the status of housing availability to other service providers in the community and inform them of housing eligibility factors and guidelines so they can make proper referrals for the public housing program.

4.0 RIGHT TO PRIVACY

All adult members of both applicant and tenant households are required to sign HUD Form 9886, Authorization for Release of Information and Privacy Act Notice. The Authorization for Release of Information and Privacy Act Notice states how family information will be released and includes the Federal Privacy Act Statement.

Any request for applicant or resident information will not be released unless there is a signed release of information request from the applicant or resident.

5.0 REQUIRED POSTINGS

In each of its offices, HACM will post, in a conspicuous place and at a height easily read by all persons including persons with mobility disabilities, the following information:

A. Statement of Policies and Procedures governing Admission and Continued Occupancy

B. Notice of the status of the waiting list (opened or closed)

C. A listing of all the developments by name, address, number of units, units designed with special accommodations, address of all development offices, office hours, telephone numbers, TDD numbers, and resident facilities and operation hours

D. Income Limits for Admission

E. Excess Utility Charges

F. Utility Allowance Schedule

G. Current Schedule of Routine Maintenance Charges

H. Dwelling Lease

I. Grievance Procedure

J. Fair Housing Poster

K. Equal Opportunity in Employment Poster

6.0 TAKING APPLICATIONS

Persons wishing to apply for the family public housing will be required to complete an application for housing assistance. Applications will be accepted only during times of open enrollment. Instructions for submitting an application will be provided as part of the announcement opening the waiting list.

Persons wishing to apply for elderly/disabled public housing may request an application by calling 286-5678. Applications will be sent to those individuals and will only be accepted by return mail. Persons with disabilities applying for family housing may only do so during the open enrollment period.

Persons who have been evicted or moved under eviction notice issued by the HACM or whose previous application was rejected due to reasons stated in Section 7.4 are required to wait two years from the move out date or date the application was rejected, whichever the case may be, before re-applying.

Applications are taken to compile a waiting list. Due to the demand for housing in HACM's jurisdiction, applications are taken on an open enrollment basis.

Completed applications will be accepted from all applicants and HACM will verify the information.

The completed application will be dated and time stamped by HACM.

Persons with disabilities who require a reasonable accommodation in completing an application may call HACM to make special arrangements. A Telecommunication Device for the Deaf (TDD) is available for the deaf. The TDD telephone number is **(414) 286-3504)**.

The application process will involve two phases. The first phase is the initial application for housing assistance or the pre-application. The pre-application requires the family to provide limited basic information, which will be used to place the family on HACM's wait list.

The applicant must report any changes in their applicant status including changes in family composition, income, or address. HACM will annotate the applicant's file and will update their place on the waiting list.

The second phase is the final determination of eligibility, referred to as the full application. The full application takes place when the family nears the top of the waiting list. HACM will ensure the verification of all eligibility factors in order to determine the family's final eligibility for admission into the Public Housing Program.

7.0 ELIGIBILITY FOR ADMISSION

7.1 INTRODUCTION

There are five eligibility requirements for admission to public housing: qualifies as a family, has an income within the income limits, meets citizenship/eligible immigrant criteria, provides documentation of Social Security numbers, and signs consent authorization documents. In addition to the eligibility criteria, families must also meet HACM's screening criteria in order to be admitted to public housing.

7.2 ELIGIBILITY CRITERIA

A. Family status.

1. A **family with or without children**. Such a family is defined as a group of people related by blood, marriage, adoption or affinity that live together in a stable family relationship.

   a. Children temporarily absent from the home due to placement in foster care are considered family members.
   b. Unborn children and children in the process of being adopted are considered family members for the purpose of determining bedroom size but are not considered family members for determining income limit.

2. An **elderly family**, which is:

   a. A family whose head, spouse, or sole member is a person who is at least 62 years of age;

   b. Two or more persons who are at least 62 years of age living together; or

   c. One or more persons who are at least 62 years of age living with one or more live-in aides.

3. A **near elderly family**, which is:

   a. A family whose head, spouse, or sole member is a person who is at least 50 years of age but below the age of 62;

   b. Two or more persons, who are at least 50 years of age but below the age of 62, living together; or

   c. One or more persons, who are at least 50 years of age but below the age of 62, living with one or more live-in aides.

4. A **disabled family**, which is:

   a. A family whose head, spouse, or sole member is a person with disabilities;

   b. Two or more persons with disabilities living together; or

   c. One or more persons with disabilities living with one or more live-in aides.

5. A **displaced family**, which is a family in which each member, or whose sole member, has been displaced by governmental action, or whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal

disaster relief laws.

6. A **remaining member of a resident family**.

7. A **single person** who is not an elderly or displaced person, a person with disabilities, or the remaining member of a resident family.

B. Income eligibility

1. To be eligible for admission to developments or scattered-site units that were available for occupancy before 10/1/81, the family's annual income must be within the low-income limit set by HUD. This means the family income cannot exceed 80 percent of the median income for the area.

2. To be eligible for admission to developments or scattered-site units that became available on or after 10/1/81, the family's annual income must be within the very low-income limit set by HUD, unless HUD grants an exception. This means that without a HUD exception, the family income cannot exceed 50 percent of the median income for the area.

3. Income limits apply only at admission and are not applicable for continued occupancy.

4. A family may not be admitted to the public housing program from another assisted housing program (e.g., tenant-based Section 8) or from a public housing program operated by another housing authority without meeting the income requirements of HACM.

5. Income limit restrictions do not apply to families transferring within our Public Housing Program.

C. Citizenship/Eligibility Status

1. To be eligible each member of the family must be a citizen, national, or a non-citizen who has eligible immigration status under one of the categories set forth in Section 214 of the Housing and Community Development Act of 1980 (see 42 U.S.C. 1436a(a)).

2. Family eligibility for assistance.

a. A family shall not be eligible for assistance unless every member of the family residing in the unit is determined to have eligible status, with the exception noted below.

b. Despite the ineligibility of one or more family members, a mixed family may be eligible for one of three types of assistance. (See Section 13.6 for calculating rents under the noncitizen rule)

c. A family without any eligible members and receiving assistance on June 19, 1995 may be eligible for temporary deferral of termination of assistance.

D. Social Security Number Documentation

To be eligible, all family members 6 years of age and older must provide a Social Security number or certify that they do not have one.

E. Signing Consent Forms

1. In order to be eligible, each member of the family who is at least 18 years of age, and each family head and spouse regardless of age, shall sign one or more consent forms.

2. The consent form must contain, at a minimum, the following:

a. A provision authorizing HUD or HACM to obtain from State Wage Information Collection Agencies (SWICAs) any information or materials necessary to complete or verify the application for participation or for eligibility for continued occupancy; and

b. A provision authorizing HUD or HACM to verify with previous or current employers income information pertinent to the family's eligibility for or level of assistance;

c. A provision authorizing HUD to request income information from the IRS and the SSA for the sole purpose of verifying income information pertinent to the family's eligibility or level of benefits; and

d. A statement that the authorization to release the information requested by the consent form expires 15 months after the date the consent form is signed.

e. Authorization to obtain credit reports.

f. Authorization to obtain criminal reports from local, state & federal courts & law enforcement agencies.

7.3 SUITABILITY

A. Applicant families will be evaluated to determine whether, based on their recent behavior, such behavior could reasonably be expected to result in noncompliance with the public housing lease. HACM will look at past conduct as an indicator of

future conduct. Emphasis will be placed on whether a family's admission could reasonably be expected to have a detrimental effect on the development environment, other residents, HACM employees, or other people residing in the immediate vicinity of the property. Otherwise eligible families will be denied admission if they fail to meet the suitability criteria.

B. HACM will consider objective and reasonable aspects of the family's background, including the following:

1. History of meeting financial obligations, especially rent;

2. Ability to maintain (or with assistance would have the ability to maintain) their housing in a decent and safe condition based on living or housekeeping habits and whether such habits could adversely affect the health, safety, or welfare of other residents;

3. History of criminal activity by any household member involving crimes of physical violence against persons or property and any other criminal activity including drug-related criminal activity that would adversely affect the health, safety, or well being of other tenants or staff or cause damage to the property;

4. History of disturbing neighbors or destruction of property;

5. Having committed fraud in connection with any Federal housing assistance program, including the intentional misrepresentation of information related to their housing application or benefits derived there from; and

6. History of abusing alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment by others.

C. HACM will ask applicants to provide information demonstrating their ability to comply with the essential elements of the lease. HACM will verify the information provided. Such verification may include but may not be limited to the following:

1. A credit check of the head, spouse and co-head; and all persons over the age of 18.

2. A rental history check of all adult family members;

3. A criminal background check on all adult household members, including live-in aides. This check will be made through State or local law enforcement or court records in those cases where the household member has lived in the local jurisdiction for the last three years. Where the individual has lived outside the local area, HACM may contact law

enforcement agencies where the individual had lived or request a check through the FBI's National Crime Information Center (NCIC);

4. A check of the State's lifetime sex offender registration program for each adult household member, including live-in aides. No individual registered with this program will be admitted to public housing.

7.4 GROUNDS FOR DENIAL

HACM is not required or obligated to assist applicants who:

A. Do not meet any one or more of the eligibility criteria;

B. Do not supply information or documentation required by the application process or fail to supply the information in a timely manner;

C. Have failed to respond to a written request for information or a request to declare their continued interest in the program;

D. Have a history of not meeting financial obligations, especially rent;

E. Do not have the ability to maintain (with assistance) their housing in a decent and safe condition where such habits could adversely affect the health, safety, or welfare of other residents;

F. Have a history of criminal activity by any household member involving crimes of physical violence against persons or property and any other criminal activity including drug-related criminal activity that would adversely affect the health, safety, or well being of other tenants or staff or cause damage to the property;

G. Have a history of disturbing neighbors or destruction of property;

H. Currently owes rent or other amounts to any housing authority in connection with their public housing or Section 8 programs;

I. Have committed fraud, bribery or any other corruption in connection with any Federal housing assistance program, including the intentional misrepresentation of information related to their housing application or benefits derived there from;

J. Were evicted from assisted housing within three years of the projected date of admission because of drug-related criminal activity involving the personal use or possession for personal use;

K. Were evicted from assisted housing within five years of the projected date of admission because of drug-related criminal activity involving the illegal manufacture, sale, distribution, or possession with the intent to manufacture, sell, distribute a controlled substance as defined in Section 102 of the Controlled Substances Act, 21 U.S.C. 802;

L. Are illegally using a controlled substance or are abusing alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents. HACM may waive this requirement if:

1. The person demonstrates to HACM's satisfaction that the person is no longer engaging in drug-related criminal activity or abuse of alcohol;
2. Has successfully completed a supervised drug or alcohol rehabilitation program;
3. Has otherwise been rehabilitated successfully; or
4. Is participating in a supervised drug or alcohol rehabilitation program.

M. Have engaged in or threatened abusive or violent behavior towards any HACM staff or residents;

N. Have a household member who has ever been evicted from public housing;

O. Have a family household member who has been terminated under the voucher program;

P. Have an outstanding warrant under any relevant police jurisdiction;

Q. **Denied for Life:** If any family member has been convicted of manufacturing or producing methamphetamine (speed) in a public housing development or in a Section 8 assisted property;

R. **Denied for Life:** Has a lifetime registration under a State sex offender registration program.

7.5 INFORMAL REVIEW

A. If HACM determines that an applicant does not meet the criteria for receiving public housing assistance, the applicant will receive written notice of this determination. The notice will contain a brief statement of the reason(s) for the decision and state that the applicant may request an informal review of the decision within 10 business days of the denial. HACM will describe how to obtain the informal review.

The informal review will be conducted by a person designated by HACM, other than a person who made or approved the decision under review or subordinate of this person. The applicant will be given the opportunity to present written or oral objections to HACM's decision. HACM will notify the applicant of the final decision within 20 businesss days after the informal review, including a brief statement of the reasons for the final decision. If the decision to deny housing is affirmed, the applicant will be ineligible to apply for housing for a period of 24 months.

B. The participant family may request that HACM provide for an Informal Hearing after the family has notification of an INS decision on their citizenship status on appeal, or in lieu of request of appeal to the INS. This request must be made by the participant family within 30 days of receipt of the Notice of Denial or Termination of Assistance, or within 30 days of receipt of the INS appeal decision.

For the participant families, the Informal Hearing Process above will be utilized with the exception that the participant family will have up to 30 days of receipt of the Notice of Denial or Termination of Assistance, or of the INS appeal decision.

8.0 MANAGING THE WAITING LIST

8.1 OPENING AND CLOSING THE WAITING LIST

Opening of the waiting list will be announced with a public notice stating that applications for public housing will again be accepted. The public notice will state where, when, and how to apply. The notice will be published in a local newspaper of general circulation. The public notice will state any limitations as to who may apply.

The notice will state that applicants already on waiting lists for other housing programs must apply separately for this program and such applicants will not lose their place on other waiting lists when they apply for public housing. The notice will include the Fair Housing logo and slogan and will be in compliance with Fair Housing requirements.

Closing of the waiting list will also be announced with a public notice. The public notice will state the date the waiting list will be closed and for what bedroom sizes. The public notice will be published in a local newspaper of general circulation.

8.2 ORGANIZATION OF THE WAITING LIST

The waiting list will be maintained in accordance with the following guidelines:

A. The application will be either an electronic and/or paper file;

B. All applications will be maintained in order of bedroom size, preference, and then in order of date and time of application; and

8.3 FAMILIES NEARING THE TOP OF THE WAITING LIST

When a family appears to be within three (3) months of being offered a unit, the family will be invited to an interview and the verification process will begin

The family will complete a full application, present Social Security number information, citizenship/eligible immigrant information, and sign the Consent for Release of Information forms.

8.4 PURGING THE WAITING LIST

HACM will update and purge its waiting list on a regular basis to ensure that the pool of applicants reasonably represents the interested families for whom HACM has current information, i.e. applicant's address, family composition, income category, and preferences. It will be applicant's responsibility to notify HACM of any changes in address.

8.5 REMOVAL OF APPLICANTS FROM THE WAITING LIST

HACM will remove an applicant's name from the waiting list if:

A. The applicant requests that the name be removed;

B. The applicant fails to respond to a written request for information or a request to declare their continued interest in the program; or

C. The applicant does not meet the eligibility criteria for the program.

8.6 MISSED APPOINTMENTS

A. All applicants who fail to keep a scheduled appointment with HACM will be withdrawn from the program.

B. An applicant removed from the waiting list for any reason other than rejection may reactivate their application by submitting a written request along with the payment of a $50.00 reactivation fee.

9.0 TENANT SELECTION AND ASSIGNMENT PLAN

9.1 PREFERENCES

HACM will select families based on the following preferences within each bedroom size category:

A. Most in need

B. Broad range of income

C. Placement from HACM-owned non subsidized housing

D. Designated housing

E. All others

The date and time of application will be noted and utilized to determine the wait list.

Not withstanding the above, families who are elderly, disabled, or displaced will be offered housing before other single persons.

Buildings Designed for the Elderly and Disabled: Preference will be given to elderly and disabled families. If there are no elderly or disabled families on the list, preference will then be given to near-elderly families. If there are no near-elderly families on the waiting list, units will be offered to families who qualify for the appropriate bedroom size using these priorities. All such families will be selected from the waiting list using the preferences as outlined above.

Buildings Designated as Elderly Only Housing: The Arlington Court, Becher Court, College Court, Convent Hill, Lapham Park, Merrill Park and Mitchell Court developments have been approved by HUD as being designated for elderly only. In filling vacancies in these developments, first priority will be given to elderly families. If there are no elderly families on the list, next priority will be given to the near elderly. If there are no near-elderly, units will be offered to families who qualify for the appropriate bedroom size. Using these priorities, families will be selected from the waiting list using the preferences as outlined above.

Accessible Units: Accessible units will be first offered to families who may benefit from the accessible features. If there are no applicants who would benefit from the accessible features, the units will be offered to other applicants in the order that their names come to the top of the waiting list. Such applicants, however, must sign a release form stating they will accept a transfer (at their own expense) if, at a future time, a family requiring an accessible feature applies. Any family required to transfer will be given a 30-day notice.

9.2 ASSIGNMENT OF BEDROOM SIZES

The following guidelines will determine each family's unit size without overcrowding or over-housing:

Number of Bedrooms	Number of Persons	
	Minimum	Maximum
1	1	2
2	2	4
3	3	6
4	4	8

These standards are based on the assumption that each bedroom will accommodate no more than two (2) persons. A family may choose to over occupy a dwelling unit up to the limit imposed by the Milwaukee Building Code.

In determining bedroom size, HACM will include the presence of children to be born to a pregnant woman, children who are in the process of being adopted, children whose custody is being obtained, children who are temporarily away at school, or children who are temporarily in foster-care.
In addition, the following considerations may be taken in determining bedroom size:

A. Adults and children will not be required to share a bedroom.

B. Foster – adults and/or foster - children will not be required to share a bedroom with family members.

C. Live-in aides are eligible for a separate bedroom if available.

Exceptions to normal bedroom size standards include the following:

A. Units smaller than assigned through the above guidelines – A family may request a smaller unit size than the guidelines allow. HACM will allow the smaller size unit so long as the occupancy will not violate the city building code. In such situations, the family will sign a certification stating they understand they will be ineligible for a larger size unit for 3 years or until the family size changes, whichever may occur first.

B. Units larger than assigned through the above guidelines – A family may request a larger unit size than the guidelines allow. HACM will allow the larger size unit if the family provides a verified medical need that the family be housed in a larger unit.

C. If there are no families on the waiting list for a larger size, smaller families may be housed.

D. Larger units may be offered in order to improve the marketing of a development suffering a high vacancy rate.

9.3 SELECTION FROM THE WAITING LIST

HACM will follow the statutory requirement that no more than 40% of newly admitted families in any fiscal year will be families whose annual income is at or below 30% of the area median income. To insure this requirement is met HACM will monitor the incomes of newly admitted families and the incomes of the families on the waiting list. If it appears that the requirement to house extremely low-income families will not be met, HACM will skip higher income families on the waiting list to reach extremely low-income families.

If there are not enough extremely low-income families on the waiting list HACM will conduct outreach on a non-discriminatory basis to attract extremely low-income families to reach the statutory requirement.

9.4 DECONCENTRATION POLICY

It is HACM's policy to make its best efforts to provide for deconcentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments. Toward this end, HACM will skip families on the waiting list to reach other families with a lower or higher income. HACM will accomplish this in a uniform and non-discriminating manner.

HACM will affirmatively market its housing to all eligible income groups.

Prior to the beginning of each fiscal year, HACM will analyze the income levels of families residing in each of our developments, the income levels of census tracts in which our developments are located, and the income levels of the families on the waiting list. Based on this analysis, we will determine the level of marketing strategies and deconcentration incentives to implement.

9.5 DECONCENTRATION INCENTIVES

HACM may offer one or more incentives including wait list skipping to encourage applicant families whose income classification would help to meet the deconcentration goals of a particular development.

Various incentives may be used at different times, or under different conditions, but will always be provided in a consistent and nondiscriminatory manner.

9.6 OFFER OF A UNIT

When HACM determines that a unit will become available, HACM will contact the first family on the waiting list who has the highest priority for this type of unit or development and whose income category would help to meet the deconcentration goal and/or the income targeting goal, if appropriate

HACM will contact the family first by telephone to make the unit offer. If the family cannot be reached by telephone, the family will be notified of a unit offer via first class mail. The family willbe given seven (7) business days from the date the letter was mailed to contact HACM regarding the offer.

The family will be offered the opportunity to view the unit. After the opportunity to view the unit, the family will have two (2) business days to accept or reject the unit. This verbal offer and the family's decision must be documented in the applicant file. If the family rejects the offer of the unit, HACM will send the family a letter documenting the offer and the rejection.

9.7 REJECTION OF UNIT

If in making the offer to the family HACM skipped over other families on the waiting list in order to meet their deconcentration goal or offered the family any other

deconcentration incentive and the family rejects the unit, the family will not lose their place on the waiting list and will not be otherwise penalized.

If HACM did not skip over other families on the waiting list to reach this family, did not offer any other deconcentration incentive, and the family rejects the unit without good cause, the family will be dropped from the wait list.

If the family rejects with good cause any unit offered, they will not lose their place on the waiting list. Good cause includes reasons related to health, proximity to work, school, and childcare (for those working or going to school).

9.8 ACCEPTANCE OF UNIT

The family will be required to sign a lease that will become effective no later than three (3) business days after the date of acceptance or the business day after the day the unit becomes available, whichever is later.

The applicant will be provided a copy of the lease, the grievance procedure, utility allowances, utility charges, the current schedule of routine maintenance charges, and a request for reasonable accommodation form. These documents will be explained in detail. The applicant will sign a certification that they have received these documents and that they have reviewed them with housing authority personnel. The certification will be filed in the resident's file.

The signing of the lease and the review of financial information will be conducted privately. The head of household and all adult family members will be required to execute the lease prior to admission. One executed copy of the lease will be furnished to the head of household and HACM will retain the original executed lease in the resident's file. A copy of the grievance procedure will be attached to the resident's copy of the lease.

The family will pay a security deposit at the time of lease signing. The security deposit will be equal to one month's rent or $150.00, whichever is greater

In exceptional situations, HACM reserves the right to allow a new resident to pay their security deposit in installments to be negotiated by the site manager.

In the case of a move within public housing, the security deposit for the first unit will be transferred to the second unit. Additionally, if the security deposit for the second unit is greater than that for the first, the difference will be collected from the family. Conversely, if the security deposit is less, the difference will be refunded to the family.

In the event there are costs attributable to the family for bringing the first unit into condition for re-renting, the family shall be billed for these charges.

10.0 INCOME, EXCLUSIONS FROM INCOME, AND DEDUCTIONS FROM INCOME

To determine annual income HACM counts the income of all family members, excluding the types and sources of income that are specifically excluded. Once the annual income is determined, HACM subtracts all allowable deductions (allowances) to determine the Total Tenant Payment.

10.1 ANNUAL INCOME

Annual income means all amounts, monetary or not, that:

A. Go to (or on behalf of) the family head or spouse (even if temporarily absent) or to any other family member; or

B. Are anticipated to be received from a source outside the family during the 12-month period following admission or annual reexamination effective date; and

C. Are not specifically excluded from annual income.

Annual income includes, but is not limited to:

A. The full amount, before any payroll deductions, of wages and salaries, overtime pay, commission, fees, tips and bonuses, and other compensation for personal services.

B. The net income from the operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness are not used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight-line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession is included in income, except to the extent the withdrawal is a reimbursement of cash or assets invested in the operation by the family.

C. Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness are not used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight-line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from an investment is included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the family. Where the family has net family assets in excess of $5,000, annual income includes the greater of the actual income derived from all net family assets or a percentage of the value of such assets based on the current passbook savings rate, as determined by HUD.

D. The full amount of periodic amounts received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts, including a lump-sum amount or prospective monthly amounts for the delayed start of a periodic amount. (However, deferred periodic amounts from supplemental security income and Social Security benefits that are received in a lump sum amount or in prospective monthly amounts are excluded.)

E. Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation, and severance pay. (However, lump sum additions such as insurance payments from worker's compensation are excluded.)

F. Welfare Assistance

1. Welfare assistance payments

a. Welfare assistance payments made under the Temporary Assistance for Needy Families (TANF) program are included in annual income only to the extent such payments:

i: Qualify as assistance under the TANF program definition at 45 CFR 260.31; and

ii: Are not otherwise excluded under paragraph Section 10.2 of this Policy.

b. If the welfare assistance payment includes an amount specifically designated for shelter and utilities that is subject to adjustment by the welfare assistance agency in accordance with the actual cost of shelter and utilities, the amount of welfare assistance income to be included as income consists of:

i: The amount of the allowance or grant exclusive of the amount specifically designated for shelter or utilities; plus

ii: The maximum amount that the welfare assistance agency could, in fact, allow the family for shelter and utilities. If the family's welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under this requirement is the amount resulting from one application of the percentage.

G. Periodic and determinable allowances, such as alimony, child support payments, and regular contributions or gifts received from organizations or from persons not residing in the dwelling.

H. All regular pay, special pay, and allowances of a member of the Armed Forces. (Special pay to a member exposed to hostile fire is excluded.)

10.2 EXCLUSIONS FROM ANNUAL INCOME

Annual income does not include the following:

A. Income from employment of children (including foster children) under the age of 18 years;

B. Payments received for the care of foster children or foster adults (usually persons with disabilities, unrelated to the resident family, who are unable to live alone);

C. Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains, and settlement for personal or property losses;

D. Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member;

E. Income of a live-in aide;

F. The full amount of student financial assistance paid directly to the student or to the educational institution;

G. The special pay to a family member serving in the Armed Forces who is exposed to hostile fire;

H. The amounts received from the following programs:

1. Amounts received under training programs funded by HUD;

2. Amounts received by a person with a disability that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS);

3. Amounts received by a participant in other publicly assisted programs that are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and that are made solely to allow participation in a specific program;

4. Amounts received under a resident service stipend. A resident service stipend is a modest amount (not to exceed $200 per month) received by a resident for performing a service for the housing authority or owner, on a

part-time basis, that enhances the quality of life in the development. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, and resident initiatives coordination. No resident may receive more than one such stipend during the same period of time;

5. Incremental earnings and benefits received by any family member from participation in qualifying State or local employment training programs (including training programs not affiliated with a local government) and training of a family member as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives and are excluded only for the period during which the family member participates in the employment training program;

6. Temporary, nonrecurring or sporadic income (including gifts);

7. Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era;

8. Earnings in excess of $480 for each full-time student 18 years old or older (excluding the head of household and spouse);

9. Adoption assistance payments in excess of $480 per adopted child;

10. For family members who enrolled in certain training programs prior to 10/1/99, the earnings and benefits resulting from the participation if the program provides employment training and supportive services in accordance with the Family Support Act of 1988, Section 22 of the 1937 Act (42 U.S.C. 1437t), or any comparable Federal, State, or local law during the exclusion period. For purposes of this exclusion the following definitions apply:

    a. Comparable Federal, State or local law means a program providing employment training and supportive services that:

        i. Is authorized by a Federal, State or local law;
        ii. Is funded by the Federal, State or local government;
        iii. Is operated or administered by a public agency; and
        iv. Has as its objective to assist participants in acquiring employment skills.

    b. Exclusion period means the period during which the family member participates in a program described in this section, plus 18 months from the date the family member begins the first job acquired by the family member after completion of such program

that is not funded by public housing assistance under the 1937 Act. If the family member is terminated from employment with good cause, the exclusion period shall end.

c. Earnings and benefits means the incremental earnings and benefits resulting from a qualifying employment training program or subsequent job.

11. The incremental earnings due to employment during the 12-month period following date of hire shall be excluded. This exclusion (paragraph 11) will not apply for any family who concurrently is eligible for exclusion #10. Additionally, this exclusion is only available to the following families:

    a. Families whose income increases as a result of employment of a family member who was previously unemployed for one or more years.

    b. Families whose income increases during the participation of a family member in any family self-sufficiency program.

    c. Families who are or were, within 6 months, assisted under a State TANF program.

    (While HUD regulations allow for the housing authority to offer an escrow account in lieu of having a portion of their income excluded under this paragraph, it is the policy of this housing authority to provide the exclusion in all cases.)

12. Deferred periodic amounts from supplemental security income and Social Security benefits that are received in a lump sum amount or in prospective monthly amounts;

13. Amounts received by the family in the form of refunds or rebates under State or local law for property taxes paid on the dwelling unit;

14. Amounts paid by a State agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home; or

15. Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits. These exclusions include:

    a. The value of the allotment of food stamps

b. Payments to volunteers under the Domestic Volunteer Services Act of 1973

c. Payments received under the Alaska Native Claims Settlement Act

d. Income from submarginal land of the U.S. that is held in trust for certain Indian tribes

e. Payments made under HHS's Low-Income Energy Assistance Program

f. Payments received under the Job Training Partnership Act

g. Income from the disposition of funds of the Grand River Band of Ottawa Indians

h. The first $2000 per capita received from judgment funds awarded for certain Indian claims

i. Amount of scholarships awarded under Title IV including Work Study

j. Payments received under the Older Americans Act of 1965

k. Payments from Agent Orange Settlement

l. Payments received under the Maine Indian Claims Act

m. The value of childcare under the Child Care and Development Block Grant Act of 1990

n. Earned income tax credit refund payments

o. Payments for living expenses under the Americorps Program

p. Additional income exclusions provided by and funded by HACM.

1. All families shall be eligible for a one-time household exclusion of the first $2000 of earned income from adult household members working at least 30 hours per week.

HACM will not provide exclusions from income in addition to those already provided for by HUD.

10.3 DEDUCTIONS FROM ANNUAL INCOME

The following deductions will be made from annual income:

A. $480 for each dependent;

B. $400 for any elderly family or disabled family;

C. For any family that is not an elderly or disabled family but has a member (other than the head or spouse) who is a person with a disability, disability assistance expenses in excess of 3% of annual income. This allowance may not exceed the employment income received by family members who are 18 years of age or older as a result of the assistance to the person with disabilities.

D. For any elderly or disabled family:

1. That has no disability assistance expenses, an allowance for medical expenses equal to the amount by which the medical expenses exceed 3% of annual income;

2. That has disability expenses greater than or equal to 3% of annual income, an allowance for disability assistance expenses computed in accordance with paragraph C, plus an allowance for medical expenses that equal the family's medical expenses;

3. That has disability assistance expenses that are less than 3% of annual income, an allowance for combined disability assistance expenses and medical expenses that is equal to the total of these expenses less 3% of annual income.

E. Child care expenses.

11.0 VERIFICATION

It shall be the responsibility of the tenant to provide documentation required to verify eligibility for admission or continued occupancy, including information required to determine income and rent. HACM will verify information related to eligibility, admission, and level of benefits prior to admission. Periodically during occupancy, items related to eligibility and rent determination shall also be reviewed and verified. Income, assets, and expenses will be verified, as well as disability status, need for a live-in aide and other reasonable accommodations; full time student status of family members 18 years of age and older; Social Security numbers; and citizenship/eligible noncitizen status. Age and relationship will only be verified in those instances where needed to make a determination of level of assistance.

11.1 ACCEPTABLE METHODS OF VERIFICATION

Age, relationship, U.S. citizenship, and Social Security numbers will generally be verified with documentation provided by the family. For citizenship, the family's certification will be accepted. (Or for citizenship documentation such as listed at Section

11.2 will be required.) Verification of these items will include photocopies of the Social Security cards and other documents presented by the family, the INS SAVE approval code, and forms signed by the family.

Other information will be verified by third party verification. This type of verification includes written documentation with forms sent directly to and received directly by a third party source, not passed through the hands of the family. This verification may also be direct contact with the source, in person or by telephone. It may also be a report generated by a request from HACM or automatically by another government agency, i.e. the Social Security Administration. Verification forms and reports received will be contained in the applicant/resident file. Oral third party documentation will include the same information as if the documentation had been written, i.e. name date of contact, amount received, etc.

When third party verification cannot be obtained HACM will accept documentation received from the applicant/resident. Hand-carried documentation will be accepted if HACM has been unable to obtain third party verification in a 4-week period of time.
Photocopies of the documents provided by the family will be maintained in the file.
When neither third party verification nor hand-carried verification can be obtained, HACM will accept a notarized statement signed by the head, spouse or co-head. Such documents will be maintained in the file.

11.2 TYPES OF VERIFICATION

The chart below outlines the factors that may be verified and gives common examples of the verification that will be sought. To obtain written third party verification, HACM will send a request form to the source along with a release form signed by the applicant/resident via first class mail.

Verification Requirements for Individual Items		
Item to Be Verified	**3rd party verification**	**Hand-carried verification**
General Eligibility Items		
Social Security Number	Letter from Social Security, electronic reports	Social Security card
Citizenship	N/A	Signed certification, voter's registration card, birth certificate, etc.
Eligible immigration status	INS SAVE confirmation #	INS card
Disability	Letter from medical professional, SSI, etc	Proof of SSI or Social Security disability payments
Full time student status (if >18)	Letter from school	For high school students, any document evidencing

Verification Requirements for Individual Items		
Item to Be Verified	**3rd party verification**	**Hand-carried verification**
		enrollment
Need for a live-in aide	Letter from doctor or other medical professional knowledgeable of condition	N/A
Child care costs	Letter from care provider	Bills and receipts
Disability assistance expenses	Letters from suppliers, care givers, etc.	Bills and records of payment
Medical expenses	Letters from providers, prescription record from pharmacy, medical professional's letter stating assistance or a companion animal is needed	Bills, receipts, records of payment, dates of trips, mileage log, receipts for fares and tolls
Value of and Income from Assets		
Savings, checking accounts	Letter from institution	Passbook, most current statements
CDs, bonds, etc	Letter from institution	Tax return, information brochure from institution, the CD, the bond
Stocks	Letter from broker or holding company	Stock or most current statement, price in newspaper or through Internet
Real property	Letter from tax office, assessment, etc.	Property tax statement (for current value), assessment, records or income and expenses, tax return
Personal property	Assessment, bluebook, etc	Receipt for purchase, other evidence of worth
Cash value of life insurance policies	Letter from insurance company	Current statement
Assets disposed of for less than fair market value	N/A	Original receipt and receipt at disposition, other evidence of worth
Income		

Verification Requirements for Individual Items		
Item to Be Verified	**3rd party verification**	**Hand-carried verification**
Earned income	Letter from employer	Multiple pay stubs
Self-employed	N/A	Tax return from prior year, books of accounts
Regular gifts and contributions	Letter from source, letter from organization receiving gift (i.e., if grandmother pays day care provider, the day care provider could so state)	Bank deposits, other similar evidence
Alimony/child support	Court order, letter from source, letter from Human Services	Record of deposits, divorce decree
Periodic payments (i.e., social security, welfare, pensions, workers compensation, unemployment)	Letter or electronic reports from the source	Award letter, letter announcing change in amount of future payments
Training program participation	Letter from program provider indicating - whether enrolled or completed - whether training is HUD-funded - whether Federal, State, local govt., or local program - whether it is employment training - whether it has clearly defined goals and objectives - whether program has supportive services - whether payments are for out-of-pocket expenses incurred in order to participate in a program - date of first job after program completion	N/A Evidence of job start

11.3 VERIFICATION OF CITIZENSHIP OR ELIGIBLE NONCITIZEN STATUS

The citizenship/eligible noncitizen status of each family member regardless of age must be determined.

Prior to being admitted, or at the first reexamination, all citizens and nationals will be required to sign a declaration under penalty of perjury. They will be required to show proof of their status by such means as a Social Security card, birth certificate, military ID, or military DD 214 Form.

Prior to being admitted or at the first reexamination, all eligible noncitizens who are 62 years of age or older will be required to sign a declaration under penalty of perjury. They will also be required to show proof of age.

Prior to being admitted or at the first reexamination, all eligible noncitizens must sign a declaration of their status and a verification consent form and provide their original INS documentation. HACM will make a copy of the individual's INS documentation and place the copy in the file. HACM will also verify their status through the INS SAVE system. If the INS SAVE system cannot confirm eligibility, HACM will mail information to the INS in order that a manual check can be made of INS records.

Family members who do not claim to be citizens, nationals, or eligible noncitizens must be listed on a statement of noneligible members and the list must be signed by the head of the household.

Noncitizen students on student visas, though in the country legally, are not eligible to be admitted to public housing.

Any family member who does not choose to declare their status must be listed on the statement of noneligible members.

If no family member is determined to be eligible under this section, the family's eligibility will be denied.

The family's assistance will not be denied, delayed, reduced, or terminated because of a delay in the process of determining eligible status under this section, except to the extent that the delay is caused by the family.

If HACM determines that a family member has knowingly permitted an ineligible noncitizen (other than any ineligible noncitizens listed on the lease) to permanently reside in their public housing unit, the family will be evicted. Such family will not be eligible to be readmitted to public housing for a period of 24 months from the date of eviction or termination.

11.4 VERIFICATION OF SOCIAL SECURITY NUMBERS

Prior to admission, each family member who has a Social Security number and who is at least 6 years of age must provide verification of their Social Security number. New family members at least 6 years of age must provide this verification prior to being added to the lease. Parents of children in assisted households must provide this verification at the first regular reexamination after turning six.

The best verification of the Social Security number is the original Social Security card. If the card is not available, HACM will accept letters from the Social Security Agency that establishes and states the number. Documentation from other governmental agencies will also be accepted that establishes and states the number. Driver's licenses, military IDs,

passports, or other official documents that establish and state the number are also acceptable.

If an individual states that they do not have a Social Security number, they will be required to sign a statement to this effect. HACM will not require any individual who does not have a Social Security number to obtain a Social Security number.

If a member of an applicant family indicates they have a Social Security number, but cannot readily verify it, the family cannot be housed until verification is provided.
If a member of a family indicates they have a Social Security number, but cannot readily verify it, they shall be asked to certify to this fact and shall have up to sixty (60) days to provide the verification. If the individual is at least 62 years of age, they will be given one hundred and twenty (120) days to provide the verification. If the individual fails to provide the verification within the time allowed, the family will be evicted.

11.5 TIMING OF VERIFICATION

Verification information must be dated within ninety (90) days of certification or reexamination. If the verification is older than this, the source will be contacted and asked to provide information regarding any changes.

When an interim reexamination is conducted, the Housing Authority will verify and update those elements related to family circumstances and level of assistance. (That have changed since the last eligibility recertification.)

11.6 FREQUENCY OF OBTAINING VERIFICATION

For each family member, citizenship/eligible noncitizen status will be verified only once. This verification will be obtained prior to admission. If the status of any family member was not determined prior to admission, verification of their status will be obtained at the next regular reexamination. Prior to a new member joining the family, their citizenship/eligible noncitizen status will be verified.

For each family member age 6 and above, verification of Social Security number will be obtained only once. This verification will be accomplished prior to admission. When a family member who did not have a Social Security number at admission receives a Social Security number, that number will be verified at the next regular re-examination. Likewise, when a child turns six, their verification will be obtained at the next regular reexamination.

12.0 DETERMINATION OF TOTAL TENANT PAYMENT AND RENT

12.1 FAMILY CHOICE

At admission and each year in preparation for their annual reexamination, each family is given the choice of having their rent determined under the formula method or having their rent set at the flat rent amount.

A. Families who opt for the flat rent will be required to go through the income reexamination process every three years, rather than the annual review they would otherwise undergo.

B. Families who opt for the flat rent may request to have a re-examination and return to the formula based method at any time for any of the following reasons:

1. The family's income has decreased.

2. The family's circumstances have changed increasing their expenses for childcare, medical care, etc.

3. Other circumstances creating a hardship on the family such that the formula method would be more financially feasible for the family.

Families who opted for flat rent and request to return to the formula based method are not eligible to return to flat rent until their next re-examination.

12.2 THE FORMULA METHOD

The total tenant payment is equal to the highest of:

A. 10% of monthly income; or

B. 30% of adjusted monthly income

The family will pay the greater of the total tenant payment or the minimum rent of $50.00, but never more than the ceiling rent.

In the case of a family who has qualified for the income exclusion at Section 10.2(H)(11), upon the expiration of the 12-month period described in that section, an additional rent benefit accrues to the family. If the family member’s employment continues, then for the 12-month period following the 12-month period of disallowance, the resulting rent increase will be capped at 50 percent of the rent increase the family would have otherwise received.

12.3 MINIMUM RENT

HACM has set the minimum rent at $50.00 per month. However if the family requests a hardship exemption, HACM will immediately suspend the minimum rent for the family until the Housing Authority can determine whether the hardship exists and whether the hardship is of a temporary or long-term nature.

A. A hardship exists in the following circumstances:

1. When the family has lost eligibility for or is waiting an eligibility determination for a Federal, State, or local assistance program;

2. When the family would be evicted as a result of the imposition of the minimum rent requirement;

3. When the income of the family has decreased because of changed circumstances, including loss of employment;

4. When the family has an increase in expenses because of changed circumstances, for medical costs, childcare, transportation, education, or similar items;

5. When a death has occurred in the family.

B. No hardship. If the Housing Authority determines there is no qualifying hardship, the minimum rent will be reinstated, including requiring back payment of minimum rent for the time of suspension.

C. Temporary hardship. If the Housing Authority reasonably determines that there is a qualifying hardship but that it is of a temporary nature, the minimum rent will not be imposed for a period of 90 days from the date of the family's request. At the end of the 90-day period, the minimum rent will be imposed retroactively to the time of suspension. The Housing Authority will offer a repayment agreement in accordance with Section 18 of this policy for any rent not paid during the period of suspension. During the suspension period the Housing Authority will not evict the family for nonpayment of the amount of rent owed for the suspension period.

D. Long-term hardship. If the Housing Authority determines there is a long-term hardship, the family will be exempt from the minimum rent requirement until the hardship no longer exists.

E. Appeals. The family may use the grievance procedure to appeal the Housing Authority's determination regarding the hardship. No escrow deposit will be required in order to access the grievance procedure.

12.4 THE FLAT RENT

HACM has set a flat rent for each public housing unit. In doing so, it considered the size and type of the unit, as well as its condition, amenities, services, and neighborhood. HACM determined the market value of the unit and set the rent at the market value. The amount of the flat rent will be reevaluated annually and adjustments applied. Affected families will be given a 30-day notice of any rent change. Adjustments are applied on the

anniversary date for each affected family (for more information on flat rents, see Section 15.3).

HACM will post the flat rents at each of the developments and at the central office and are incorporated in this policy upon approval by the Board of Commissioners.

12.5 CEILING RENT

HACM has set a ceiling rent for each public housing unit. The amount of the ceiling rent will be reevaluated annually and the adjustments applied. Affected families will be given a 30-day notice of any rent change. Adjustments are applied on the anniversary date for each affected family.

HACM will post the ceiling rents at each of the developments and at the central office and are incorporated in this policy upon approval by the Board of Commissioners.

12.6 RENT FOR FAMILIES UNDER THE NONCITIZEN RULE

A mixed family will receive full continuation of assistance if all of the following conditions are met:

A. The family was receiving assistance on June 19, 1995;

B. The family was granted continuation of assistance before November 29, 1996;

C. The family's head or spouse has eligible immigration status; and

D. The family does not include any person who does not have eligible status other than the head of household, the spouse of the head of household, any parent of the head or spouse, or any child (under the age of 18) of the head or spouse.

If a mixed family qualifies for prorated assistance but decides not to accept it, or if the family has no eligible members, the family may be eligible for temporary deferral of termination of assistance to permit the family additional time for the orderly transition of some or all of its members to locate other affordable housing. Under this provision, the family receives full assistance. If assistance is granted under this provision prior to November 29, 1996, it may last no longer than three (3) years. If granted after that date, the maximum period of time for assistance under the provision is eighteen (18) months. HACM will grant each family a period of six (6) months to find suitable affordable housing. If the family cannot find suitable affordable housing HACM will provide additional search periods up to the maximum time allowable.

Suitable housing means housing that is not substandard and is of appropriate size for the family. Affordable housing means that it can be rented for an amount not exceeding the amount the family pays for rent, plus utilities, plus 25%.

The family's assistance is prorated in the following manner:

A. Determine the 95th percentile of gross rents (tenant rent plus utility allowance) for HACM. The 95th percentile is called the maximum rent.

B. Subtract the family's total tenant payment from the maximum rent. The resulting number is called the maximum subsidy.

C. Divide the maximum subsidy by the number of family members and multiply the result times the number of eligible family members. This yields the prorated subsidy.

D. Subtract the prorated subsidy from the maximum rent to find the prorated total tenant payment. From this amount subtract the full utility allowance to obtain the prorated tenant rent.

12.7 UTILITY ALLOWANCE

HACM has established a utility allowance for all resident-paid utilities. The allowance will be based on a reasonable consumption of utilities by an energy-conservative household of modest circumstances consistent with the requirements of a safe, sanitary, and healthful environment. In setting the allowance, HACM will review the actual consumption of resident families as well as changes made or anticipated due to modernization (weatherization efforts, installation of energy-efficient appliances, etc). Allowances will be evaluated at least annually as well as any time utility rate changes by 10% or more since the last revision to the allowances.

The utility allowance will be subtracted from the family's formula or flat rent to determine the amount of the Tenant Rent. The Tenant Rent is the amount the family owes each month to HACM. The amount of the utility allowance is then still available to the family to pay the cost of their utilities. Any utility cost above the allowance is the responsibility of the resident. Any savings resulting from utility costs below the amount of the allowance belongs to the resident.

At developments with master metering, HACM will monitor the utility consumption of each household. Any consumption in excess of the allowance established by HACM will be billed to the resident monthly.

Utility allowance revisions based on rate changes shall be effective retroactively to the first day of the month following the month in which the last rate change took place. Revisions based on changes in consumption or other reasons shall become effective at each family's next annual reexamination.

Families with high utility costs are encouraged to contact HACM for an energy analysis. The analysis may identify problems with the dwelling unit that once corrected will reduce energy costs. The analysis can also assist the family in identifying ways they can reduce their costs.

Requests for relief from surcharges for excess consumption of HACM purchased utilities or from payment of utility supplier billings in excess of the utility allowance for resident-paid utility costs may be granted by the Housing Authority on reasonable grounds. Requests shall be granted to families that include an elderly member or a member with disabilities. Requests by the family shall be submitted under the Reasonable Accommodation Policy. Families shall be advised of their right to individual relief at admission to public housing and at time of utility allowance changes.

12.8 PAYING RENT

Rent and other charges are due and payable on the first day of the month. All rents should be paid through HACM's mail-in procedure. Reasonable accommodations for this requirement will be made for persons with disabilities. As a safety measure, no cash shall be accepted as a rent payment

If the rent is not paid by the fifth of the month, a Notice to Vacate will be issued. In addition, a $25.00 late charge will be assessed to the resident. If rent is paid by a personal check and the check is returned for insufficient funds, this shall be considered a non-payment of rent and will incur the late charge plus an additional charge of $20.00 for processing costs.

13.0 CONTINUED OCCUPANCY AND COMMUNITY SERVICE

13.1 GENERAL

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

13.2 EXEMPTIONS

The following adult family members of tenant families are exempt from this requirement.

A. Family members who are 62 or older

B. Family members who are blind or disabled

C. Family members who are the primary care giver for someone who is blind or disabled

D. Family members engaged in work activity

E. Family members who are exempt from work activity under Part A title IV of the Social Security Act or under any other State welfare program, including the welfare-to-work program

F. Family members receiving assistance under a State program funded under part A title IV of the Social Security Act or under any other State welfare program, including welfare-to-work and who are in compliance with that program

13.3 NOTIFICATION OF THE REQUIREMENT

HACM shall identify all adult family members who are apparently not exempt from the community service requirement.

HACM shall notify all such family members of the community service requirement and of the categories of individuals who are exempt from the requirement. The notification will provide the opportunity for family members to claim and explain an exempt status. HACM shall verify such claims.

The notification will advise families that their community service obligation will begin upon the effective date of their first annual reexamination on or after the effective date of HUD regulations. For family's paying a flat rent, the obligation begins on the date their annual reexamination would have been effective had an annual reexamination taken place. It will also advise them that failure to comply with the community service requirement will result in ineligibility for continued occupancy at the time of any subsequent annual reexamination.

13.4 VOLUNTEER OPPORTUNITIES

Community service includes performing work or duties in the public benefit that serve to improve the quality of life and/or enhance resident self-sufficiency, and/or increase the self-responsibility of the resident within the community. A list of volunteer activities will be provided at each development and will include volunteer service to the resident council as a qualifying activity.

An economic self sufficiency program is one that is designed to encourage, assist, train or facilitate the economic independence of participants and their families or to provide work for participants. These programs may include programs for job training, work placement, basic skills training, education, English proficiency, work fare, financial or household management, apprenticeship, and any program necessary to ready a participant to work (such as substance abuse or mental health treatment).

13.5 THE PROCESS

At the first annual reexamination on or after issuance of regulations, and each annual reexamination thereafter, HACM will do the following:

A. Provide a notice regarding the volunteer service requirement.

B. Request third party verification that at least 8 hours per month of qualifying volunteer community service has been performed.

13.6 NOTIFICATION OF NON-COMPLIANCE WITH COMMUNITY SERVICE REQUIREMENT

HACM will notify any family found to be in noncompliance of the following:

A. The family member(s) has been determined to be in noncompliance;

B. That the determination is subject to the grievance procedure; and

C. That, unless the family member(s) enter into an agreement to comply, the lease will not be renewed or will be terminated;

13.7 OPPORTUNITY FOR CURE

HACM will offer the family member(s) the opportunity to enter into an agreement prior to the anniversary of the lease. The agreement shall state that the family member(s) agrees to enter into an economic self-sufficiency program or agrees to contribute to community service for as many hours as needed to comply with the requirement over the past 12-month period. The cure shall occur over the 12-month period beginning with the date of the agreement and the resident shall at the same time stay current with that year's community service requirement. The first hours a resident earns goes toward the current commitment until the current year's commitment is made.

If any applicable family member does not accept the terms of the agreement, does not fulfill their obligation to participate in an economic self-sufficiency program, or falls behind in their obligation under the agreement to perform community service by more than three (3) hours after three (3) months, HACM shall take action to terminate the lease.

14.0 RECERTIFICATIONS

At least annually, HACM will conduct a reexamination of family income and circumstances. The results of the reexamination determine (1) the family's continued eligibility (2) the rent the family will pay, and (3) whether the family is housed in the correct unit size.

14.1 GENERAL

HACM will send a notice letter and recertification packet to the family letting them know that it is time for their annual reexamination, giving them the option of selecting either the flat rent or formula method. If the family thinks they may want to switch from a flat rent to a formula rent, they should request an appointment with their site manager. At the appointment, the family can make their final decision regarding which rent method they will choose. The letter also includes, for those families paying rent under the formula method, forms for the family to complete and return. The letter tells families who may

need to make alternate arrangements due to a disability that they may contact staff to request an accommodation of their needs.

14.2 MISSED APPOINTMENTS

If the family fails to respond to the letter and fails to submit their continued occupancy information, a second notice will be mailed. The second notice will also advise that failure by the family to submit required continued occupancy information will result in HACM taking eviction actions against the family.

14.3 FLAT RENTS

The annual notice to flat rent payers regarding the reexamination process will state the following:

A. Each year at the time of the annual reexamination, the family has the option of selecting a flat rent amount in lieu of completing the reexamination process and having their rent based on the formula amount.

B. The amount of the flat rent

C. A fact sheet about formula rents that explains the types of income counted, the most common types of income excluded, and the categories allowances that can be deducted from income.

D. Families who opt for the flat rent will be required to go through the income reexamination process every three years, rather than the annual review they otherwise would undergo.

E. Families who opt for the flat rent may request to have a reexamination and return to the formula-based method at any time for any of the following reasons:

1. The family's income has decreased.

2. The family's circumstances have changed increasing their expenses for child care, medical care, etc.

3. Other circumstances creating a hardship on the family such that the formula method would be more financially feasible for the family.

F. The dates upon which HACM expects to review the amount of the flat rent, the approximate rent increase the family could expect, and the approximate date upon which a future rent increase could become effective.

G. The name and phone number of an individual to call to get additional information or counseling concerning flat rents.

H. A certification for the family to sign accepting or declining the flat rent.

Each year 90 days prior to their anniversary date, HACM will send a reexamination notice to the family offering the choice between a flat or a formula rent. The opportunity to select the flat rent is available only at this time. HACM may assist the family in identifying the rent method that would be most advantageous for the family. If the family wishes to select the flat rent method without meeting with their site manager, they may make the selection on the form and return the form to HACM.

14.4 THE FORMULA METHOD

As part of the recertification process, the family will provide all information regarding income, assets, expenses, and other information necessary to determine the family's rent. The family will sign the HUD consent form and other consent forms that later will be mailed to the sources that will verify the family circumstances.

Upon receipt of verification, HACM will determine the family's annual income and will calculate their rent as follows.

The total tenant payment is equal to the highest of:

A. 10% of monthly income; or

B. 30% of adjusted monthly income

The family will pay the greater of the total tenant payment or the minimum rent of $50.00 per month, but never more than the ceiling rent.

14.5 EFFECTIVE DATE OF RENT CHANGES FOR ANNUAL REEXAMINATIONS

The new rent will generally be effective upon the anniversary date with thirty (30) days notice of any rent increase to the family.

If the rent determination is delayed due to a reason beyond the control of the family, then any rent increase will be effective the first of the month after the month in which the family receives a 30-day notice of the amount. If the new rent is a reduction and the delay is beyond the control of the family, the reduction will be effective as scheduled on the anniversary date.

If HACM determines that the family has had an increase in income of more than $85.00 month that was not reported since the last annual recertification, HACM will determine the appropriate new rent amount and will charge the resident this new amount retroactive to the date that the rent change would otherwise have been effective.

If the family caused the delay, then any increase will be effective on the anniversary date. Any reduction will be effective the first of the month after the rent amount is determined.

14.6 INTERIM REEXAMINATIONS

Families will be required to report any increase in income greater than $85.00 per month within 10 days of the date of the increase. As long as the family properly reports this increase, the additional income will not be used to determine rent until the next regularly scheduled annual eligibility recertification.

Families are also required to report the following changes to HACM between regular reexaminations. If the family's rent is being determined under the formula method, these changes will trigger an interim reexamination. The family shall report these changes within ten (10) days of their occurrence.

A. A member has been added to the family through birth or adoption or court-awarded custody.
B. A household member is leaving or has left the family unit.

In order to add a household member other than through birth or adoption (including a live-in aide), the family must request that the new member be added to the lease. Before adding the new member to the lease, the individual must complete an application form stating their income, assets, and all other information required of an applicant and pay a $50.00 processing fee if the requested lease add-on is an adult, at least 18 years of age or older. The individual must provide their Social Security number if they have one and must verify their citizenship/eligible immigrant status. (Their housing will not be delayed due to delays in verifying eligible immigrant status other than delays caused by the family.) The new family member will go through the same screening process as for new applicants. HACM will determine the eligibility of the individual before adding them to the lease. If the individual is found to be ineligible or does not pass the screening criteria, they will be advised in writing and given the opportunity for an informal review through HACM's Grievance Procedure. If they are found to be eligible and do pass the screening criteria, their name will be added to the lease. At the same time, if the family's rent is being determined under the formula method, the family's annual income will be recalculated taking into account the circumstances of the new family member. The effective date of the new rent will be in accordance with paragraph 14.8.

Families are not required to, but may at any time, request an interim reexamination based on a decrease in income, an increase in allowable expenses, or other changes in family circumstances. Upon such request, HACM will take timely action to process the interim reexamination and recalculate the family's rent.

14.7 SPECIAL REEXAMINATIONS

If a family's income is too unstable to project for twelve (12) months, including HACM families that temporarily claim to have no income or have a temporary decrease in income, HACM may schedule special reexaminations every sixty (60) days until the income stabilizes and an annual income can be determined.

14.8 EFFECTIVE DATE OF RENT CHANGES DUE TO INTERIM OR SPECIAL REEXAMINATIONS

Unless there is a delay in reexamination processing caused by the family, any rent increase will be effective the first of the second month after the month in which the family receives notice of the new rent amount. If the family causes a delay, then the rent increase will be effective on the date it would have been effective had the process not been delayed (even if this means a retroactive increase).

If the new rent is a reduction and any delay is beyond the control of the family, the reduction will be effective the first of the month after the interim reexamination should have been completed.

If the new rent is a reduction and the family caused the delay or did not report the change in a timely manner, the change will be effective the first of the month after the rent amount is determined.

15.0 UNIT TRANSFERS

15.1 OBJECTIVES OF THE TRANSFER POLICY

The objectives of the Transfer Policy include the following:

A. To address emergency situations.

B. To fully utilize available housing resources while avoiding overcrowding by insuring that each family occupies the appropriate size unit.

C. To facilitate a relocation when required for modernization or other management purposes.

D. To facilitate relocation of families with inadequate housing accommodations.

E. To provide an incentive for families to assist in meeting HACM's deconcentration goal.

F. To eliminate vacancy loss and other expense due to unnecessary transfers.

15.2 CATEGORIES OF TRANSFERS

Category 1: Emergency transfers. These transfers are necessary when conditions pose an immediate threat to the life, health, or safety of a family or one of its members. Such situations may involve defects of the unit or the building in which it is located, the health condition of a family member, a hate crime, the safety of witnesses to a crime, or a law enforcement matter particular to the neighborhood.

Category 2: Incentive transfers. These transfer requests will be encouraged and approved for families who live in a development where their income category (below or above 30% of area median) predominates and wish to move to a development where their income category does not predominate.

Category 3: Immediate administrative transfers. These transfers are necessary in order to permit a family needing accessible features to move to a unit with such a feature or to enable modernization work to proceed.

Category 4: Regular administrative transfers. These transfers are made to offer incentives to families willing to help meet certain HACM occupancy goals, to correct occupancy standards where the unit size is inappropriate for the size and composition of the family, to allow for non-emergency but medically advisable transfers, and other transfers approved by HACM when a transfer is the only or best way of solving a serious problem.

15.3 DOCUMENTATION

When the transfer is at the request of the family, the family may be required to provide third party verification of the need for the transfer.

15.4 TRANSFERS TO SCATTERED SITES PUBLIC HOUSING

Families living in multifamily developments have the opportunity to transfer to scattered-site housing. Families approved for such transfers will meet the following eligibility criteria:

A. Have been a resident for at least twelve months prior to date of application.

B. For a minimum of one year, at least one adult family member is enrolled in an economic self-sufficiency program or is working at least forty (40) hours per week, the adult family members are 62 years of age or older or are disabled or are the primary care givers to others with disabilities;

C. The family is current in the payment of all charges owed HACM and has not paid late rent for at least one year;

D. The family passes a current housekeeping inspection and does not have any record of housekeeping problems during the last year;

E. The family has not materially violated the lease over the past two years by disturbing the peaceful enjoyment of their neighbors, by engaging in criminal or drug-related activity, or by threatening the health or safety of residents or Housing Authority staff.

Residents of low rent public housing shall not be eligible to add adult members to a dwelling lease during the initial year of occupancy and shall not be eligible to request a transfer until such year is completed. The Housing Authority may consider, at its

discretion circumstances which may represent and warrant hardship exception to this requirement.

15.5 PROCESSING TRANSFERS

Transfers on the waiting list will be sorted by the above categories and within each category by date and time.

Transfer offers will be made at a ratio of one transfer for every seven admissions and will be prioritized from category 1 (highest) to category 4.

Upon offer and acceptance of a unit, the family will execute all lease-up documents and pay any rent and/or security deposit within two (2) days of being informed the unit is ready to rent. The family will be allowed seven (7) days to complete a transfer. The family will be responsible for paying rent at the old unit as well as the new unit for any period of time they have possession of both. The prorated rent and other charges (key deposit and any additional security deposit owing) must be paid at the time of lease execution.

The following is the policy for the rejection of an offer to transfer:

A. If the family rejects a transfer offer, they will be removed from the transfer waiting list.

B. If the transfer is being made at the request of HACM and the family rejects two offers without good cause, HACM will take action to terminate their tenancy. If the reason for the transfer is that the current unit is too small to meet HACM's optimum occupancy standards, the family may request in writing to stay in the unit without being transferred so long as their occupancy will not exceed the city building code.

C. Only the "Head of Household" as listed on the current dwelling lease will be eligible to request a transfer.

15.6 COST OF THE FAMILY'S MOVE

The cost of the transfer generally will be borne by the family in the following circumstances:

A. When the transfer is made at the request of the family or by others on behalf of the family (i.e. by the police);

B. When the transfer is needed to move the family to an appropriately sized unit, either larger or smaller;

C. When the transfer is necessitated because a family with disabilities needs the accessible unit into which the transferring family moved (The family without disabilities signed a statement to this effect prior to accepting the accessible unit);

or

D. When the transfer is needed because action or inaction by the family caused the unit to be unsafe or uninhabitable.

The cost of the transfer will be borne by HACM in the following circumstances:

A. When the transfer is needed in order to carry out rehabilitation activities; or

B. When action or inaction by HACM has caused the unit to be unsafe or inhabitable.

The responsibility for moving costs in other circumstances will be determined on a case-by-case basis.

15.7 RESIDENTS IN GOOD STANDING

When the transfer is at the request of the family, it will not be approved unless the family is in good standing with the HACM. This means the family must be in compliance with their lease, and current in all payments to the Housing Authority.

15.8 TRANSFER REQUESTS

A resident may request a transfer at any time by completing a transfer request form. In considering the application, the Manager may request a meeting with the resident to better understand the need for transfer and to explore possible alternatives.

HACM will grant or deny the transfer request in writing within thirty (30) business days of receiving the request or holding the meeting, whichever is later.

If the transfer is approved, the family's name will be added to the transfer waiting list.

15.9 RIGHT OF HACM IN TRANSFER POLICY

The provisions listed above are to be used as a guide to insure fair and impartial means of assigning units for transfers. It is not intended that this policy will create a property right or any other type of right for a resident to transfer or refuse to transfer.

16.0 INSPECTIONS

16.1 MOVE-IN INSPECTIONS

The on-site housing manager and an adult member of the family will inspect the unit prior to signing the lease. Both parties will sign and date a written statement of the condition of the unit. A copy of the signed inspection will be given to the family and the original will be placed in the resident file.

16.2 ANNUAL INSPECTIONS

HACM will inspect each public housing unit at least annually to ensure that each unit meets HACM's housing standards. Work orders will be submitted and completed to correct any deficiencies.

16.3 PREVENTATIVE MAINTENANCE INSPECTIONS

These inspections are generally conducted along with the annual inspection. This inspection is intended to keep items in good repair. It checks weatherization; checks the condition of the smoke detectors, water heaters, furnaces, automatic thermostats and water temperatures; checks for leaks; and provides an opportunity to change furnace filters and provide other minor servicing that extends the life of the unit and its equipment.

16.4 SPECIAL INSPECTIONS

A special inspection may be scheduled to enable HUD or others to inspect a sample of the housing stock maintained by Housing Authority.

16.5 HOUSEKEEPING INSPECTIONS

Generally, at the time of annual reexamination, or at other times as necessary, HACM will conduct a housekeeping inspection to ensure the family is maintaining the unit in a safe and sanitary condition. Generally, housekeeping will be evaluated at annual unit inspections. Special follow-up inspections may be scheduled by the on-site manager to address deficiencies in housekeeping identified by annual or other unit inspections. HACM reserves the right to document any and all inspections by taking pictures of observed deficiencies.

16.6 NOTICE OF INSPECTION

For inspections defined as annual inspections, preventative maintenance inspections, special inspections, and housekeeping inspections HACM will give the resident at least two (2) days written notice.

16.7 EMERGENCY INSPECTIONS

If any employee and/or agent of HACM has reason to believe that an emergency exists within the housing unit, the unit can be entered without notice. The person(s) that enters the unit will leave a written notice to the resident that indicates the date and time the unit was entered and the reason why it was necessary to enter the unit.

16.8 MOVE-OUT INSPECTIONS

The on-site manager, or designee, conducts the move-out inspection after the resident vacates to assess the condition of the unit and determine responsibility for any needed repairs. When possible, the resident is notified of the inspection and is encouraged to be present. This inspection becomes the basis for any claims that may be assessed against the security deposit. A copy of the signed inspection will be placed in the resident file.

17.0 PET POLICY

Family Developments

1. Dogs and cats are permitted only in the single-family homes at Scattered Sites. All pets must be registered with HACM. You must receive a written permit to keep any animal on or about the premises. This privilege may be revoked at any time subject to the HACM's grievance procedure if the animal becomes destructive, a nuisance, or a health or safety hazard to the other residents, or if you fail to comply with the following:

   * A maximum number of two pets are allowed. Only one can be either a dog or a cat.
   * Permitted pets are limited to domesticated dogs, cats, birds (no more than two) and fish. No adult dog or cat weighing more than 30 pounds will be permitted.
   * Dogs and cats are to be licensed yearly with the City of Milwaukee (located in City Treasurer's Office, City Hall, Room 101), and residents must provide proof of yearly vaccinations. Dogs and cats must be vaccinated yearly for distemper and rabies. No vicious or intimidating dogs are allowed.
   * All cats and dogs must be spayed or neutered within a year of acquisition.
   * No pet may be kept in violation of state humane or health laws, or local ordinances.
   * Dogs and cats must remain inside a resident's unit unless they are on a leash and directly controlled by an adult.
   * You are to provide a litter box for cat waste to be kept in your apartment. You are not allowed to let waste accumulate. You are responsible for properly disposing of cat waste in plastic bags that are securely wrapped and tied and placed in the garbage container provided by HACM outside the building.
   * You are responsible for promptly cleaning up pet droppings from your pet outside of your apartment, and disposing of droppings properly wrapped, in the garbage container provided by HACM outside the building.
   * You shall take adequate precautions to eliminate any pet odors within or around your apartment and maintain your apartment in a sanitary condition at all times as determined by HACM.
   * You shall not permit any disturbance by your pet that would interfere with the peaceful enjoyment of other residents, whether by loud barking, howling, biting, scratching, chirping, or other such activities.
   * If pets are left unattended in your apartment for twenty-four hours or more, staff may enter to remove the pet and transfer it to the proper authorities subject to the provisions of Section 948.15 of Wisconsin State Law or local ordinances. HACM accepts no responsibility for the pet under such circumstances.
   * You shall not alter your apartment, or building premises to create an enclosure for an animal.
   * You are responsible for all damages including cost of fumigation caused by your pets.

* You are prohibited from feeding stray animals. The feeding of stray animals shall constitute having a pet without permission.
* You shall pay a damage deposit for a dog or a cat. The deposit shall be paid in advance or upon acquiring your pet. This deposit is refundable if no damage is done, as verified by HACM, after you remove the pet or move. See your housing manager for further information.
* You must identify an alternate custodian for your pet in the event you become ill or for other absences from your apartment.

2. Small birds, in cages, and fish aquariums are allowed at other family developments.

* You will be responsible for any damage caused by leaking fish tanks or inappropriate care of authorized pets.
* Your guests may not bring pets when they visit.
* You may not keep pets on a temporary basis even though someone else owns the pet.
* You may not keep stray animals. The repeated feeding of stray animals may be deemed as having a pet.
* Contact your development office if you have any questions regarding keeping other pets in your unit.

3. Animals used to assist a visually, hearing, or mobility impaired person will be allowed if you or a member of your household has a documented need, provided:

* Appropriate documentation is submitted to your housing manager requesting a reasonable accommodation.
* You are responsible for any damage caused by the animal.
* The animal must be licensed and vaccinated in accordance with local City ordinances.
* You must post a notice on the front and rear entrance doors to your apartment stating that you have a service pet so that HACM staff or service providers who may need to enter your apartment are aware of the pet.

Housing for Elderly/Disabled

If you are residing in low-income housing buildings exclusively for the elderly, handicapped, or disabled persons, you are permitted to keep pets.

All pets must be registered with HACM. You must receive a written permit to keep any animal on or about the premises. This privilege may be revoked at any time subject to the HACM's grievance procedure if the animal becomes destructive, a nuisance, or a health or safety hazard to the other residents, or if you fail to comply with the following:

1. A maximum number of two pets are allowed. Only one can be either a dog or a cat.

2. Permitted pets are limited to domesticated dogs, cats, birds (no more than two) and fish. No adult dog or cat weighing more than 30 lbs. will be permitted.

3. Dogs and cats are to be licensed yearly with the City of Milwaukee (located in City Treasurer's Office, City Hall, Room 101), and residents must provide proof of yearly vaccinations. Dogs and cats must be vaccinated yearly for distemper and rabies. No vicious or intimidating dogs are allowed.

4. All cats and dogs must be spayed or neutered within a year of acquisition.

5. No pet may be kept in violation of state humane or health laws, or local ordinances.

6. Dogs and cats must remain inside a resident's unit unless they are on a leash and directly controlled by an adult. Birds must be confined to a cage at all times.

7. You are to provide a litter box for cat waste to be kept in your apartment. You are not allowed to let waste accumulate. You are responsible for properly disposing of cat waste in plastic bags that are securely wrapped and tied and placed in the garbage container provided by HACM outside the building.

8. You are responsible for promptly cleaning up pet droppings from your pet outside of your apartment on HACM property, and disposing of droppings properly wrapped, in the garbage container provided by HACM outside the building.

9. You shall take adequate precautions to eliminate any pet odors within or around your apartment and maintain your apartment in a sanitary condition at all times as determined by HACM.

10. You shall pay a damage deposit for a dog or a cat. The deposit shall be paid in advance or upon acquiring your pet. The deposit is refundable if no damage is done, as verified by HACM, after you remove the pet or move. See your housing manager for further information.

11. You shall not permit any disturbance by your pet that would interfere with the peaceful enjoyment of other residents, whether by loud barking, howling, biting, scratching, chirping, or other such activities.

12 If pets are left unattended in your apartment for twenty-four hours or more, staff may enter to remove the pet and transfer it to the proper authorities subject to the provisions of Section 948.15 of Wisconsin State Law or local ordinances. HACM accepts no responsibility for the pet under such circumstances.

13. You must identify an alternate custodian for your pet in the event you become ill or for other absences from your apartment.

14. You shall not alter your apartment, or building premises to create an enclosure for an animal.

15. You are responsible for all damages including cost of fumigation caused by your pets.

16. You are prohibited from feeding stray animals. The feeding of stray animals shall constitute having a pet without permission.

17. You shall pay a damage deposit for each pet. The deposit shall be paid in advance or upon acquiring your pet. This deposit is refundable if no damage is done, as verified by HACM, after you remove the pet/pets or move.

18. Those who violate these rules are subject to:

    * Being required to get rid of the pet within fourteen days of notice by HACM; and/or
    * Being determined to be in violation of the lease.

18.0 REPAYMENT AGREEMENTS

When a resident owes HACM back charges and is unable to pay the balance by the due date, the resident may request that the Housing Authority allow them to enter into a Repayment Agreement. The on-site Manager has the sole discretion of whether to accept such an agreement. All Repayment Agreements must assure that the full payment is made within a period not to exceed twelve (12) months. All Repayment Agreements must be in writing and signed by both parties. Failure to comply with the Repayment Agreement terms may subject the Resident to eviction procedures.

HACM may require all repayment agreements for delinquent rent to be executed through a formal court stipulation.

19.0 TERMINATION

19.1 TERMINATION BY RESIDENT

A resident may terminate the lease at any time upon submitting a 30-day written notice. If the resident vacates prior to the end of the thirty (30) days, they will be responsible for rent through the end of the notice period or until the unit is re-rented, whichever occurs first.

19.2 TERMINATION BY THE HOUSING AUTHORITY

The HACM will terminate the lease for serious or repeated violations of material lease terms. Such violations include but are not limited to the following:

A. Nonpayment of rent or other charges;

B. A history of late rental payments;

C. Failure to provide timely and accurate information regarding family composition, income, or other information related to eligibility or rent;

D. Failure to allow inspection of the unit;

E. Failure to maintain the unit in a safe and sanitary manner;

F. Assignment or subletting of the premises;

G. Use of the premises for purposes other than as a dwelling unit (other than for housing authority approved resident businesses);

H. Destruction of property;

I. Acts of destruction, defacement, or removal of any part of the premises or failure to cause guests to refrain from such acts;

J. Any criminal activity on any HACM property or drug-related criminal activity on or off the premises. This includes but is not limited to the manufacture of methamphetamine on HACM premises;

K. Non-compliance with Non-Citizen Rule requirements;

L. Permitting persons not on the lease to reside in the unit more than fourteen 14 consecutive or 28 calendar days each year without the prior written approval of the Housing Authority; and

M. Subject to HUD regulations. HACM will not renew the lease of any family that is not in compliance with the community service requirement or an approved Agreement to Cure. If they do not voluntarily leave the property, eviction proceedings will begin.

N. HACM will take immediate action to evict any household that includes an individual who is subject to a lifetime registration requirement under a State sex offender registration program.

O. Other good cause

19.3 ABANDONMENT

HACM will consider a unit to be abandoned when a resident has both fallen behind in rent **AND** has clearly indicated by words or actions an intention not to continue living in the unit.

When a unit has been abandoned, the on-site manager or designee may enter the unit and remove any abandoned property. If the property is valued at $1000 or more, it will be stored in a reasonably secure place. A notice will be mailed to the resident stating where the property is being stored and when it will be sold. If HACM does not have a new address for the resident, the notice will be mailed to the unit address so it can be forwarded by the post office.

Within 21 days of learning of an abandonment, HACM will either return the deposit or provide a statement of why the deposit is being kept.

19.4 RETURN OF SECURITY DEPOSIT

After a family moves out, HACM will return the security deposit within a reasonable period or give the family a written statement of why all or part of the security deposit is being kept. The rental unit must be restored to the same conditions as when the family moved in, except for normal wear and tear. Deposits will not be used to cover normal wear and tear or damage that existed when the family moved in.

GLOSSARY

50058 Form: The HUD form that housing authorities are required to complete for each assisted household in public housing to record information used in the certification and re-certification process and, at the option of the housing authority, for interim reexaminations.

1937 Housing Act: The United States Housing Act of 1937 (42 U.S.C. 1437 et seq.) (24 CFR 5.100)

Adjusted Annual Income: The amount of household income, after deductions for specified allowances, on which tenant rent is based. (24 CFR 5.611)

Adult: A household member who is 18 years or older or who is the head of the household, or spouse, or co-head.

Allowances: Amounts deducted from the household's annual income in determining adjusted annual income (the income amount used in the rent calculation). Allowances are given for elderly families, dependents, medical expenses for elderly families, disability expenses, and child care expenses for children under 13 years of age. Other allowance can be given at the discretion of the housing authority.

Annual Contributions Contract (ACC): The written contract between HUD and a housing authority under which HUD agrees to provide funding for a program under the 1937 Act, and the housing authority agrees to comply with HUD requirements for the program. (24 CFR 5.403)

Annual Income: All amounts, monetary or not, that:

A. Go to (or on behalf of) the family head or spouse (even if temporarily absent) or to any other family member; or

B. Are anticipated to be received from a source outside the family during the 12-month period following admission or annual reexamination effective date; and

C. Are not specifically excluded from annual income.

Annual Income also includes amounts derived (during the 12-month period) from assets to which any member of the family has access. (1937 Housing Act; 24 CFR 5.609*)*

Applicant (applicant family): A person or family that has applied for admission to a program but is not yet a participant in the program. (24 CFR 5.403)

As-Paid States: States where the welfare agency adjusts the shelter and utility component of the welfare grant in accordance with actual housing costs. Currently, the four as-paid States are New Hampshire, New York, Oregon, and Vermont.

Assets: The value of equity in savings, checking, IRA and Keogh accounts, real property, stocks, bonds, and other forms of capital investment. The value of necessary items of personal property such as furniture and automobiles are not counted as assets. (Also see "net family assets.")

Asset Income: Income received from assets held by family members. If assets total more than $5,000, income from the assets is "imputed" and the greater of actual asset income and imputed asset income is counted in annual income. (See "imputed asset income" below.)

Ceiling Rent: Maximum rent allowed for some units in public housing developments.

Certification: The examination of a household's income, expenses, and family composition to determine the family's eligibility for program participation and to calculate the family's share of rent.

Child: For purposes of citizenship regulations, a member of the family other than the family head or spouse who is under 18 years of age. (24 CFR 5.504(b))

Child Care Expenses: Amounts anticipated to be paid by the family for the care of children under 13 years of age during the period for which annual income is computed, but only where such care is necessary to enable a family member to actively seek employment, be gainfully employed, or to further his or her education and only to the extent such amounts are not reimbursed. The amount deducted shall reflect reasonable charges for childcare. In the case of childcare necessary to permit employment, the amount deducted shall not exceed the amount of employment income that is included in annual income. (24 CFR 5.603(d))

Citizen: A citizen or national of the United States. (24 CFR 5.504(b))

Consent Form: Any consent form approved by HUD to be signed by assistance applicants and participants for the purpose of obtaining income information from employers and SWICAs, return information from the Social Security Administration, and return information for unearned income from the Internal Revenue Service. The consent forms may authorize the collection of other information from assistance applicants or participant to determine eligibility or level of benefits. (24 CFR 5.214)

Decent, Safe, and Sanitary: Housing is decent, safe, and sanitary if it satisfies the applicable housing quality standards.

Department: The Department of Housing and Urban Development. (24 CFR 5.100)

Dependent: A member of the family (except foster children and foster adults), other than the family head or spouse, who is under 18 years of age or is a person with a disability or is a full-time student. (24 CFR 5.603(d))

Dependent Allowance: An amount, equal to $480 multiplied by the number of dependents, that is deducted from the household's annual income in determining adjusted annual income.

Disability Assistance Expenses: Reasonable expenses that are anticipated, during the period for which annual income is computed, for attendant care and auxiliary apparatus for a disabled family member and that are necessary to enable a family member (including the disabled member) to be employed, provided that the expenses are neither paid to a member of the family nor reimbursed by an outside source. (24 CFR 5.603(d))

Disability Assistance Expense Allowance: In determining adjusted annual income, the amount of disability assistance expenses deducted from annual income for families with a disabled household member.

Disabled Family: A family whose head, spouse, or sole member is a person with disabilities; two or more persons with disabilities living together; or one or more persons with disabilities living with one or more live-in aides. (24 CFR 5.403(b)) (Also see "person with disabilities.")

Disabled Person: See "person with disabilities."

Displaced Family: A family in which each member, or whose sole member, is a person displaced by governmental action (such as urban renewal), or a person whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws. (24 CFR 5.403(b))

Displaced Person: A person displaced by governmental action or a person whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws. *[1937 Act]*

Drug-Related Criminal Activity: Drug trafficking or the illegal use, or possession for personal use, of a controlled substance as defined in Section 102 of the Controlled Substances Act (21 U.S.C. 802.

Elderly Family: A family whose head, spouse, or sole member is a person who is at least 62 years of age; two or more persons who are at least 62 years of age living together; or one or more persons who are at least 62 years of age living with one or more live-in aides. (24 CFR 5.403)

Elderly Family Allowance: For elderly families, an allowance of $400 is deducted from the household's annual income in determining adjusted annual income.

Elderly Person:A person who is at least 62 years of age. (1937 Housing Act)

Extremely low-income families: Those families whose incomes do not exceed 30% of the median income for the area, as determined by the Secretary with adjustments for smaller and larger families.

Fair Housing Act: Title VIII of the Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988 (42 U.S.C. 3601 et seq.). (24 CFR 5.100)

Family includes but is not limited to**:**

A. A family with or without children;

B. An elderly family;

C. A near-elderly family;

D. A disabled family;

E. A displaced family;

F. The remaining member of a tenant family; and

G. A single person who is not an elderly or displaced person, a person with disabilities, or the remaining member of a tenant family. (24 CFR 5.403)

Family Members: All members of the household other than live-in aides, foster children, and foster adults. All family members permanently reside in the unit, though they may be temporarily absent. All family members are listed on the lease.

Family Self-Sufficiency Program (FSS Program): The program established by a housing authority to promote self-sufficiency among participating families, including the coordination of supportive services. (24 CFR 984.103(b))

Flat Rent: A rent amount the family may choose to pay in lieu of having their rent determined under the formula method. The flat rent is established by the housing authority set at the lesser of the market value for the unit or the cost to operate the unit. Families selecting the flat rent option have their income evaluated once every three years, rather than annually.

Formula Method: A means of calculating a family's rent based on 10% of their monthly income, 30% of their adjusted monthly income, the welfare rent, or the minimum rent. Under the formula method, rents may be capped by a ceiling rent. Under this method, the family's income is evaluated at least annually.

Full-Time Student: A person who is carrying a subject load that is considered full-time for day students under the standards and practices of the educational institution attended. An educational institution includes a vocational school with a diploma or certificate program, as well as an institution offering a college degree. (24 CFR 5.603(d))

Head of Household: The adult member of the family who is the head of the household for purposes of determining income eligibility and rent. (24 CFR 5.504(b))

Household Members: All members of the household including members of the family, live-in aides, foster children, and foster adults. All household members are listed on the lease, and no one other than household members are listed on the lease.

Housing Assistance Plan: A housing plan that is submitted by a unit of general local government and approved by HUD as being acceptable under the standards of 24 CFR 570.

Imputed Income: For households with net family assets of more than $5,000, the amount calculated by multiplying net family assets by a HUD-specified percentage. If imputed income is more than actual income from assets, the imputed amount is used as income from assets in determining annual income.

In-Kind Payments: Contributions other than cash made to the family or to a family member in exchange for services provided or for the general support of the family (e.g., groceries provided on a weekly basis, baby sitting provided on a regular basis).

Interim (examination): A reexamination of a family income, expenses, and household composition conducted between the regular annual recertifications when a change in a household's circumstances warrants such a reexamination.

Live-In Aide: A person who resides with one or more elderly persons, near-elderly persons, or persons with disabilities and who:

A. Is determined to be essential to the care and well-being of the persons;

B. Is not obligated for the support of the persons; and

C. Would not be living in the unit except to provide the necessary supportive services. (24 CFR 5.403(b))

Low-Income Families: Those families whose incomes do not exceed 80% of the median income for the area as determined by the Secretary with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 80% of the median for the area on the basis of the Secretary's findings that such variations are necessary because of prevailing levels of construction costs or unusually high or low family incomes. (1937 Act)

Medical Expenses: Medical expenses (of all family members of an elderly or disabled family), including medical insurance premiums that are anticipated during the period for which annual income is computed and that are not covered by insurance. (24 CFR 5.603(d). These expenses include, but are not limited to, prescription and non-prescription drugs, costs for doctors, dentists, therapists, medical facilities, care for a service animals, transportation for medical purposes.

Mixed Family: A family whose members include those with citizenship or eligible immigration status and those without citizenship or eligible immigration status. (24 CFR 5.504(b))

Monthly Adjusted Income: One twelfth of adjusted income. (24 CFR 5.603(d))

Monthly Income: One twelfth of annual income. (24 CFR 5.603(d))

National: A person who owes permanent allegiance to the United States, for example, as a result of birth in a United States territory or possession. (24 CFR 5.504(b))

Near-Elderly Family: A family whose head, spouse, or sole member is a person who is at least 50 years of age but below the age of 62; two or more persons, who are at least 50 years of age but below the age of 62, living together; or one or more persons who are at least 50 years of age but below the age of 62 living with one or more live-in aides. (24 CFR 5.403(b))

Net Family Assets:

A. Net cash value after deducting reasonable costs that would be incurred in disposing of real property, savings, stocks, bonds, and other forms of capital investment, excluding interests in Indian trust land and excluding equity accounts in HUD homeownership programs. The value of necessary items of personal property such as furniture and automobiles shall be excluded.

B. In cases where a trust fund has been established and the trust is not revocable by, or under the control of, any member of the family or household, the value of the trust fund will not be considered an asset so long as the fund continues to be held in trust. Any income distributed from the trust fund shall be counted when determining annual income.

C. In determining net family assets, housing authorities or owners, as applicable, shall include the value of any business or family assets disposed of by an applicant or tenant for less than fair market value (including a disposition in trust, but not in a foreclosure or bankruptcy sale) during the two years preceding the date of application for the program or reexamination, as applicable, in excess of the consideration received therefor. In the case of a disposition as part of a separation or divorce settlement, the disposition will not be considered to be for less than fair market value if the applicant or tenant receives important consideration not measurable in dollar terms. (24 CFR 5.603(d))

Non-Citizen: A person who is neither a citizen nor national of the United States. (24 CFR 5.504(b))

Occupancy Standards: The standards that a housing authority establishes for determining the appropriate number of bedrooms needed to house families of different sizes or composition.

Person with Disabilities: A person who:

A. Has a disability as defined in Section 223 of the Social Security Act, which states:

"Inability to engage in any substantial, gainful activity by reason of any medically determinable physical or mental impairment that can be expected to result in death or that has lasted or can be expected to last for a continuous period of not less than 12 months, or

An individual who attained the age of 55 and is blind and unable by reason of such blindness to engage in substantial, gainful activity requiring skills or ability comparable to those of any gainful activity in which he has previously engaged with some regularity and over a substantial period of time."

B. Is determined, pursuant to regulations issued by the Secretary, to have a physical, mental, or emotional impairment that:

1. Is expected to be of long-continued and indefinite duration;

2. Substantially impedes his or her ability to live independently; and

3. Is of such a nature that such ability could be improved by more suitable housing conditions, or

C. Has a developmental disability as defined in Section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act, which states:

"Severe chronic disability that:

1. Is attributable to a mental or physical impairment or combination of mental and physical impairments;

2. Is manifested before the person attains age 22;

3. Is likely to continue indefinitely;

4. Results in substantial functional limitation in three or more of the following areas of major life activity: (1) self care, (2) receptive and responsive language, (3) learning, (4) mobility, (e) self-direction, (6) capacity for independent living, and (7) economic self-sufficiency; and

5. Reflects the person's need for a combination and sequence of special, interdisciplinary, or generic care, treatment, or other services that are of lifelong or extended duration and are individually planned and coordinated."

This definition does not exclude persons who have the disease of acquired immunodeficiency syndrome or any conditions arising from the etiologic agent for acquired immunodeficiency syndrome. (1937 Act)

No individual shall be considered to be a person with disabilities for purposes of eligibility solely based on any drug or alcohol dependence.

Proration of Assistance: The reduction in a family's housing assistance payment to reflect the proportion of family members in a mixed family who are eligible for assistance. (24 CFR5.520)

Public Housing Agency (PHA): Any State, county, municipality, or other governmental entity or public body (or agency or instrumentality thereof), which is authorized to engage in or assist in the development or operation of low-income housing under the 1937 Housing Act. (24 CFR 5.100)

Recertification: The annual reexamination of a family's income, expenses, and composition to determine the family's rent.

Remaining Member of a Tenant Family: A member of the family listed on the lease who continues to live in the public housing dwelling after all other family members have left. (Handbook 7565.1 REV-2, 3-5b.)

Self-Declaration: A type of verification statement by the tenant as to the amount and source of income, expenses, or family composition. Self-declaration is acceptable verification only when third-party verification or documentation cannot be obtained.

Shelter Allowance: That portion of a welfare benefit (e.g., TANF) that the welfare agency designates to be used for rent and utilities.

Single Person: Someone living alone or intending to live alone who does not qualify as an elderly family, a person with disabilities, a displaced person, or the remaining member of a tenant family. (Public Housing: Handbook 7465.1 REV-2, 3-5)

State Wage Information Collection Agency (SWICA): The State agency receiving quarterly wage reports from employers in the State or an alternative system that has been determined by the Secretary of Labor to be as effective and timely in providing employment-related income and eligibility information. (24 CFR 5.214)

Temporary Assistance to Needy Families (TANF): The program that replaced the Assistance to Families with Dependent Children (AFDC) that provides financial assistance to needy families who meet program eligibility criteria. Benefits are limited to a specified time period.

Tenant: The person or family renting or occupying an assisted dwelling unit. (24 CFR 5.504(b))

Tenant Rent: The amount payable monthly by the family as rent to the housing authority. Where all utilities (except telephone) and other essential housing services are supplied by the housing authority or owner, tenant rent equals total tenant payment. Where some or all utilities (except telephone) and other essential housing services are supplied by the housing authority and

the cost thereof is not included in the amount paid as rent, tenant rent equals total tenant payment less the utility allowance. (24 CFR 5.603(d))

Third-Party (verification): Written or oral confirmation of a family's income, expenses, or household composition provided by a source outside the household.

Total Tenant Payment (TTP):

A. Total tenant payment for families whose initial lease is effective on or after August 1, 1982:

1. Total tenant payment is the amount calculated under Section 3(a)(1) of the 1937 Act which is the higher of :

a. 30% of the family's monthly adjusted income;

b. 10% of the family's monthly income; or

c. If the family is receiving payments for welfare assistance from a public agency and a part of such payments, adjusted in accordance with the family's actual housing costs, is specifically designated by such agency to meet the family's housing costs, the portion of such payments which is so designated.

If the family's welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under section 3(a)(1) shall be the amount resulting from one application of the percentage.

2. Total tenant payment for families residing in public housing does not include charges for excess utility consumption or other miscellaneous charges.

B. Total tenant payment for families residing in public housing whose initial lease was effective before August 1, 1982: Paragraphs (b) and (c) of 24 CFR 913.107, as it existed immediately before November 18, 1996), will continue to govern the total tenant payment of families, under a public housing program, whose initial lease was effective before August 1, 1982.

Utility Allowance: If the cost of utilities (except telephone) and other housing services for an assisted unit is not included in the tenant rent but is the responsibility of the family occupying the unit, an amount equal to the estimate made by a housing authority of the monthly cost of a reasonable consumption of such utilities and other services for the unit by an energy-

conservative household of modest circumstances consistent with the requirements of a safe, sanitary, and healthful living environment. (24 CFR 5.603)

Utility Reimbursement: The amount, if any, by which the utility allowance for the unit, if applicable, exceeds the total tenant payment for the family occupying the unit. (24 CFR 5.603)

Very Low-Income Families: Low-income families whose incomes do not exceed 50% of the median family income for the area, as determined by the Secretary with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 50% of the median for the areas on the basis of the Secretary's findings that such variations are necessary because of unusually high or low family incomes. Such ceilings shall be established in consultation with the Secretary of Agriculture for any rural area, as defined in Section 520 of the Housing Act of 1949, taking into account the subsidy characteristics and types of programs to which such ceilings apply. (1937 Act)

Welfare Assistance: Welfare or other payments to families or individuals, based on need, that are made under programs funded, separately or jointly, by Federal, State or local governments (including assistance provided under the Temporary Assistance for Needy Families (TANF) program, as that term is defined under the implementing regulations issued by the Departmentn of Health and Human Services at 45 CFR 260.31).

45 CFR 260.31 defines the term “assistance” to include cash, payments, vouchers, and other forms of benefits designed to meet a family’s ongoing basic needs (i.e., for food, clothing, shelter, utilities, household goods, personal care items, and general incidental expenses).

It includes such benefits even when they are:

A. Provided in the form of payments by a TANF agency, or other agency on its behalf, to individual recipients; and

B. Conditioned on participation in work experience or community service (or any other work activity under 45 CFR 261.30).

Except where excluded later in this definition, it also includes supportive services such as transportation and childcare provided to families who are not employed.

The term “assistance” exludes:

A. Nonrecurrent, short-term benefits that:

    1. Are designed to deal with a specific crisis situation or episode of need;
    2. Are not intended to meet recurrent or ongoing needs; and
    3. Will not extend beyond four months.

B. Work subsidies (i.e., payments to employers or third parties to help cover the costs of employee wages, benefits, supervision, and training);

C. Supportive services such as child care and transportation provided to families who are employed;

D. Refundable earned income tax credits;

E. Contributions to, and distributions from, Individual Development Accounts;

F. Services such as counseling, case management, peer support, childcare information and referral, transitional services, job retention, job advancement, and other employment-related services that do not provide basic income support; and

G. Transportation benefits provided under a Job Access or Reverse Commute project, pursuant to section 404(k) of the Act, to an individual who is not otherwise receiving assistance.

Welfare Rent: In "as-paid" welfare programs, the amount of the welfare benefit designated for shelter and utilities.

ACRONYMS

ACC	Annual Contributions Contract
CFR	Code of Federal Regulations
FSS	Family Self Sufficiency (program)
HCDA	Housing and Community Development Act
HQS	Housing Quality Standards
HUD	Department of Housing and Urban Development
INS	(U.S.) Immigration and Naturalization Service
NAHA	(Cranston-Gonzalez) National Affordable Housing Act
NOFA	Notice of Funding Availability
OMB	(U.S.) Office of Management and Budget
PHA	Public Housing Agency
QHWR	Quality Housing and Work Responsibility Act of 1998
SSA	Social Security Administration
TTP	Total Tenant Payment
TANF	Temporary Assistance to Needy Families
W-2	Wisconsin Welfare Reform Program

Appendix A -

The Townhomes At Carver Park is a mixed-finance property not subject to HACM's ACOP for non-public housing units.

Revised 10-30-01

MANAGEMENT PLAN
FOR
TOWNHOMES AT CARVER PARK

The day to day management of the Townhomes at Carver Park ("Property") will be carried out under the direct supervision of The Friends of Housing Corporation (Agent), or any successor engaged by the Lapham Park LLC, (General Partner) for the Lapham Park Tax Credit Limited Partnership (Owner) subject to Owner's review and oversight. Management of the Property will be subject to all applicable laws and regulations and the documents identified below:

- Management Agreement, dated , between Agent and Owner.
- The Housing Authority of the City of Milwaukee's Grievance Procedure, which is only applicable to the 51 public housing units.
- Regulatory and Operating Agreement, dated , between Housing Authority of the City of Milwaukee (HACM) and Owner.
- Agreement of Limited Partnership, dated between Owner and Lend Lease Lapham Park Limited Liability Corporation (Investor) and SLP, Inc.
- HOPE VI Grant Agreement, dated , between the United States Department of Housing and Urban Development ("HUD") and HACM.
- Consolidated Annual Contributions Contract between HUD and HACM dated, as amended from time to time and as applicable to the Property by the Mixed Finance Amendment dated as of .
- Land Use Restriction Agreement (LURA) between the Owner and the Wisconsin Housing and Economic Development Authority.

PROPERTY DESCRIPTION

The Property is a mixed-income family development consisting of 51 public housing units, 51 tax credit units and 20 market rate units. The unit breakdown by category is as follows:

Tax Credit	Public Housing/Tax Credit	Market Rate
2BR - 16 units	3BR - 35 units	3BR – 20 units
3BR – 35 units	4 BR – 10 units	
	5BR - 6 units	

With the exception of the market-rate units, which are not subject to income limits, all public housing applicants are subject to HUD required income limits, and all tax credit applicants (including public housing applicants) are subject to the requirements of Section 42 of the Internal Revenue Code and the LURA (together, the "Tax Credit Program").

Management Plan Goals

- To provide a desirable, well-maintained housing development that adds value to the neighborhood and serves an economically diverse population.
- To provide effective and timely services to residents and Owner while managing the Property in an efficient and cost-effective manner.
- To comply with all requirements relating to the unique financing structure of the Property to assure its ongoing and long-term viability.
- To cooperate with the Owner to assure its compliance with the Public Housing Assessment System("PHAS"), to the extent applicable to the Property.

General Duties

STAFFING

The dedicated staffing for the Property is as follows:

Job Title	Number	FTE (Full-time equivalents)
Site Manager	1	,7
Administrative Assistant	1	.6
Maintenance Supervisor	1	.3
Maintenance Mechanic	2	.8
Janitorial Staff	2	1.0
Custodial (Part-time)	1	.5
Additional part-time staff	2	1.0

Only the portion of the staff's time that is spent on the Property will be charged against the property.

(A listing of Agent's staff that will provide administrative and maintenance duties to the property are included in Attachment A.)

Application and Leasing

Public Housing - Returning Residents

Subject to the conditions described below, the 51 public housing units at the Property will be first offered to former residents that executed a relocation agreement with HACM with a stated preference to return to the Property upon completion.

1. The criteria under which these residents will be considered for placement include, but are not limited to the following:

a) Acceptable prior history of lease compliance with regard to unit upkeep and rent payment as evaluated by the Agent; and
b) Acceptable record of lease compliance with regard to unit upkeep and rent payment as evaluated by their current housing manager; and
c) Acceptable record of lease compliance in regards to prior public safety and/or criminal contacts for all adult members of the household; and
d) Willingness to execute the lease and addendum as required by the HOPE VI redevelopment program and Tax Credit Program guidelines for the Property.

2. Eligible residents will be re-certified as to family income to assure continued eligibility for public housing and the tax credit program.

3. Approved residents will be offered units, according to unit size needs, in the order of their length of prior occupancy at the Property until all available public housing units have been filled.

4. A waiting list of former residents who are eligible and approved will be maintained until initial leasing is achieved for all 51 public housing units at the Property.

Public Housing – New Residents

After selection of all the prior residents of Property that are eligible to return to Property and initial leasing of the 51public housing units at the Property, HACM will provide for the screening and selection of applicants for the public housing units at the Property utilizing their existing waiting list. In order to accomplish goals for a broad range of incomes, the following income-tiering goals have been established:

20 units	16 units	15 units
0% to 30% of AMI	More than 30.01% to 50% AMI	More than 50.01% to 60% AMI

(AMI = Adjusted Median Income)

Every effort will be made to accomplish the above listed income-tiering goals. Agent will notify HACM which income level should be targeted each time that there is a public housing unit vacancy. Should there be more than one vacancy at different income-tiering levels, the level with the most vacancies will be targeted for filling first. Should there be two income levels that have the same amount of vacancies, the family that is highest on the wait list that would qualify for one of those income levels will be selected. Should all three levels have the same amount of vacancies, the family that is highest on the wait list that would qualify for any one of those income levels will be selected. Applicants will be contacted based on their rank on the HACM wait list and the income-tiering level vacancy that exists.

At the Owners direction, adjustments to the income-tiering goals detailed above may be made if necessary to deal with shortfalls in operating subsidies provided for the Property as detailed in the Regulatory & Operating Agreement.,
Applicants must successfully complete the HACM screening process which includes a criminal background check of all adult members, credit check, landlord contact (both present and previous), to verify housekeeping abilities, rent paying habits and family behavior.

Screened applicants will be referred to the Agent for selection. Agent will evaluate applicant's ability to meet the essential terms and conditions of the lease.

After applicants are approved by Agent, they will be contacted by the site manager for the Agent to view an apartment and set a leasing date. At leasing, the applicant will be informed of all the lease requirements that the applicant must follow, including requirements of being re-certified each year. Applicant will be required to pay a full month rent and a full security deposit at time of leasing, and sign a one-year lease using the approved public housing lease for the Property (including Tax Credit Program requirements) which has been approved by HACM.

Non Public Housing Residents

Applications will be accepted for non-public housing units at the Property.

Agent has developed an extensive wait list of over 400 names for the non-public housing units. Applicants will be contacted in groups of 10 to 20 names based on the date on their preliminary application. Applicants will be notified, based on their application information whether or not they are income eligible for a tax credit unit. If not, they will have 10 days to contact Agent with any additional income information that can be used to review their eligibility status. If they are eligible, they may come in and fill out the forms necessary to proceed

with a credit and criminal check. If they are ineligible because their income exceeds the maximum allowable for a tax credit unit, and if a market rate unit is available, they will be informed accordingly. If no market unit is available the applicant will be put on the wait list for market rate units. Agent will use the following checklist to process an applicant:

TOWNHOMES AT CARVER PARK

APPLICATION PROCESSING PROCEDURE

_____ **Receive preliminary application from applicant**

_____ **Give application packet to applicant**

_____ **Collect $20.00 non-refundable application fee per adult; issue receipt**

____ **Obtain previous eviction and rental history**

____ **Obtain credit report**

____ **Obtain police reports and criminal records**

____ **Verify income: fax signed authorization to income source(s)**

____ **Conduct interview with family**

____ **Call previous landlord to verify rental history**

____ **Draft Lease Agreement, compile forms for leasing**

____ **Collect Security Deposit to hold Apartment**

The eviction, credit and criminal report will be handled for Agent by HACM staff; all other functions in the application process are handled by Agent.

Carver Park Resident Selection and Occupancy Plan

Attachment B.

Orientation

Every applicant who accepts an offer of a unit will be brought in for the leasing orientation with the site manager of the Agent or designee. The lease and rules and regulations of the Property will be reviewed.

Applicants that qualify as eligible tax credit residents will be informed of additional requirements concerning tax credit review of income eligibility.

In addition to signing the yearly lease, the applicant will be given a list of rules and policies that must be signed by each adult applicant. The rules and policies include additional information regarding behavior, property upkeep, rent payments, etc.

Upon completion of the above and payment of a full month's rent and the security deposit, the new resident will be shown their townhouse for a final move-in inspection of the unit. The applicant will then be asked to sign off on the inspection form and will be given the keys to the unit.

Marketing

Agent has developed a list of over 400 names of potential applicants for the tax credit and market rate units at the Property.

Consistent with the occupancy goals for the Property, Agent will use its best efforts to conduct future advertising and outreach activities for the Property to attract a broad range of applicants. Activities may include:

- Open Houses
- Radio and newspaper advertising
- Flyers
- Outreach to local businesses and stakeholders in the neighborhood

Agent will continue to analyze the waiting list on a regular basis and conduct advertising activities accordingly to insure an adequate supply of potential residents. In addition, the rental market in the area will be monitored and evaluated to assure that Property remains competitive in the marketplace.

Income Certification

The Agent will be responsible for conducting income recertifications for all residents in tax credit units, including public housing residents, on an annual basis. The recertification date is based on the resident's move-in month to the Property.

During the initial lease-up period, 100% of the files for applicants who are occupying low income tax credit units will be reviewed and certified for compliance with the tax credit program by a third party consultant, acceptable to the investor with expertise and experience in the Tax Credit Program. Thereafter, a similar review will be conducted for a representative sampling of files on an annual basis.

Lease Enforcement

Rents will be due on the 1st of the month and must be mailed in to the Agent's mailing address; no cash will be accepted by Agent's staff.

If not paid by the 5th a late fee of $25.00 will be charged except when the 5th falls on a weekend or holiday, then the resident will have until the next business day to pay. Notices for non-payment of rent will be served as soon as possible after the 5th, but no later than within 10 days after the resident has been charged the late fee.

Agent will consult with legal counsel to bring actions for eviction and the Agent will keep Owner informed of such actions and follow such instructions as the Owner may prescribe for the conduct of any such action.

Arrangements will be made to assist residents that are late, but the arrangements will be made cautiously and with only those families that have a proven track record for paying regularly.

There will be zero-tolerance for drug abuse or drug use, as well as for serious criminal activity.

Inspections

For the first year of occupancy, units will be inspected at least every six months. Thereafter, all units managed will be inspected at least annually. If a resident fails an inspection for housekeeping, they will be allowed an opportunity to correct any problems and will be reinspected. Abuse of property will be dealt with expeditiously, and will either require immediate correction by the resident, or in severe cases, may lead to an eviction action being commenced.

In addition, all building and mechanical systems will be inspected on at least an annual basis, or more often if recommended by the manufacturer, including major systems and routine maintenance items such as furnace filters, smoke detectors and minor repair items. Major systems include, but are not limited to: building envelope, roofs, eaves, gutters, fascia, exterior walls, doors, window, etc., heating, ventilating, and air conditioning, common area lighting and parking areas.

Purchasing

Both the site manager and the maintenance supervisor of the Agent will be authorized to make purchases for any routine items needed to keep the complex running smoothly. Care will be taken to insure that purchases are necessary and within budget. Both the site manager and the maintenance supervisor will be kept apprised of expenditures and what impact purchases are having on the budget. Other maintenance staff will be authorized to make purchases for minor items that are needed immediately. Limits will be placed on all staff as to the amount of purchases allowed.

When a work request requires a licensed contractor or would be an inefficient use of Agent staff's time, outside contractors will be utilized. Agent shall solicit written cost

estimates (i.e. bids) from at least three contractors or suppliers for any work item which is estimated will cost $25,000 or more for any contract or ongoing supply or service arrangement which is estimated to exceed $25,000 per year, except for emergency repairs. Agent will accept the bid that represents the lowest price taking into consideration the bidder's reputation for quality of workmanship or materials and timely performance, and the time frame within which the service or goods are needed.

During the warranty period, referrals will be made to the appropriate contractor.

Day-to-Day Maintenance

Agent will maintain Property in good repair in accordance with this plan and local codes and in condition at all times acceptable to the Owner and equivalent in quality to the original workmanship of construction, subject to the availability of operating funds and approval requirements as set forth in this plan and upon the terms and conditions set forth in the Management Agreement.

In addition, the following provisions will apply:

- Agent will complete routine and preventive maintenance activities in the most cost-effective and efficient manner possible.

- Agent will contract for extraordinary repairs that are beyond the expertise of Agent staff or those requiring the services of a licensed contractor as provided in the management agreement.

- Agent will purchase all materials, equipment, tools, appliances, supplies and services reasonably necessary for proper maintenance and repair. Agent will secure for and credit to the Owner any discounts, commissions, rebates or any other savings obtained as a result of such purchases.

- Notwithstanding any of the foregoing provisions, the prior approval of the Owner will be required for any expenditure which exceeds Five Thousand Dollars ($5,000) for labor, materials, services, or other in connection with the maintenance and repair of the Property except for recurring expenses within the limits of the approved annual budget or emergency repairs involving manifest danger to person or property or required to avoid suspension of any necessary service to Property. Emergency repairs undertaken without the approval must be reported to the Owner as promptly as possible.

- The grounds will be toured at least once a day for the purposes of resolving maintenance issues, including garbage and debris on the site.

- All emergency work orders will be addressed within 24 hours. All non-emergency requests for repairs will be addressed within one to three days, depending on workload and the nature of the repair.

- All requests for maintenance from residents or initiated by the Agent will be recorded and will become a part of the work order record system which will be available for review by the Owner or their designated representative.

Utilities and Services

Agent will make arrangements for water, sewer, electricity, gas, trash removal and extermination services. Agent will execute such contracts as may be necessary to secure such utilities and services.

All units will be individually metered for gas, and electric. Residents will be required to obtain gas and electric utilities service prior to leasing.

Agent will contract with the gas and electric utilities to have a leave-on policy for service to the individual units to assure that no unit is interrupted for lack of payment or abandonment. Notification to the Agent from the utilities that service is being put into the Agents name for an occupied unit shall be treated as material noncompliance with the lease and will be grounds for eviction.

Vacancy Turnaround

To facilitate the leasing of units in a timely manner, Agent will maintain a list of prospective applicants for the non-public housing units. This list will be updated regularly in order to insure there are sufficient prospective applicants that will be available to lease units and enable the Agent to keep the Property fully occupied.

Agent's goal for unit turnaround will be to have vacant units repaired, painted, and cleaned within 10 days of becoming vacant, unless there are extensive repairs that are necessary, such as replacing cabinets, doors, electrical, plumbing or HVAC etc.

After a unit becomes vacant, the manager will immediately inspect the unit. If the unit needs to have items removed, maintenance will be notified. The manager will then schedule the painting of the unit, if required. Maintenance staff will clean the unit and perform all minor repairs, such as light fixture replacements, doorknob replacement, and other minor items.

During the repair/clean-up time, the Agent will simultaneously conduct the necessary processes to lease the unit.

OPERATING ACCOUNT/SECURITY DEPOSITS

Deposit/Disbursement of Funds

Agent shall deposit all rents and other funds collected from the operation of the Property, , in a federally insured bank approved by Owner, in Owner's account for the Property in the name of the Lapham Park Tax Credit Limited Partnership ("Operating

Account"). Disbursements from the Operating Account shall be made in accordance with the operating budget that has been approved by the Owner. Agent shall otherwise make disbursements from the Operating Account, in compliance with a document, which shall be attached to the operating budget, which shall direct Agent the order in which cash receipts available from the Project shall be directed among expenses, costs, management fees, loan payments, reserves, and other obligations.

In the event the balance in the Operating Account is at any time insufficient to pay disbursements due and payable, Agent shall promptly inform Owner and Owner may remit to Agent sufficient funds to cover the deficiency.

Security Deposits

Agent shall deposit immediately upon receipt all security deposits in a federally insured bank, acceptable to Owner, in a separate account, designated as such by the Agent for Owner ("Escrow Account"). Agent will maintain detailed records of all security deposits and shall return a resident's security deposits only in accordance with the lease.

RECORDKEEPING/REPORTING REQUIREMENTS

Agent will maintain a comprehensive set of records, satisfactory to the Owner, for the Property. In addition, Agent will provide the following reports:

Operating Budget

Agent will provide an annual operating budget, including a one-year and five-year capital replacement plan for review by the Owner no later than October 1 of the preceding year. The budget will include a schedule of recommended rents to be charged for each non-public housing unit, including recommended rent increases with respect to lease renewals and new leases. Also included in the proposed operating budget with the projected rental income, will be subsidy, administrative expense, maintenance salaries, materials budget, estimated contractor costs, operating reserve expense and management fees. In preparing each proposed annual operating budget, Agent shall use its best efforts to take into account anticipated increases in real estate taxes, utility charges and other operating costs.

To the extent feasible, Agent shall support anticipated increases in real estate taxes and utility charges with written evidence or documentation. The operating budget shall be submitted to the Owner for their approval. The Owner shall inform Agent of any changes that shall be incorporated in the operating budget and Agent shall make no expenditures in excess of the amounts set forth in the approved operating budget for each line item of operating expenses itemized, without the prior written approval of Owner, except as permitted pursuant to emergency repairs involving manifest danger to person or property, or required to avoid suspension of any necessary service to Property.

Leasing Reports

During initial lease-up, agent will provide a monthly report to the Investor summarizing applications and occupancy in the form included as Attachment C. If the occupancy levels at the Property fall below the levels projected, a weekly report will be provided detailing applications on the waiting list, applications in process, and traffic through the leasing office.

Monthly Accounting Reports

Agent will provide on a monthly basis by the 15th of the following month the following reports:

- Monthly report of operations, including an unaudited profit and loss statement.
- Monthly report comparing actual operations to operating budget for the month and year to date.
- A statement of income and expenses and accounts receivable and payable for the preceding month.
- Rental billings and collections for the month along with a list of tenants that are delinquent and what actions are being taken.
- A trial balance for the previous month.
- Copies of paid bills and invoices for the previous month.
- Bank statements with reconciliation of all bank accounts.
- Other reports that are deemed essential for reporting requirements.

Quarterly Reports

Agent will provide by the 15th day after each quarter the following reports:

- A balance sheet for the preceding quarter.
- An income statement for the preceding quarter.
- Other reports that are deemed essential for reporting requirements.
- A narrative summary describing any significant financial activity.
- A written report detailing all known injuries, police activities, and other significant health and safety incidents occurring at the property.

Annual Reports

Agent will within 30 days after the end of each Fiscal Year, provide annual management reports highlighting and discussing significant events from the preceding Fiscal Year and anticipated significant events for the following Fiscal Year; and

Agent will, within 30 days after the end of the Fiscal Year, provide all information required to enable the preparation of an annual audited financial statement by the certified public accountant chosen to perform the task. Agent will also provide all other available information regarding Property to the Owner, which is reasonably requested to satisfy the Owner's reporting obligations to government agencies as well as to the investors.

Notices

Agent will provide the Owner in writing with notice of the following events within one (1) calendar day after Agent has knowledge of the event:

1. There is any violation or default under any law, rule, regulation, court order, agreement, mortgage, contract, commitment or obligation, or any claim, demand, litigation, proceeding or investigation made, instituted or threatened with respect to Property;
2. Any water, sewer, electric, natural gas, telephone, drainage or other public utility required for the operation of Property is in jeopardy of termination;
3. That Property is subject to any pending or threatened assessment of condemnation or eminent domain proceeding;
4. There is any existing or threatened notice from any insurance company or public authority of any condition or situation which requires any work to be done to Property or which could result in a termination of insurance coverage;
5. There is any material notice from any government agency, resident or contractor with respect to Property;
6. There is any significant change or development with respect to the physical condition to Property;
7. There is any change in the on-site manager or maintenance supervisor;
8. There is any condition existing or, to its knowledge, threatened which would cause significant damage, loss or liability to the Owner or Property.

9. Agent as property manager is in default under this plan or any of the related agreements, or a condition is pending or threatened that could cause a default by Agent under this plan or any of the related agreements or otherwise impair the ability of Agent to perform its duties under this agreement;
10. Agent files (i) a petition for bankruptcy or reorganization, (ii) makes an assignment for the benefit of creditors or (iii) has a receiver or trustee appointed for its property; and
11. There is any sale or disposition of Agent organization or any change in the executive officers of Agent.
12. Agent shall report all notices of non-compliance and/or recapture received from the tax credit allocating agency and the U.S. Department of Housing and Urban Development.

Resident Records

To protect resident records, Agent will scan all documents pertaining to qualifying the residents for the tax credit units and electronically send them to Investor for safekeeping. Additionally, a back-up file of all information will be performed and stored away from the management office to insure its continued availability in the event of fire, theft, or other action.

OTHER ITEMS

Resident Meetings

To develop a sense of community, Agent has established a resident organization at Property. Agent staff has set up meetings with the leadership of the returning public housing residents and will hold regularly scheduled meetings for the entire resident population during and after lease-up.

Security

HACM security staff is headquartered in the Lapham Park Family Investment Center, immediately adjacent to Property, and will provide security assistance to Agent and the residents at Property.

Revisions to the Plan

This Plan, which includes the Carver Park Resident Selection & Occupancy Plan,shall not be amended without the prior written approval of Owner, Investor and HACM.

Attachment A

STAFF

Executive Director – Armando Gutierrez

Mr. Gutierrez has over twenty years of property management experience in both the public and private management sectors. Mr. Gutierrez has been responsible for the management of several thousand units of low-income housing. Prior to joining Agent, Mr. Gutierrez worked for the Housing Authority of the City of Milwaukee and in his last position was in charge of all the elderly housing, which consisted of 12 high rise buildings with over 2000 units. Mr. Gutierrez oversaw the work of 7 full-time property managers, 7 clerical assistants and numerous maintenance workers. Mr. Gutierrez has the designation of Certified Public Housing Manager.

Property Manager – Patricia Schmidtknecht

Ms. Schmidtknecht has been the property manager at the Lapham Park Housing Development since the contract to manage Lapham Park was awarded to Agent in February of 1998. Prior to the demolition of the family units that were replaced by Property, Lapham Park consisted of 200 elderly units and 170 family units. Ms. Schmidtknecht was responsible for all facets of managing Lapham Park which consisted of all leasing functions, lease enforcement, rent collection and coordinating maintenance and vacant unit turnaround with the maintenance staff. Ms. Schmditknecht also performs required re-certification of public housing resident's income at Lapham Park. Re-certification requires gathering information on income of the adult members in the household, performing rent calculations, and notifying residents of changes in their rent and or eligibility. Prior to coming to work for Agent Ms. Schmidtknecht worked for the Housing Authority as an Administrative Assistant at several Housing Authority developments. Ms. Schmidtknecht also worked for a non-profit agency that owned and leased rental units. Some of Ms. Schmidtknecht's duties with the non-profit agency included providing property management duties and performing verification of eligibility of tenants in tax credit units. Ms. Schmidtknecht also is a Certified Public Housing Manager, as well as a Certified Tax Credit Specialist.

Maintenance Supervisor – Victor Hastings

Mr. Hastings has been the maintenance supervisor for Agent since February of 1998. As supervisor of maintenance Mr. Hastings is responsible for 5 full time mechanics and 1 part time worker as well as coordinating all maintenance work at the over 940 rental units managed by Friends of Housing Corporation. Mr. Hastings is responsible for ensuring that all vacant units are prepared in a timely manner for re-leasing, all emergency repairs are addressed within a maximum of 24 hours and monitoring work performance and training of all maintenance staff hired. Mr. Hastings is also required to purchase all materials needed for the units as well as for the mechanical equipment. All the maintenance upkeep and repairs for the vehicles and snow and lawn equipment utilized by Agent fall under Mr. Hastings responsibilities. Mr. Hastings will be based at

the Lapham Park High Rise and will coordinate all staff work from that location. This will enable Mr. Hastings to perform maintenance work at Property as well as to ensure that the units are properly maintained at the new development. Prior to joining Agent, Mr. Hastings has worked in a number of maintenance fields. Mr. Hastings previously worked for another property management firm, a roofing company and a homebuilder as a rough carpenter. Mr. Hastings vast experience in the property maintenance field as well as his ability to repair and or diagnose problems on all mechanical equipment and even the vehicles makes him a very valued employee. Mr. Hastings also has the respect of all of his staff and has been responsible for training and improving the work skills of several of the maintenance employees.

Assistant Maintenance Supervisor – Darryl Mathews Sr.

Darryl Mathews Sr., the Assistant Maintenance Supervisor, assists Mr. Hastings. Mr. Mathew's performs regular maintenance work functions, but also in the absence of Mr. Hastings, assumes the leadership of the maintenance staff. Mr. Mathews has been with Agent since May of 1999. Mr. Mathews also is very capable and can perform all types of maintenance work. Prior to joining Agent Mr. Mathews worked for a private property owner as a maintenance worker.

Additional Staff

The other staff that will be working at the Property will include: one office assistant, two maintenance mechanics, one part-time custodian, two additional part-time workers to assist in lawn care and snow removal and the contracted janitorial staff. With the exception of the contracted janitorial staff, all maintenance and office staff are employees of the Friends of Housing Corporation.

Drug-Free Workplace

Agent maintains a drug-free workplace. All employees are tested for drug use prior to hiring, and can be tested periodically at any time during their employment.

See attached certificates

Attachment B

Carver Park Resident Selection and Occupancy Plan

Attachment C

Sample Budget

CAPITAL FUND PROGRAM TABLES START HERE

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

PHA Name:	Grant Type and Number	Federal FY of Grant:
Housing Authority of the City of Milwaukee	Capital Fund Program Grant No: Replacement Housing Factor Grant No:	**2003**

☒**Original Annual Statement** ☐**Reserve for Disasters/ Emergencies** ☐**Revised Annual Statement (revision no:)**
☐**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	$100,000			
3	1408 Management Improvements	$1,260,000			
4	1410 Administration	$700,000			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	$500,000			
8	1440 Site Acquisition				
9	1450 Site Improvement	$0			
10	1460 Dwelling Structures	$ 3,445,000			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	$0			
13	1475 Nondwelling Equipment				
14	1485 Demolition	$100,000			
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	$100,000			
18	1499 Development Activities				
19	1501 Collaterization or Debt Service	$2,100,000			
20	1502 Contingency	$119,838			
21	Amount of Annual Grant: (sum of lines 2 – 20)	$8,424,838			

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

PHA Name:	Grant Type and Number	Federal FY of Grant:
Housing Authority of the City of Milwaukee	Capital Fund Program Grant No: Replacement Housing Factor Grant No:	**2003**

☒ **Original Annual Statement** ☐ **Reserve for Disasters/ Emergencies** ☐ **Revised Annual Statement (revision no:)**
☐ **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
22	Amount of line 21 Related to LBP Activities	$75,000			
23	Amount of line 21 Related to Section 504 compliance	$100,000			
24	Amount of line 21 Related to Security – Soft Costs	$850,000			
25	Amount of Line 21 Related to Security – Hard Costs	$70,000			
26	Amount of line 21 Related to Energy Conservation Measures	$530,000			

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 Milwaukee		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
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
				Original	Revised	Funds Obligated	Funds Expended	
Arlington Court/ WI002013	Camera surveillance Elevator modernization	1460 1460	5 90	$5,000 $140,000				
Becher Court/ WI002018, WI39P002029	Camera surveillance Elevator modernization Interior and exterior lighting	1460 1460 1460	5 5 80	$5,000 $5,000 $145,000				
Cherry Court/ WI002009B	Camera surveillance Fire protection improvements Elevator modernization	1460 1460 1460	5 90 5	$5,000 $450,000 $5,000				
College Court/ WI002012	Camera surveillance Elevator modernization	1460 1460	5 5	$5,000 $5,000				
Convent Hill/ WI002003	Camera improvements Elevator modernization	1460 1460	5 90	$5,000 $140,000				
Highland Park/ WI002006A	Camera surveillance Elevator modernization	1460 1460	5 5	$5,000 $5,000				
Hillside Terrace/ WI002001, Hillside Terrace Addition/ WI002004	Camera surveillance Fire protection improvements Elevator modernization Electrical distribution system	1460 1460 1460 1460	5 90 90 70	$5,000 $300,000 $140,000 $100,000				

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 Milwaukee		**Grant Type and Number** Capital Fund Program Grant No: Replacement Housing Factor Grant No:				**Federal FY of Grant: 2003**		
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
				Original	Revised	Funds Obligated	Funds Expended	
Holton Terrace/ WI002008	Camera surveillance Fire protection improvements Elevator modernization	1460 1460 1460	5 90 5	$5,000 $450,000 $5,000				
Lapham Park/ WI002005	Camera surveillance Elevator modernization	1460 1460	5 5	$5,000 $5,000				
Lincoln Court/ WI002019	Camera surveillance Elevator modernization Interior and exterior lighting	1460 1460 1460	5 5 80	$5,000 $5,000 $140,000				
Locust Court/ WI002015	Camera surveillance Elevator modernization	1460 1460	5 90	$5,000 $140,000				
Merrill Park/ WI002009A	Camera surveillance Fire protection improvements Elevator modernization	1460 1460 1460	5 90 5	$5,000 $500,000 $5,000				
Mitchell Court/ WI002017	Camera surveillance Elevator modernization Interior and exterior lighting	1460 1460	5 5 80	$5,000 $5,000 $145,000				
Riverview/ WI002006B	Camera surveillance Elevator modernization	1460 1460	5 90	$5,000 $140,000				

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 Milwaukee		**Grant Type and Number** Capital Fund Program Grant No: Replacement Housing Factor Grant No:				**Federal FY of Grant: 2003**		
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
				Original	Revised	Funds Obligated	Funds Expended	
PHA-Wide	Mitigation of environmental hazards ADA/504 accommodations	1460 1460	10 10	$300,000 $100,000				
Scattered Sites/ WI002010	Demolition of obsolete units	1485	5	$9,000				
Scattered Sites/ WI002016	Demolition of obsolete units	1485	5	$6,500				
Scattered Sites/ W1002020	Demolition of obsolete units	1485	5	$6,500				
Scattered Sites/ W1P002021	Demolition of obsolete units	1485	5	$6,500				
Scattered Sites/ W1002022	Demolition of obsolete units	1485	5	$6,500				
Scattered Sites/ W1002024	Demolition of obsolete units	1485	5	$6,500				
Scattered Sites/ WIP002026	Demolition of obsolete units	1485	5	$6,500				
Scattered Sites/ W1002027	Demolition of obsolete units	1485	5	$6,500				
Scattered Sites/ W1002030	Demolition of obsolete units	1485	5	$6,500				

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 Milwaukee		**Grant Type and Number** Capital Fund Program Grant No: Replacement Housing Factor Grant No:				**Federal FY of Grant: 2003**		
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
				Original	Revised	Funds Obligated	Funds Expended	
Scattered Sites/ WI139P002035	Demolition of obsolete units	1485	5	$6,500				
Scatttered Sites/ W139P002037	Demolition of obsolete units	1485	5	$6,500				
Scatttered Sites/ W139P002041	Demolition of obsolete units	1485	5	$6,500				
Scatttered Sites/ W139P002043	Demolition of obsolete units	1485	5	$6,500				
Scatttered Sites/ W139P002044	Demolition of obsolete units	1485	5	$6,500				
Scatttered Sites/ W139P002045	Demolition of obsolete units	1485	5	$6,500				
Relocation/ PHA-wide	Relocation costs for residents affected by demolition or revitalization	1495.1	10	$100,000				
Operations/ PHA-Wide	Operations	1406		$100,000				

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 Milwaukee		**Grant Type and Number** Capital Fund Program Grant No: Replacement Housing Factor Grant No:				**Federal FY of Grant: 2003**		
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
Management Improvements/ Soft Costs	Security staff Youth services coordinator Resident initiatives Resident initiatives Coordinator/ Consultant Resident Employment, Job Training Economic Development, including: - Construction-Inspection Team - Recycling Program - Youth Employment	1408 1408 1408 1408 1408		850,000 55,000 40,000 40,000 275,000				
Administration/ PHA-Wide	Project Analyst, Construction Manager, Contract Administration, Construction Management, City Attorney, and Administrative Assistant	1410		$700,000				
Architectural and Engineering Fees/ PHA-Wide	Architectural and engineering fees for design, bidding documents and inspection	1430		$500,000				
Collaterization or Debt Service/ PHA-Wide	The Housing Authority and would like to consider a bond issue for the work that is described on pages 8-16.	1501		$2,100,000				
Contingency/ PHA-Wide	Contingency	1502		$119,838				

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

PHA Name: Housing Authority of the City of Milwaukee		**Grant Type and Number** Capital Fund Program Grant No: Replacement Housing Factor Grant No:				**Federal FY of Grant: 2003**		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost Original	Revised	Total Actual Cost		Status of Work
Westlawn/ WI002002	Replace existing canopies, front stoops, and front walks with poured concrete porches, gabled porch roofs, metal railings and new concrete walks	1460	726	7,500,000				
Westlawn/ WI002002	Replace existing exterior building and site lighting with new metal halide lighting on porches (front and rear) and concrete aggregate poles	1460	726	750,000				
Westlawn/ WI002002	Foundation drainage upgrades and site grading modifications	1450	726	1,815,000				
Hillside Terrace/ WI002001	Interior lighting & electrical replacements	1460	121	84,700				
Westlawn/ WI002002	Interior lighting & electrical replacements	1460	726	508,200				
Convent Hill/ WI002003	Interior lighting & electrical replacements	1460	120	84,000				
Hillside Terrace Addition/ WI002004	Interior lighting & electrical replacements	1460	349	244,300				
Lapham Park/ WI002005	Interior lighting & electrical replacements	1460	200	140,000				
Holton Terrace/ WI002008	Interior lighting & electrical replacements	1460	120	84,000				

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

PHA Name: Housing Authority of the City of Milwaukee		**Grant Type and Number** Capital Fund Program Grant No: Replacement Housing Factor Grant No:				**Federal FY of Grant: 2003**		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost Original	Revised	Total Actual Cost		Status of Work
Merrill Park/ WI002009A	Interior lighting & electrical replacements	1460	120	84,000				
Highland Park/ WI002006A	Interior lighting & electrical replacements	1460	220	154,000				
Riverview/ WI002006B	Interior lighting & electrical replacements	1460	180	126,000				
Cherry Court/ WI002009B	Interior lighting & electrical replacements	1460	120	84,000				
Scattered Sites/ WI002010	Interior lighting & electrical replacements	1460	16	11,200				
College Court/ WI002012	Interior lighting & electrical replacements	1460	251	175,700				
Arlington Court/ WI002013	Interior lighting & electrical replacements	1460	230	161,000				
Locust Court/ WI002015	Interior lighting & electrical replacements	1460	230	161,000				
Scattered Sites/ WI002016	Interior lighting & electrical replacements	1460	55	38,500				
Mitchell Court/ WI002017	Interior lighting & electrical replacements	1460	100	70,000				
Becher Court/ WI002018	Interior lighting & electrical replacements	1460	100	70,000				
Lincoln Court/ WI002019	Interior lighting & electrical replacements	1460	110	77,000				

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

PHA Name: Housing Authority of the City of Milwaukee		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost Original	Revised	Total Actual Cost		Status of Work
Scattered Sites/ WI002020	Interior lighting & electrical replacements	1460	43	30,100				
Scattered Sites/ WI002021	Interior lighting & electrical replacements	1460	49	34,300				
Scattered Sites/ WI002022	Interior lighting & electrical replacements	1460	35	24,500				
Scattered Sites/ WI002024	Interior lighting & electrical replacements	1460	18	12,600				
Scattered Sites/ WI002026	Interior lighting & electrical replacements	1460	21	14,700				
Scattered sites/ WI002027	Interior lighting & electrical replacements	1460	40	28,000				
Becher Court Addition/ WI39P002029	Interior lighting & electrical replacements	1460	120	84,000				
Scattered Sites/ WI002030	Interior lighting & electrical replacements	1460	47	32,900				
Scattered Sites/ WI39P002035	Interior lighting & electrical replacements	1460	46	32,200				
Scattered Sites/ WI39P002037	Interior lighting & electrical replacements	1460	39	27,300				
Scattered Sites/ WI39P002041	Interior lighting & electrical replacements	1460	11	7,700				

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

PHA Name: Housing Authority of the City of Milwaukee		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost Original	Revised	Total Actual Cost		Status of Work
Scattered Sites/ WI39P002043	Interior lighting & electrical replacements	1460	20	14,000				
Scattered Sites/ WI39P002044	Interior lighting & electrical replacements	1460	5	3,500				
Hillside Terrace/ WI002004	Fire sprinkler installation	1460	1	220,000				
Lapham Park/ WI002005	Fire sprinkler installation	1460	1	220,000				
Highland Park/ WI002006A	Fire sprinkler installation	1460	2	440,000				
Holton Terrace/ WI002008	Fire sprinkler installation	1460	1	220,000				
Merrill Park/ WI002009A	Fire sprinkler installation	1460	1	220,000				
Cherry Court/ WI002009B	Fire sprinkler installation	1460	1	220,000				
College Court/ WI002012	Fire sprinkler installation	1460	2	440,000				
Mitchell Court/ WI002017	Fire sprinkler installation	1460	1	220,000				
Becher Court/ WI002018	Fire sprinkler installation	1460	1	220,000				
Lincoln Court/ WI002019	Fire sprinkler installation	1460	1	220,000				

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

PHA Name: Housing Authority of the City of Milwaukee		**Grant Type and Number** Capital Fund Program Grant No: Replacement Housing Factor Grant No:				**Federal FY of Grant: 2003**		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost Original	Revised	Total Actual Cost		Status of Work
Convent Hill/ WI002003	Fire sprinkler installation	1460	1	220,000				
Becher Court Addition/ WI39P002029	Fire sprinkler installation	1460	1	220,000				
Hillside Terrace/ WI002001	Stairwell pressurization system	1460	1	440,000				
Lapham Park/ WI002005	Stairwell pressurization system	1460	1	440,000				
Highland Park/ WI002006A	Stairwell pressurization system	1460	2	880,000				
Holton Terrace/ WI002008	Stairwell pressurization system	1460	1	440,000				
Merrill Park/ WI002009A	Stairwell pressurization system	1460	1	440,000				
Cherry Court/ WI002009B	Stairwell pressurization system	1460	1	440,000				
College Court/ WI002012	Stairwell pressurization system	1460	2	880,000				
Arlington Court/ WI002013	Stairwell pressurization system	1460	1	440,000				
Mitchell Court/ WI002017	Stairwell pressurization system	1460	1	440,000				

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

PHA Name: Housing Authority of the City of Milwaukee		**Grant Type and Number** Capital Fund Program Grant No: Replacement Housing Factor Grant No:				**Federal FY of Grant: 2003**		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost Original	Revised	Total Actual Cost		Status of Work
Becher Court/ WI002018	Stairwell pressurization system	1460	1	440,000				
Lincoln Court/ WI002019	Stairwell pressurization system	1460	1	440,000				
Becher Court Addition/ WI39P002029	Stairwell pressurization	1460	1	440,000				
Scattered Sites/ WI002010	Replacement of roofing, windows, kitchens, bathrooms, flooring, HVAC, porches and lighting	1460	10	208,000				
Scattered Sites/ WI002016	Replacement of roofing, windows, kitchens, bathrooms, flooring, HVAC, porches and lighting	1460	35	715,000				
Scattered Sites/ WI002020	Replacement of roofing, windows, kitchens, bathrooms, flooring, HVAC, porches and lighting	1460	25	559,000				
Scattered Sites/ WI002021	Replacement of roofing, windows, kitchens, bathrooms, flooring, HVAC, porches and lighting	1460	30	637,000				
Scattered Sites/ WI002022	Replacement of roofing, windows, kitchens, bathrooms, flooring, HVAC, porches and lighting	1460	21	455,000				

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

PHA Name: Housing Authority of the City of Milwaukee		**Grant Type and Number** Capital Fund Program Grant No: Replacement Housing Factor Grant No:				**Federal FY of Grant: 2003**		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost Original	Revised	Total Actual Cost		Status of Work
Scattered Sites/ WI002024	Replacement of roofing, windows, kitchens, bathrooms, flooring, HVAC, porches and lighting	1460	10	234,000				
Scattered Sites/ WI002026	Replacement of roofing, windows, kitchens, bathrooms, flooring, HVAC, porches and lighting	1460	13	273,000				
Scattered Sites/ WI002027	Replacement of roofing, windows, kitchens, bathrooms, flooring, HVAC, porches and lighting	1460	26	520,000				
Scattered Sites/ WI002030	Replacement of roofing, windows, kitchens, bathrooms, flooring, HVAC, porches and lighting	1460	30	611,000				
Scattered Sites/ WI39P002035	Replacement of roofing, windows, kitchens, bathrooms, flooring, HVAC, porches and lighting	1460	25	598,000				
Scattered Sites/ WI39P002037	Replacement of roofing, windows, kitchens, bathrooms, flooring, HVAC, porches and lighting	1460	25	507,000				
Scattered Sites/ WI39P002041	Replacement of roofing, windows, kitchens, bathrooms, flooring, HVAC, porches and lighting	1460	7	143,000				
Scattered Sites/ WI39P002043	Replacement of roofing, windows, kitchens, bathrooms, flooring, HVAC, porches and lighting	1460	13	260,000				

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

PHA Name: Housing Authority of the City of Milwaukee		**Grant Type and Number** Capital Fund Program Grant No: Replacement Housing Factor Grant No:				**Federal FY of Grant: 2003**		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost Original	Revised	Total Actual Cost		Status of Work
Scattered Sites/ WI39P002044	Replacement of roofing, windows, kitchens, bathrooms, flooring, HVAC, porches and lighting	1460	3	65,000				
Scattered Sites/ WI002010	Site improvements and foundation drainage upgrades	1450	7	75,200				
Scattered Sites/ WI002016	Site improvements and foundation drainage upgrades	1450	25	258,500				
Scattered Sites/ WI002020	Site improvements and foundation drainage upgrades	1450	20	202,100				
Scattered Sites/ WI002021	Site improvements and foundation drainage upgrades	1450	23	230,300				
Scattered Sites/ WI002022	Site improvements and foundation drainage upgrades	1450	16	164,500				
Scattered Sites/ WI002024	Site improvements and foundation drainage upgrades	1450	8	84,600				
Scattered Sites/ WI002026	Site improvements and foundation drainage upgrades	1450	9	98,700				
Scattered Sites/ WI002027	Site improvements and foundation drainage upgrades	1450	18	188,000				
Scattered Sites/ WI002030	Site improvements and foundation drainage upgrades	1450	22	220,900				
Scattered Sites/ WI39P002035	Site improvements and foundation drainage upgrades	1450	21	216,200				

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

PHA Name: Housing Authority of the City of Milwaukee		**Grant Type and Number** Capital Fund Program Grant No: Replacement Housing Factor Grant No:				**Federal FY of Grant: 2003**		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost Original	Revised	Total Actual Cost		Status of Work
Scattered Sites/ WI39P002037	Site improvements and foundation drainage upgrades	1450	18	183,300				
Scattered Sites/ WI39P002041	Site improvements and foundation drainage upgrades	1450	5	51,700				
Scattered Sites/ WI39P002043	Site improvements and foundation drainage upgrades	1450	9	94,000				
Scattered Sites/ WI39P002044	Site improvements and foundation drainage upgrades	1450	2	23,500				
Scattered Sites/ WI39P002045	Site improvements and foundation drainage upgrades	1450	34	343,100				
PHA-Wide	Replacement Housing	1499	15	2,000,000				
Convent Hill/ WI002003	Revitalization of Convent Hill	1460		2,000,000				
Highland Park/ WI002006A	Revitalization of Highland Park	1460		2,000,000				
Lincoln Court/ WI002019	Building addition/renovation	1470		1,000,000				
Mitchell Court/ WI002017	Building addition/renovation	1470		1,000,000				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name: Housing Authority of the City of Milwaukee	**Grant Type and Number** Capital Fund Program No: Replacement Housing Factor No:	**Federal FY of Grant: 2003**

Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
Convent Hill/ WI002003	12/31/04			6/30/06			
Hillside Terrace/ WI002001 Hillside Terrace Addition/ W1002004	12/31/04			6/30/06			
Lapham Park/ WI002005	12/31/04			6/30/06			
Highland Park/ WI002006A	12/31/04			6/30/06			
Riverview/ WI002006B	12/31/04			6/30/06			
Holton Terrace/ WI002008	12/31/04			6/30/06			
Merrill Park/ WI002009A	12/31/04			6/30/06			
Cherry Court/ WI002009B	12/31/04			6/30/06			
Scattered Sites/ WI002010	12/31/04			6/30/06			
Lincoln Court/ WI002019	12/31/04			6/30/06			

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name: Housing Authority of the City of Milwaukee	**Grant Type and Number** Capital Fund Program No: Replacement Housing Factor No:	**Federal FY of Grant: 2003**

Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
Mitchell Court/ WI002017	12/31/04			6/30/06			
College Court/ WI002012	12/31/04			6/30/06			
Arlington Court/ WI002013	12/31/04			6/30/06			
Locust Court/ WI002015	12/31/04			6/30/06			
Scattered Sites/ WI002016	12/31/04			6/30/06			
Mitchell Court/ WI002017	12/31/04			6/30/06			
Scattered Sites/ WI002020	12/31/04			6/30/06			
Scattered Sites/ WI002021	12/31/04			6/30/06			
Scattered Sites/ WI002022	12/31/04			6/30/06			
Scattered Sites/ WI002024	12/31/04			6/30/06			
Scattered Sites/ WI002026	12/31/04			6/30/06			
Scattered Sites/ WI002027	12/31/04			6/30/06			

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name: Housing Authority of the City of Milwaukee	**Grant Type and Number** Capital Fund Program No: Replacement Housing Factor No:	**Federal FY of Grant: 2003**

Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
Becher Court/ WI002018, Becher Court Addition/ WI39P002029	12/31/04			6/30/06			
Scattered Sites/ WIP002030	12/31/04			6/30/06			
Scattered Sites/ WI39P002035	12/31/04			6/30/06			
Scattered Sites/ WI39P002037	12/31/04			6/30/06			
Scattered Sites/ WI39P002041	12/31/04			6/30/06			
Scattered Sites/ WI39P002043	12/31/04			6/30/06			
Scattered Sites/ WI39P002044	12/31/04			6/30/06			
Scattered Sites/ WI39P002045	12/31/04			6/30/06			
PHA-Wide/Operations	12/31/04			6/30/06			
PHA-Wide/Management Improvements	12/31/04			6/30/06			

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name: Housing Authority of the City of Milwaukee	**Grant Type and Number** Capital Fund Program No: Replacement Housing Factor No:	**Federal FY of Grant: 2003**

Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHA-Wide/Fees and Costs	12/31/04			6/30/06			
PHA-Wide/Relocation	12/31/04			6/30/06			
PHA-Wide/ Administration	12/31/04			6/30/06			
PHA-Wide/ Collateralization or Debt Service	12/31/04			6/30/06			

Capital Fund Program Five-Year Action Plan
Part I: Summary

PHA Name : Housing Authority of the City of Milwaukee				☐ **Original 5-Year Plan** ☐ **Revision No:**	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2004 PHA FY: 2004	Work Statement for Year 3 FFY Grant: 2005 PHA FY: 2005	Work Statement for Year 4 FFY Grant: 2006 PHA FY: 2006	Work Statement for Year 5 FFY Grant: 2007 PHA FY: 2007
Arlington Court/ WI002013	Annual Statement	$ 75,000 5,000 5,000	75,000 25,000	75,000 10,000 10,000 10,000 10,000 10,000 10,000 10,000	10,000 10,000 10,000 75,000 25,000 25,000 10,000 10,000 10,000 10,000
Becher Court/ WI002018, Becher Court Addition/ WI39P002029		75,000 5,000 5,000 1,000,000	75,000 25,000	75,000 10,000 10,000 10,000 10,000 10,000 10,000	10,000 10,000 10,000 75,000 25,000 25,000 10,000 10,000 10,000 10,000

Capital Fund Program Five-Year Action Plan
Part I: Summary

PHA Name: Housing Authority of the City of Milwaukee				☐**Original 5-Year Plan** ☐**Revision No:**	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2004 PHA FY: 2004	Work Statement for Year 3 FFY Grant: 2005 PHA FY: 2005	Work Statement for Year 4 FFY Grant: 2006 PHA FY: 2006	Work Statement for Year 5 FFY Grant: 2007 PHA FY: 2007
Cherry Court/ WI002009B		100,000 10,000 75,000 5,000 100,000	75,000 25,000	75,000 10,000 10,000 10,000 10,000 10,000 10,000	10,000 75,000 25,000 25,000 10,000 10,000 10,000 10,000
College Court/ WI002012		75,000 5,000 5,000	75,000 25,000	75,000 10,000 10,000 10,000 10,000 10,000 10,000 10,000	10,000 10,000 10,000 75,000 25,000 25,000 10,000 10,000 10,000 10,000

Capital Fund Program Five-Year Action Plan
Part I: Summary

PHA Name Housing Authority of the City of Milwaukee				☐**Original 5-Year Plan** ☐**Revision No:**	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2004 PHA FY: 2004	Work Statement for Year 3 FFY Grant: 2005 PHA FY: 2005	Work Statement for Year 4 FFY Grant: 2006 PHA FY: 2006	Work Statement for Year 5 FFY Grant: 2007 PHA FY: 2007
Convent Hill/ WI002003		75,000 5,000 5,000	75,000 25,000	75,000 10,000 10,000 10,000 10,000 10,000 10,000 10,000	10,000 10,000 10,000 75,000 25,000 25,000 10,000 10,000 10,000 10,000
Highland Park/ W1002006A		75,000 5,000 5,000 250,000 100,000	75,000 25,000	75,000 25,000 25,000 25,000 25,000 25,000 25,000	10,000 10,000 10,000 75,000 50,000 50,000 25,000 25,000 25,000 25,000 25,000

Capital Fund Program Five-Year Action Plan
Part I: Summary

PHA Name Housing Authority of the City of Milwaukee				☐ **Original 5-Year Plan** ☐ **Revision No:**	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2004 PHA FY: 2004	Work Statement for Year 3 FFY Grant: 2005 PHA FY: 2005	Work Statement for Year 4 FFY Grant: 2006 PHA FY: 2006	Work Statement for Year 5 FFY Grant: 2007 PHA FY: 2007
Hillside Terrace/ WI002001, Hillside Terrace Addition/ WI002004		75,000 5,000 5,000 100,000 50,000	75,000 25,000 125,000	75,000 25,000 25,000 25,000 25,000 25,000 25,000	10,000 10,000 10,000 75,000 50,000 50,000 25,000 25,000 25,000 25,000 10,000
Holton Terrace WI002008		75,000 5,000	75,000 25,000	75,000 10,000 10,000 10,000 10,000 10,000 10,000 10,000	10,000 10,000 10,000 75,000 25,000 25,000 10,000 10,000 10,000 10,000

Capital Fund Program Five-Year Action Plan
Part I: Summary

PHA Name Housing Authority of the City of Milwaukee				☐ **Original 5-Year Plan** ☐ **Revision No:**	
Lapham Park/ WI002005		75,000 5,000 5,000	75,000 25,000 50,000	25,000 75,000 25,000 25,000 25,000 25,000 25,000 25,000 25,000	10,000 10,000 10,000 75,000 50,000 50,000 25,000 25,000 25,000 25,000 25,000 25,000
Lincoln Court/ WI002019		75,000 5,000 5,000	75,000 25,000 1,000,000	75,000 10,000 10,000 10,000 10,000 10,000 10,000	10,000 10,000 10,000 75,000 25,000 25,000 10,000 10,000 10,000 10,000

Capital Fund Program Five-Year Action Plan
Part I: Summary

PHA Name Housing Authority of the City of Milwaukee				☐ **Original 5-Year Plan** ☐ **Revision No:**	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2003 PHA FY: 2003	Work Statement for Year 3 FFY Grant: 2004 PHA FY: 2004	Work Statement for Year 4 FFY Grant: 2005 PHA FY: 2005	Work Statement for Year 5 FFY Grant: 2006 PHA FY: 2006
Locust Court/ WI002015		75,000 5,000 5,000	75,000 25,000	75,000 10,000 10,000 10,000 10,000 10,000 10,000 10,000	10,000 10,000 10,000 25,000 25,000 10,000 10,000 10,000 10,000

Capital Fund Program Five-Year Action Plan
Part I: Summary

PHA Name Housing Authority of the City of Milwaukee				☐ **Original 5-Year Plan** ☐ **Revision No:**	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2004 PHA FY: 2004	Work Statement for Year 3 FFY Grant: 2005 PHA FY: 2005	Work Statement for Year 4 FFY Grant: 2006 PHA FY: 2006	Work Statement for Year 5 FFY Grant: 2007 PHA FY: 2007
Merrill Park/ WI002009A		75,000 5,000	75,000 25,000	75,000 10,000 10,000 10,000 10,000 10,000 10,000 10,000	10,000 10,000 10,000 75,000 25,000 25,000 10,000 10,000 10,000 10,000

Capital Fund Program Five-Year Action Plan
Part I: Summary

PHA Name Housing Authority of the City of Milwaukee				☐ **Original 5-Year Plan** ☐ **Revision No:**	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2004 PHA FY: 2004	Work Statement for Year 3 FFY Grant: 2005 PHA FY: 2005	Work Statement for Year 4 FFY Grant: 2006 PHA FY: 2006	Work Statement for Year 5 FFY Grant: 2007 PHA FY: 2007
Mitchell Court/ WI002017		75,000 5,000 5,000	75,000 25,000	75,000 10,000 10,000 10,000 10,000 10,000 10,000 1,000,000	10,000 10,000 10,000 75,000 25,000 25,000 10,000 10,000 10,000 10,000
Parklawn/ WI002007		5,000	0	25,000 25,000 25,000 25,000 25,000 25,000 25,000 50,000	25,000 25,000 50,000 50,000 25,000 25,000 25,000 25,000 25,000 10,000

Capital Fund Program Five-Year Action Plan
Part I: Summary

PHA Name Housing Authority of the City of Milwaukee				☐ **Original 5-Year Plan** ☐ **Revision No:**	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2004 PHA FY: 2004	Work Statement for Year 3 FFY Grant: 2005 PHA FY: 2005	Work Statement for Year 4 FFY Grant: 2006 PHA FY: 2006	Work Statement for Year 5 FFY Grant: 2007 PHA FY: 2007
Riverview/ WI002006B		75,000 5,000 5,000	75,000 25,000	75,000 15,000 15,000 15,000 15,000 15,000 15,000 15,000	10,000 10,000 10,000 75,000 25,000 25,000 15,000 15,000 15,000 15,000
Scattered Sites/ WI002010		800	0	2,600 2,600 2,600 2,600 2,600 2,600 2,600	3,800 2,600 3,800 3,800 3,800 3,800 3,800 3,800 3,800 3,800 3,800 3,800 3,800

Capital Fund Program Five-Year Action Plan
Part I: Summary

PHA Name: Housing Authority of the City of Milwaukee				☐ **Original 5-Year Plan** ☐ **Revision No:**	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2004 PHA FY: 2004	Work Statement for Year 3 FFY Grant: 2005 PHA FY: 2005	Work Statement for Year 4 FFY Grant: 2006 PHA FY: 2006	Work Statement for Year 5 FFY Grant: 2007 PHA FY: 2007
Scattered Sites/ WI002016		300	0	1,600 1,600 1,600 1,600 1,600 1,600 1,600	3,300 1,600 3,300 3,300 3,300 3,300 3,300 3,300 3,300 3,300 3,300 3,300 3,300

Capital Fund Program Five-Year Action Plan
Part I: Summary

PHA Name: Housing Authority of the City of Milwaukee				☐ **Original 5-Year Plan** ☐ **Revision No:**	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2004 PHA FY: 2004	Work Statement for Year 3 FFY Grant: 2005 PHA FY: 2005	Work Statement for Year 4 FFY Grant: 2006 PHA FY: 2006	Work Statement for Year 5 FFY Grant: 2007 PHA FY: 2007
Scattered Sites/ WI002020		300	0	1,600 1,600 1,600 1,600 1,600 1,600 1,600	3,300 1,600 3,300 3,300 3,300 3,300 3,300 3,300 3,300 3,300 3,300 3,300 3,300

Capital Fund Program Five-Year Action Plan
Part I: Summary

PHA Name: Housing Authority of the City of Milwaukee				☐ **Original 5-Year Plan** ☐ **Revision No:**	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2004 PHA FY: 2004	Work Statement for Year 3 FFY Grant: 2005 PHA FY: 2005	Work Statement for Year 4 FFY Grant: 2006 PHA FY: 2006	Work Statement for Year 5 FFY Grant: 2007 PHA FY: 2007
Scattered Sites/ WI002021		300	0	1,600 1,600 1,600 1,600 1,600 1,600 1,600	3,300 1,600 3,300 3,300 3,300 3,300 3,300 3,300 3,300 3,300 3,300 3,300 3,300

Capital Fund Program Five-Year Action Plan
Part I: Summary

PHA Name: Housing Authority of the City of Milwaukee				☐ **Original 5-Year Plan** ☐ **Revision No:**	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2004 PHA FY: 2004	Work Statement for Year 3 FFY Grant: 2005 PHA FY: 2005	Work Statement for Year 4 FFY Grant: 2006 PHA FY: 2006	Work Statement for Year 5 FFY Grant: 2007 PHA FY: 2007
Scattered Sites/ WI002022		300	0	1,600 1,600 1,600 1,600 1,600 1,600 1,600	3,300 1,600 3,300 3,300 3,300 3,300 3,300 3,300 3,300 3,300 3,300 3,300 3,300

Capital Fund Program Five-Year Action Plan
Part I: Summary

PHA Name: Housing Authority of the City of Milwaukee				☐ **Original 5-Year Plan** ☐ **Revision No:**	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2004 PHA FY: 2004	Work Statement for Year 3 FFY Grant: 2005 PHA FY: 2005	Work Statement for Year 4 FFY Grant: 2006 PHA FY: 2006	Work Statement for Year 5 FFY Grant: 2007 PHA FY: 2007
Scattered Sites/ WI002024		300	0	1,600 1,600 1,600 1,600 1,600 1,600 1,600	3,300 1,600 3,300 3,300 3,300 3,300 3,300 3,300 3,300 3,300 3,300 3,300 3,300

Capital Fund Program Five-Year Action Plan
Part I: Summary

PHA Name: Housing Authority of the City of Milwaukee				☐ **Original 5-Year Plan** ☐ **Revision No:**	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2004 PHA FY: 2004	Work Statement for Year 3 FFY Grant: 2005 PHA FY: 2005	Work Statement for Year 4 FFY Grant: 2006 PHA FY: 2006	Work Statement for Year 5 FFY Grant: 2007 PHA FY: 2007
Scattered Sites/ WI002026		300	0	1,600 1,600 1,600 1,600 1,600 1,600 1,600	3,300 1,600 3,300 3,300 3,300 3,300 3,300 3,300 3,300 3,300 3,300 3,300 3,300

Capital Fund Program Five-Year Action Plan
Part I: Summary

PHA Name: Housing Authority of the City of Milwaukee				☐**Original 5-Year Plan** ☐**Revision No:**	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2004 PHA FY: 2004	Work Statement for Year 3 FFY Grant: 2005 PHA FY: 2005	Work Statement for Year 4 FFY Grant: 2006 PHA FY: 2006	Work Statement for Year 5 FFY Grant: 2007 PHA FY: 2007
Scattered Sites/ WI002027		300	0	1,600 1,600 1,600 1,600 1,600 1,600 1,600	3,300 1,600 3,300 3,300 3,300 3,300 3,300 3,300 3,300 3,300 3,300 3,300 3,300

Capital Fund Program Five-Year Action Plan
Part I: Summary

PHA Name: Housing Authority of the City of Milwaukee				☐ **Original 5-Year Plan** ☐ **Revision No:**	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2004 PHA FY: 2004	Work Statement for Year 3 FFY Grant: 2005 PHA FY: 2005	Work Statement for Year 4 FFY Grant: 2006 PHA FY: 2006	Work Statement for Year 5 FFY Grant: 2007 PHA FY: 2007
Scattered Sites/ WI002030		300	0	1,600 1,600 1,600 1,600 1,600 1,600 1,600	3,300 1,600 3,300 3,300 3,300 3,300 3,300 3,300 3,300 3,300 3,300 3,300 3,300

Capital Fund Program Five-Year Action Plan
Part I: Summary

PHA Name: Housing Authority of the City of Milwaukee				☐ **Original 5-Year Plan** ☐ **Revision No:**	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2004 PHA FY: 2004	Work Statement for Year 3 FFY Grant: 2005 PHA FY: 2005	Work Statement for Year 4 FFY Grant: 2006 PHA FY: 2006	Work Statement for Year 5 FFY Grant: 2007 PHA FY: 2007
Scattered Sites/ WI39P002035		300	0	1,600 1,600 1,600 1,600 1,600 1,600 1,600	3,300 1,600 3,300 3,300 3,300 3,300 3,300 3,300 3,300 3,300 3,300 3,300 3,300

Capital Fund Program Five-Year Action Plan
Part I: Summary

PHA Name: Housing Authority of the City of Milwaukee				☐ **Original 5-Year Plan** ☐ **Revision No:**	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2004 PHA FY: 2004	Work Statement for Year 3 FFY Grant: 2005 PHA FY: 2005	Work Statement for Year 4 FFY Grant: 2006 PHA FY: 2006	Work Statement for Year 5 FFY Grant: 2007 PHA FY: 2007
Scattered Sites/ WI39P002037		300	0	1,600 1,600 1,600 1,600 1,600 1,600 1,600	3,300 1,600 3,300 3,300 3,300 3,300 3,300 3,300 3,300 3,300 3,300 3,300 3,300

Capital Fund Program Five-Year Action Plan
Part I: Summary

PHA Name: Housing Authority of the City of Milwaukee				☐**Original 5-Year Plan** ☐**Revision No:**	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2004 PHA FY: 2004	Work Statement for Year 3 FFY Grant: 2005 PHA FY: 2005	Work Statement for Year 4 FFY Grant: 2006 PHA FY: 2006	Work Statement for Year 5 FFY Grant: 2007 PHA FY: 2007
Scattered Sites/ WI39P002041		300	0	1,600 1,600 1,600 1,600 1,600 1,600 1,600	3,300 1,600 3,300 3,300 3,300 3,300 3,300 3,300 3,300 3,300 3,300 3,300 3,300

Capital Fund Program Five-Year Action Plan
Part I: Summary

PHA Name: Housing Authority of the City of Milwaukee				☐ **Original 5-Year Plan** ☐ **Revision No:**	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2004 PHA FY: 2004	Work Statement for Year 3 FFY Grant: 2005 PHA FY: 2005	Work Statement for Year 4 FFY Grant: 2006 PHA FY: 2006	Work Statement for Year 5 FFY Grant: 2007 PHA FY: 2007
Scattered Sites W139P002043		300	0	1,600 1,600 1,600 1,600 1,600 1,600 1,600	3,300 1,600 3,300 3,300 3,300 3,300 3,300 3,300 3,300 3,300 3,300 3,300 3,300

Capital Fund Program Five-Year Action Plan
Part I: Summary

PHA Name: Housing Authority of the City of Milwaukee				☐**Original 5-Year Plan** ☐**Revision No:**	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2004 PHA FY: 2004	Work Statement for Year 3 FFY Grant: 2005 PHA FY: 2005	Work Statement for Year 4 FFY Grant: 2006 PHA FY: 2006	Work Statement for Year 5 FFY Grant: 2007 PHA FY: 2007
Scattered Sites W139P002044		300	0	1,600 1,600 1,600 1,600 1,600 1,600 1,600	3,300 1,600 3,300 3,300 3,300 3,300 3,300 3,300 3,300 3,300 3,300 3,300 3,300

Capital Fund Program Five-Year Action Plan
Part I: Summary

PHA Name: Housing Authority of the City of Milwaukee				☐**Original 5-Year Plan** ☐**Revision No:**	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2004 PHA FY: 2004	Work Statement for Year 3 FFY Grant: 2005 PHA FY: 2005	Work Statement for Year 4 FFY Grant: 2006 PHA FY: 2006	Work Statement for Year 5 FFY Grant: 2007 PHA FY: 2007
Scattered Sites W139P002045		300	0	1,600 1,600 1,600 1,600 1,600 1,600 1,600	3,300 1,600 3,300 3,300 3,300 3,300 3,300 3,300 3,300 3,300 3,300 3,300 3,300
Westlawn/ WI002002		150,000 5,000 500,000	150,000 50,000 50,000 100,000 100,000 100,000 50,000 50,000 50,000 50,000 50,000 100,000 500,000	150,000 50,000 500,000	150,000 50,000 25,000 25,000 25,000 25,000 500,000 50,000 10,000 10,000

Capital Fund Program Five-Year Action Plan
Part I: Summary

PHA Name: Housing Authority of the City of Milwaukee				☐**Original 5-Year Plan** ☐**Revision No:**	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2004 PHA FY: 2004	Work Statement for Year 3 FFY Grant: 2005 PHA FY: 2005	Work Statement for Year 4 FFY Grant: 2006 PHA FY: 2006	Work Statement for Year 5 FFY Grant: 2007 PHA FY: 2007
PHA-Wide		300,000 100,000	300,000 100,000	25,000 10,000	25,000 10,000
Relocation		100,000	20,000	0	0
Operations		34,838	19,838	100,000	34,838
Management Improvements		1,260,000	1,000,000	1,200,000	1,200,000
Administration		500,000	500,000	600,000	500,000
Fees and Costs (A&E Fees)		430,000	400,000	400,000	400,000
Contingency		50,000	10,000	119,838	10,000
Collaterization or Debt Service		2,100,000	2,100,000	2,100,000	2,100,000
CFP Funds Listed for 5-year planning		$8,424,838	$8,424,838	$8,424,838	$8,424,838
Replacement Housing Factor Funds		0	0	0	0

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year :_2__ FFY Grant: 2004 PHA FY: 2004			Activities for Year: __3_ FFY Grant: 2005 PHA FY: 2005		
	Development Name/Number	**Major Work Categories**	**Estimated Cost**	**Development Name/Number**	**Major Work Categories**	**Estimated Cost**
See	Arlington Court/ WI002013	Camera surveillance Fire alarm improvements Fire protection improvements	75,000 5,000 5,000	Arlington Court/ WI002013	Camera surveillance Stairwell pressurization system	75,000 25,000
Annual	Becher Court/ WI002018/ WI39P002029	Camera surveillance Fire alarm improvements Fire protection improvements First floor renovation/addition	75,000 5,000 5,000 1,000,000	Becher Court/ WI002018/ WI39P002029	Camera surveillance Stairwell pressurization system	75,000 25,000
Statement	Cherry Court/ WI002009B	Site improvements Parking lot and driveway improvements Camera surveillance Fire alarm improvements Interior and exterior lighting	100,000 10,000 75,000 5,000 100,000	Cherry Court/ WI002009B	Camera surveillance Stairwell pressurization system	$75,000 25,000
	College Court/ W1002012	Camera surveillance Fire alarm improvements Fire protection improvements	75,000 5,000 5,000	College Court/ W1002012	Camera surveillance Stairwell pressurization system	$75,000 25,000
	Convent Hill/ WI002003	Camera surveillance Fire alarm improvements Fire protection improvements	75,000 5,000 5,000	Convent Hill/ WI002003	Camera surveillance Stairwell pressurization system	75,000 25,000
	Highland Park/ WI002006A	Demolition of obsolete units	100,000	Highland Park/ WI002006A	Revitalization	200,000

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year :__2__ FFY Grant: 2004 PHA FY: 2004			Activities for Year: __3_ FFY Grant: 2005 PHA FY: 2005		
	Development Name/Number	**Major Work Categories**	**Estimated Cost**	**Development Name/Number**	**Major Work Categories**	**Estimated Cost**
	Hillside Terrace/ WI39P002001, Hillside Terrace Addition/ W139P002004	Camera surveillance Fire alarm improvements Fire protection improvements Interior and exterior lighting Family Resource Center improvements	75,000 5,000 5,000 100,000 50,000	Hillside Terrace/ WI39P002001, Hillside Terrace Addition/ W139P002004	Camera surveillance Stairwell pressurization system Mixed-use building	75,000 25,000 125,000
	Holton Terrace/ WI002008	Camera surveillance Fire alarm improvements	75,000 5,000	Holton Terrace/ WI002008	Camera surveillance Stairwell pressurization system	75,000 25,000
	Lapham Park/ WI002005	Camera surveillance Fire alarm improvements Fire protection improvements	75,000 5,000 5,000	Lapham Park/ WI002005	Camera surveillance Stairwell pressurization system Community Service Building improvements	75,000 25,000 50,000
	Lincoln Court/ W1002019	Camera surveillance Fire alarm improvements Fire protection improvements	75,000 5,000 5,000	Lincoln Court/ W1002019	Camera surveillance Stairwell pressurization system First floor renovation addition	75,000 25,000 1,000,000
	Locust Court/ W1002015	Camera surveillance Fire alarm improvements Fire protection improvements	75,000 5,000 5,000	Locust Court/ W1002015	Camera surveillance Stairwell pressurization system	75,000 25,000
	Merrill Park/ WI002009A	Camera surveillance Fire alarm improvements	75,000 5,000	Merrill Park/ WI002009A	Camera surveillance Stairwell pressurization system	75,000 25,000
	Mitchell Court/ WI002017	Camera surveillance Fire alarm improvements Fire protection improvements	75,000 5,000 5,000	Mitchell Court/ WI002017	Camera surveillance Stairwell pressurization system	75,000 25,000

	Parklawn/ WI002007	Camera surveillance	$5,000	Parklawn/ WI002007		0

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year :__2__ FFY Grant: 2004 PHA FY: 2004			Activities for Year: __3_ FFY Grant: 2005 PHA FY: 2005		
	Development Name/Number	**Major Work Categories**	**Estimated Cost**	**Development Name/Number**	**Major Work Categories**	**Estimated Cost**
	Riverview/ WI002006B	Camera surveillance Fire alarm improvements Fire protection improvements	75,000 5,000 5,000	Riverview/ WI002006B	Camera surveillance Stairwell pressurization system	75,000 25,000
	Scattered Sites/ WI002010	Camera surveillance	800	Scattered Sites/ WI002010		0
	Scattered Sites/ WI002016	Camera surveillance	300	Scattered Sites/ WI002016		0
	Scattered Sites/ WI002020	Camera surveillance	300	Scattered Sites/ WI002020		0
	Scattered Sites/ WI002021	Camera surveillance	300	Scattered Sites/ WI002021		0
	Scattered Sites/ WI002022	Camera surveillance	300	Scattered Sites/ WI002022		0
	Scattered Sites/ WI002024	Camera surveillance	300	Scattered Sites/ WI002024		0
	Scattered Sites/ WI002026	Camera surveillance	300	Scattered Sites/ WI002026		0
	Scattered Sites/ WI002027	Camera surveillance	300	Scattered Sites/ WI002027		0
	Scattered Sites/ WI002030	Camera surveillance	300	Scattered Sites/ WI002030		0
	Scattered Sites/ WI39P002035	Camera surveillance	300	Scattered Sites/ WI39P002035		0

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year :__2__ FFY Grant: 2004 PHA FY: 2004			Activities for Year: __3_ FFY Grant: 2005 PHA FY: 2005		
	Development Name/Number	**Major Work Categories**	**Estimated Cost**	**Development Name/Number**	**Major Work Categories**	**Estimated Cost**
	Scattered Sites/ WI39P002037	Camera surveillance	300	Scattered Sites/ WI39P002037		0
	Scattered Sites/ WI39P002041	Camera surveillance	300	Scattered Sites/ WI39P002041		0
	Scattered Sites/ WI39P002043	Camera surveillance	300	Scattered Sites/ WI39P002043		0
	Scattered Sites/ WI39P002044	Camera surveillance	300	Scattered Sites/ WI39P002044		0

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year :__2__ FFY Grant: 2004 PHA FY: 2004			Activities for Year: __3_ FFY Grant: 2005 PHA FY: 2005		
	Development Name/Number	**Major Work Categories**	**Estimated Cost**	**Development Name/Number**	**Major Work Categories**	**Estimated Cost**
	Scattered Sites/ WI39P002045	Camera surveillance	300	Scattered Sites/ WI39P002045		0
	Westlawn/ WI002002	Site improvements Camera surveillance Replace existing canopies, front stoops, and front walks with poured concrete porches, gabled porch roofs, metal railings, and new concrete walks	150,000 5,000 500,000	Westlawn/ WI002002	Site improvements Parking lot and driveway improvements Roofing and roofing repairs, flashing, gutters/downspouts Tuckpointing and exterior cladding Chimney repair and replacement Electrical distribution system Interior and exterior lighting HVAC improvements Domestic water and drain/waste/vent Improvements Bathroom modernization Kitchen modernization Foundation repair and foundation drainage system Replace existing canopies, front stoops, and front walks with poured concrete porches, gabled porch roofs, metal railings, and new concrete walks	150,000 50,000 50,000 100,000 100,000 100,000 50,000 50,000 50,000 50,000 50,000 100,000 500,000
	PHA-Wide	Mitigation of environmental Hazards ADA/504 Accommodations Relocation Costs	300,000 100,000 $100,000	PHA-Wide	Mitigation of environmental Hazards ADA/504 Accommodations Relocation Costs	300,000 100,000 20,000

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year :__2__ FFY Grant: 2004 PHA FY: 2004			Activities for Year: __3_ FFY Grant: 2005 PHA FY: 2005		
	Development Name/Number	**Major Work Categories**	**Estimated Cost**	**Development Name/Number**	**Major Work Categories**	**Estimated Cost**
	Operations 1406		34,838	Operations 1406		19,838
	Management Improvements 1408		1,260,000	Management Improvements 1408		1,000,000
	Administration 1410		500,000	Administration 1410		500,000
	Architectural & Engineering Fees 1430		430,000	Architectural & Engineering 1430		400,000
	Contingency 1502		50,000	Contingency 1502		10,000
	Collaterization or Debt Service		2,100,000	Collaterization or Debt Service		2,100,000
		Total CFP Estimated Cost	$8,424,838			$8,424,838

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities

Activities for Year :_4 FFY Grant: 2006 PHA FY: 2006			Activities for Year: _5__ FFY Grant: 2007 PHA FY: 2007		
Development Name/Number	**Major Work Categories**	**Estimated Cost**	**Development Name/Number**	**Major Work Categories**	**Estimated Cost**
Arlington Court/ WI002013	Camera surveillance Roofing, roofing repairs, flashing gutters/downspouts Tuckpointing and exterior cladding Chimney repair and replacement Electrical distribution system Interior and exterior lighting HVAC improvements Domestic water and drain/ waster/vent improvements	75,000 10,000 10,000 10,000 10,000 10,000 10,000 10,000	Arlington Court/ WI39P002013	Site improvements Parking lot and driveway improvements Common areas improvements Camera surveillance Bathroom modernization Kitchen modernization Flooring repair and replacement Ceiling repair and replacement Interior and exterior door and door hardware Window and window hardware	10,000 10,000 10,000 75,000 25,000 25,000 10,000 10,000 10,000 10,000
Becher Court/ WI002018, Becher Court Addition/ WI39P002029	Camera surveillance Roofing, roofing repairs, flashing gutters/downspouts Tuckpointing and exterior cladding Chimney repair and replacement Electrical distribution system HVAC improvements Domestic water and drain/ waste/vent improvements	75,000 10,000 10,000 10,000 10,000 10,000 10,000	Becher Court/ WI002018, Becher Court Addition/ WI39P002029	Site improvements Parking lot Common areas improvements Camera surveillance Bathroom modernization Kitchen modernization Flooring repair and replacement Ceiling repair and replacement Interior and exterior door and door hardware Window and window hardware	10,000 10,000 10,000 75,000 25,000 25,000 10,000 10,000 10,000 10,000

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities

Activities for Year :_4 FFY Grant: 2006 PHA FY: 2006			Activities for Year: _5__ FFY Grant: 2007 PHA FY: 2007		
Development Name/Number	**Major Work Categories**	**Estimated Cost**	**Development Name/Number**	**Major Work Categories**	**Estimated Cost**
Cherry Court/ WI002009B	Camera surveillance	75,000	Cherry Court/ WI002009B	Common areas improvements	10,000
	Roofing, roofing repairs, flashing gutters/downspouts	10,000		Camera surveillance	75,000
				Bathroom modernization	25,000
	Tuckpointing and exterior cladding	10,000		Kitchen modernization	25,000
	Chimney repair and replacement	10,000		Flooring repair and replacement	10,000
	Electrical distribution system	10,000		Ceiling repair and replacement	10,000
	HVAC improvements	10,000		Interior and exterior and door hardware	10,000
	Domestic water and drain/ waste/vent improvements	10,000			
				Window and window hardware	10,000
College Court/ WI002012	Camera surveillance	75,000	College Court/ WI002012	Site improvements	10,000
	Roofing, roofing repairs, flashing gutters/downspouts	10,000		Parking lot improvements	10,000
				Common area improvements	10,000
	Tuckpointing and exterior cladding	10,000		Camera surveillance	75,000
	Chimney repair and replacement	10,000		Bathroom modernization	25,000
	Electrical distribution system	10,000		Kitchen modernization	25,000
	Interior and exterior lighting	10,000		Flooring repair and replacement	10,000
	HVAC improvements	10,000		Ceiling repair and replacement	10,000
	Domestic water and drain/ waste/vent improvements	10,000		Interior and exterior and door hardware	10,000
				Window and window hardware	10,000

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities

Activities for Year :_4 FFY Grant: 2006 PHA FY: 2006			Activities for Year: _5__ FFY Grant: 2007 PHA FY: 2007		
Development Name/Number	**Major Work Categories**	**Estimated Cost**	**Development Name/Number**	**Major Work Categories**	**Estimated Cost**
Convent Hill/ W1002003	Camera surveillance Roofing, roofing repairs, flashing gutters/downspouts Tuckpointing and exterior cladding Chimney repair and replacement Electrical distribution system Interior and exterior lighting HVAC improvements Domestic water and drain/ waste/vent improvements	75,000 10,000 10,000 10,000 10,000 10,000 10,000 10,000	Convent Hill/ W1002003	Site improvements Parking lot improvements Common area improvements Camera surveillance Bathroom modernization Kitchen modernization Flooring repair and replacement Ceiling repair and replacement Interior and exterior and door hardware Window and window hardware	10,000 10,000 10,000 75,000 25,000 25,000 10,000 10,000 10,000 10,000
Highland Park/ WI002006A	Camera surveillance Roofing, roofing repairs, flashing gutters/downspouts Tuckpointing and exterior cladding Chimney repair and replacement Electrical distribution system HVAC improvements Domestic water and drain Waste/vent improvements	75,000 25,000 25,000 25,000 25,000 25,000 25,000	Highland Park/ WI002006A	Site improvements Parking lot improvements Common area improvements Camera surveillance Bathroom modernization Kitchen modernization Flooring repair and replacement Ceiling repair and replacement Interior and exterior and door hardware Window and window hardware Foundation repair, foundation drainage system	10,000 10,000 10,000 75,000 50,000 50,000 25,000 25,000 25,000 25,000 25,000

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities

Activities for Year :_4 FFY Grant: 2006 PHA FY: 2006			Activities for Year: _5__ FFY Grant: 2007 PHA FY: 2007		
Development Name/Number	**Major Work Categories**	**Estimated Cost**	**Development Name/Number**	**Major Work Categories**	**Estimated Cost**
Hillside Terrace/ WI002001/ Hillside Terrace Addition/ W1002004	Camera surveillance	75,000	Hillside Terrace/ WI002001/ Hillside Terrace Addition/ W1002004	Site improvements	10,000
	Roofing, roofing repairs, flashing gutters/downspouts	25,000		Parking lot improvements	10,000
				Common area improvements	10,000
	Tuckpointing and exterior cladding	25,000		Camera surveillance	75,000
	Chimney repair and replacement	25,000		Bathroom modernization	50,000
	HVAC improvements	25,000		Kitchen modernization	50,000
	Domestic water and drain/ waste/vent improvements	25,000		Flooring repair and replacement	25,000
				Ceiling repair and replacement	25,000
	Bathroom modernization	25,000		Interior and exterior and door Hardware	25,000
				Window and window hardware	25,000
				Management office/ maintenance facility Improvements	10,000

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities

Activities for Year :_4__ FFY Grant: 2006 PHA FY: 2006			Activities for Year: _5__ FFY Grant: 2007 PHA FY: 2007		
Development Name/Number	**Major Work Categories**	**Estimated Cost**	**Development Name/Number**	**Major Work Categories**	**Estimated Cost**
Holton Terrace/ WI002008	Camera surveillance	75,000	Holton Terrace/ WI002008	Site improvements	10,000
	Roofing, roofing repairs, flashing gutters/downspouts	10,000		Parking lot improvements	10,000
				Common area improvements	10,000
	Tuckpointing and exterior cladding	10,000		Camera surveillance	75,000
	Chimney repair and replacement	10,000		Bathroom modernization	25,000
	Electrical distribution system	10,000		Kitchen modernization	25,000
	Interior and exterior lighting	10,000		Flooring repair and replacement	10,000
	HVAC improvements	10,000		Ceiling repair and replacement	10,000
	Domestic water and drain/ waste/vent improvements	10,000		Interior and exterior and door Hardware	10,000
				Window and window hardware	10,000
Lapham Park/ WI002005	Common area improvements	25,000	Lapham Park/ Carver/ WI002005	Site improvements	10,000
	Camera surveillance	75,000		Parking lot improvements	10,000
	Roofing, roofing repairs, flashing gutters/downspouts	25,000		Common area improvements	10,000
				Camera surveillance	75,000
	Tuckpointing and exterior cladding	25,000		Bathroom modernization	50,000
	Chimney repair and replacement	25,000		Kitchen modernization	50,000
	Electrical distribution system	25,000		Flooring repair and replacement	25,000
	Interior and exterior lighting	25,000		Ceiling repair and replacement	25,000
	HVAC improvements	25,000		Interior and exterior and door Hardware	25,000
	Domestic water and drain/ waste/vent improvements	25,000			
				Window and window hardware	25,000
				Foundation repair	25,000
				Highrise driveway and canopy	25,000

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities

Activities for Year :_4__ FFY Grant: 2006 PHA FY: 2006			Activities for Year: _5__ FFY Grant: 2007 PHA FY: 2007		
Development Name/Number	**Major Work Categories**	**Estimated Cost**	**Development Name/Number**	**Major Work Categories**	**Estimated Cost**
Lincoln Court/ WI002019	Camera surveillance	75,000	Lincoln Court/ WI002019	Site improvements	10,000
	Roofing, roofing repairs, flashing gutters/downspouts	10,000		Parking lot improvements	10,000
				Common area improvements	10,000
	Tuckpointing and exterior cladding	10,000		Camera surveillance	75,000
	Chimney repair and replacement	10,000		Bathroom modernization	25,000
	Electrical distribution system	10,000		Kitchen modernization	25,000
	HVAC improvements	10,000		Flooring repair and replacement	10,000
	Domestic water and drain/ waste/vent improvements	10,000		Ceiling repair and replacement	10,000
				Interior and exterior and door hardware	10,000
				Window and window hardware	10,000
Locust Court/ WI002015	Camera surveillance	75,000	Locust Court/ WI002015	Site improvements	10,000
	Roofing, roofing repairs, flashing gutters/downspouts	10,000		Parking lot improvements	10,000
				Common area improvements	10,000
	Tuckpointing and exterior cladding	10,000		Bathroom modernization	25,000
	Chimney repair and replacement	10,000		Kitchen modernization	25,000
	Electrical distribution system	10,000		Flooring repair and replacement	10,000
	Interior and electrical lighting	10,000		Ceiling repair and replacement	10,000
	HVAC improvements	10,000		Interior and exterior and door Hardware	10,000
	Domestic water and drain/ waste/vent improvements	10,000			
				Window and window hardware	10,000

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities

Activities for Year :_4__ FFY Grant: 2006 PHA FY: 2006			Activities for Year: _5__ FFY Grant: 2007 PHA FY: 2007		
Development Name/Number	**Major Work Categories**	**Estimated Cost**	**Development Name/Number**	**Major Work Categories**	**Estimated Cost**
Merrill Park/ WI002009A	Camera surveillance Roofing, roofing repairs, flashing gutters/downspouts Tuckpointing and exterior cladding Chimney repair and replacement Electrical distribution system Interior and electrical lighting HVAC improvements Domestic water and drain/ waste/vent improvements	75,000 10,000 10,000 10,000 10,000 10,000 10,000 10,000	Merrill Park/ W1002009A	Site improvements Parking lot improvements Common area improvements Camera surveillance Bathroom modernization Kitchen modernization Flooring repair and replacement Ceiling repair and replacement Interior and exterior and door Hardware Window and window hardware	10,000 10,000 10,000 75,000 25,000 25,000 10,000 10,000 10,000 10,000
Mitchell Court/ WI002017	Camera surveillance Roofing, roofing repairs, flashing gutters/downspouts Tuckpointing and exterior cladding Chimney repair and replacement Electrical distribution system HVAC improvements Domestic water and drain/ waste/vent improvements First floor renovation/addition	75,000 10,000 10,000 10,000 10,000 10,000 10,000 1,000,000	Mitchell Court/ WI002017	Site improvements Parking lot improvements Common area improvements Camera surveillance Bathroom modernization Kitchen modernization Flooring repair and replacement Ceiling repair and replacement Interior and exterior door and door hardware Window and window hardware	10,000 10,000 10,000 75,000 25,000 25,000 10,000 10,000 10,000 10,000

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities

Activities for Year :_4__ FFY Grant: 2006 PHA FY: 2006			Activities for Year: _5__ FFY Grant: 2007 PHA FY: 2007		
Development Name/Number	**Major Work Categories**	**Estimated Cost**	**Development Name/Number**	**Major Work Categories**	**Estimated Cost**
Parklawn/ W1002007	Roofing, roofing repairs, flashing gutters/downspouts	25,000	Parklawn/ W1002007	Site improvements	25,000
	Tuckpointing and exterior cladding	25,000		Parking lot improvements	25,000
	Chimney repair and replacement	25,000		Bathroom modernization	50,000
	Electrical distribution system	25,000		Kitchen modernization	50,000
	Interior and electrical lighting	25,000		Flooring repair and replacement	25,000
	HVAC improvements	25,000		Ceiling repair and replacement	25,000
	Domestic water and drain/ waste/vent improvements	25,000		Interior and exterior and door hardware	25,000
	Family Investment Center improvements	50,000		Window and window hardware	25,000
				Foundation repair	25,000
				Management office improvements	10,000
Riverview/ WI002006B	Camera surveillance	75,000	Riverview/ WI002006B	Site improvements	10,000
	Roofing, roofing repairs, flashing gutters/downspouts	15,000		Parking lot improvements	10,000
				Common area improvements	10,000
	Tuckpointing and exterior cladding	15,000		Camera surveillance	75,000
	Chimney repair and replacement	15,000		Bathroom modernization	25,000
	Electrical distribution system	15,000		Kitchen modernization	25,000
	Interior and electrical lighting	15,000		Flooring repair and replacement	15,000
	HVAC improvements	15,000		Ceiling repair and replacement	15,000
	Domestic water and drain/ waste/vent improvements	15,000		Interior and exterior door and door hardware	15,000
				Window and window hardware	15,000

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities

Activities for Year :_4__ FFY Grant: 2006 PHA FY: 2006			Activities for Year: _5__ FFY Grant: 2007 PHA FY: 2007		
Development Name/Number	**Major Work Categories**	**Estimated Cost**	**Development Name/Number**	**Major Work Categories**	**Estimated Cost**
Scattered Sites/ WI002010	Roofing, roofing repairs, Flashing, gutters/downspouts	2,600	Scattered Sites/ WI002010	Site improvements	3,800
	Tuckpointing and exterior cladding	2,600		Driveway improvements	2,600
	Chimney repair and replacement	2,600		Bathroom modernization	3,800
	Electrical distribution system	2,600		Kitchen modernization	3,800
	Interior and electrical lighting	2,600		Flooring repair and replacement	3,800
	HVAC improvements	2,600		Ceiling repair and replacement	3,800
	Domestic water and drain/ waste/vent improvements	2,600		Interior and exterior door and door hardware	3,800
				Window and window hardware	3,800
				Foundation repair, foundation drainage system	3,800
				Exterior painting	3,800
				Building and garage siding	3,800
				Porches/stoops/canopies	3,800
				Sewer and water laterals	3,800
				Garage repair and replacement	3,800

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities

Activities for Year :_4__ FFY Grant: 2006 PHA FY: 2006			Activities for Year: _5__ FFY Grant: 2007 PHA FY: 2007		
Development Name/Number	**Major Work Categories**	**Estimated Cost**	**Development Name/Number**	**Major Work Categories**	**Estimated Cost**
Scattered Sites/ WI002016	Roofing, roofing repairs, flashing, gutters/downspouts	1,600	Scattered Sites/ WI002016	Site improvements	3,300
	Tuckpointing and exterior cladding	1,600		Driveway improvements	1,600
	Chimney repair and replacement	1,600		Bathroom modernization	3,300
	Electrical distribution system	1,600		Kitchen modernization	3,300
	Interior and electrical lighting	1,600		Flooring repair and replacement	3,300
	HVAC improvements	1,600		Ceiling repair and replacement	3,300
	Domestic water and drain/ waste/vent improvements	1,600		Interior and exterior door and door hardware	3,300
				Window and window hardware	3,300
				Foundation repair, foundation drainage system	3,300
				Exterior painting	3,300
				Building and garage siding	3,300
				Porches/stoops/canopies	3,300
				Sewer and water laterals	3,300
				Garage repair and replacement	3,300

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities

Activities for Year :_4__ FFY Grant: 2006 PHA FY: 2006			Activities for Year: _5__ FFY Grant: 2007 PHA FY: 2007		
Development Name/Number	**Major Work Categories**	**Estimated Cost**	**Development Name/Number**	**Major Work Categories**	**Estimated Cost**
Scattered Sites/ WI002020	Roofing, roofing repairs, flashing, gutters/downspouts	1,600	Scattered Sites/ WI002020	Site improvements	3,300
	Tuckpointing and exterior cladding	1,600		Driveway improvements	1,600
	Chimney repair and replacement	1,600		Bathroom modernization	3,300
	Electrical distribution system	1,600		Kitchen modernization	3,300
	Interior and electrical lighting	1,600		Flooring repair and replacement	3,300
	HVAC improvements	1,600		Ceiling repair and replacement	3,300
	Domestic water and drain/ waste/vent improvements	1,600		Interior and exterior door and door hardware	3,300
				Window and window hardware	3,300
				Foundation repair, foundation drainage system	3,300
				Exterior painting	3,300
				Building and garage siding	3,300
				Porches/stoops/canopies	3,300
				Sewer and water laterals	3,300
				Garage repair and replacement	3,300

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities

Activities for Year :_4__ FFY Grant: 2006 PHA FY: 2006			Activities for Year: _5__ FFY Grant: 2007 PHA FY: 2007		
Development Name/Number	**Major Work Categories**	**Estimated Cost**	**Development Name/Number**	**Major Work Categories**	**Estimated Cost**
Scattered Sites/ WI002021	Roofing, roofing repairs, flashing, gutters/downspouts	1,600	Scattered Sites/ WI002021	Site improvements	3,300
	Tuckpointing and exterior cladding	1,600		Driveway improvements	1,600
	Chimney repair and replacement	1,600		Bathroom modernization	3,300
	Electrical distribution system	1,600		Kitchen modernization	3,300
	Interior and electrical lighting	1,600		Flooring repair and replacement	3,300
	HVAC improvements	1,600		Ceiling repair and replacement	3,300
	Domestic water and drain/ waste/vent improvements	1,600		Interior and exterior door and door hardware	3,300
				Window and window hardware	3,300
				Foundation repair, foundation drainage system	3,300
				Exterior painting	3,300
				Building and garage siding	3,300
				Porches/stoops/canopies	3,300
				Sewer and water laterals	3,300
				Garage repair and replacement	3,300

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities

Activities for Year :_4__ FFY Grant: 2006 PHA FY: 2006			Activities for Year: _5__ FFY Grant: 2007 PHA FY: 2007		
Development Name/Number	**Major Work Categories**	**Estimated Cost**	**Development Name/Number**	**Major Work Categories**	**Estimated Cost**
Scattered Sites/ WI002022	Roofing, roofing repairs, flashing, gutters/downspouts	1,600	Scattered Sites/ WI002022	Site improvements	3,300
	Tuckpointing and exterior cladding	1,600		Driveway improvements	1,600
	Chimney repair and replacement	1,600		Bathroom modernization	3,300
	Electrical distribution system	1,600		Kitchen modernization	3,300
	Interior and electrical lighting	1,600		Flooring repair and replacement	3,300
	HVAC improvements	1,600		Ceiling repair and replacement	3,300
	Domestic water and drain/ waste/vent improvements	1,600		Interior and exterior door and door hardware	3,300
				Window and window hardware	3,300
				Foundation repair, foundation drainage system	3,300
				Exterior painting	3,300
				Building and garage siding	3,300
				Porches/stoops/canopies	3,300
				Sewer and water laterals	3,300
				Garage repair and replacement	3,300

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities

Activities for Year :_4_ __ FFY Grant: 2006 PHA FY: 2006			Activities for Year: _5__ FFY Grant: 2007 PHA FY: 2007		
Development Name/Number	**Major Work Categories**	**Estimated Cost**	**Development Name/Number**	**Major Work Categories**	**Estimated Cost**
Scattered Sites/ WI002024	Roofing, roofing repairs, flashing, gutters/downspouts	1,600	Scattered Sites/ WI002024	Site improvements	3,300
	Tuckpointing and exterior cladding	1,600		Driveway improvements	1,600
	Chimney repair and replacement	1,600		Bathroom modernization	3,300
	Electrical distribution system	1,600		Kitchen modernization	3,300
	Interior and electrical lighting	1,600		Flooring repair and replacement	3,300
	HVAC improvements	1,600		Ceiling repair and replacement	3,300
	Domestic water and drain/ waste/vent improvements	1,600		Interior and exterior door and door hardware	3,300
				Window and window hardware	3,300
				Foundation repair, foundation drainage system	3,300
				Exterior painting	3,300
				Building and garage siding	3,300
				Porches/stoops/canopies	3,300
				Sewer and water laterals	3,300
				Garage repair and replacement	3,300

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities

Activities for Year :_4__ FFY Grant: 2006 PHA FY: 2006			Activities for Year: _5__ FFY Grant: 2007 PHA FY: 2007		
Development Name/Number	**Major Work Categories**	**Estimated Cost**	**Development Name/Number**	**Major Work Categories**	**Estimated Cost**
Scattered Sites/ WI002026	Roofing, roofing repairs, flashing, gutters/downspouts	1,600	Scattered Sites/ WI002026	Site improvements	3,300
				Driveway improvements	1,600
	Tuckpointing and exterior cladding	1,600		Bathroom modernization	3,300
	Chimney repair and replacement	1,600		Kitchen modernization	3,300
	Electrical distribution system	1,600		Flooring repair and replacement	3,300
	Interior and electrical lighting	1,600		Ceiling repair and replacement	3,300
	HVAC improvements	1,600		Interior and exterior door and door hardware	3,300
	Domestic water and drain/ waste/vent improvements	1,600			
				Window and window hardware	3,300
				Foundation repair, foundation drainage system	3,300
				Exterior painting	3,300
				Building and garage siding	3,300
				Porches/stoops/canopies	3,300
				Sewer and water laterals	3,300
				Garage repair and replacement	3,300

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities

Activities for Year :_4_ __ FFY Grant: 2006 PHA FY: 2006			Activities for Year: _5__ FFY Grant: 2007 PHA FY: 2007		
Development Name/Number	**Major Work Categories**	**Estimated Cost**	**Development Name/Number**	**Major Work Categories**	**Estimated Cost**
Scattered Sites/ WI002027	Roofing, roofing repairs, flashing, gutters/downspouts	1,600	Scattered Sites/ WI002027	Site improvements	3,300
	Tuckpointing and exterior cladding	1,600		Driveway improvements	1,600
	Chimney repair and replacement	1,600		Bathroom modernization	3,300
	Electrical distribution system	1,600		Kitchen modernization	3,300
	Interior and electrical lighting	1,600		Flooring repair and replacement	3,300
	HVAC improvements	1,600		Ceiling repair and replacement	3,300
	Domestic water and drain/ waste/vent improvements	1,600		Interior and exterior door and door hardware	3,300
				Window and window hardware	3,300
				Foundation repair, foundation drainage system	3,300
				Exterior painting	3,300
				Building and garage siding	3,300
				Porches/stoops/canopies	3,300
				Sewer and water laterals	3,300
				Garage repair and replacement	3,300

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities

Activities for Year :_4__ FFY Grant: 2006 PHA FY: 2006			Activities for Year: _5__ FFY Grant: 2007 PHA FY: 2007		
Development Name/Number	**Major Work Categories**	**Estimated Cost**	**Development Name/Number**	**Major Work Categories**	**Estimated Cost**
Scattered Sites/ WI002030	Roofing, roofing repairs, flashing, gutters/downspouts	1,600	Scattered Sites/ WI002030	Site improvements	3,300
	Tuckpointing and exterior cladding	1,600		Driveway improvements	1,600
	Chimney repair and replacement	1,600		Bathroom modernization	3,300
	Electrical distribution system	1,600		Kitchen modernization	3,300
	Interior and electrical lighting	1,600		Flooring repair and replacement	3,300
	HVAC improvements	1,600		Ceiling repair and replacement	3,300
	Domestic water and drain/ waste/vent improvements	1,600		Interior and exterior door and door hardware	3,300
				Window and window hardware	3,300
				Foundation repair, foundation drainage system	3,300
				Exterior painting	3,300
				Building and garage siding	3,300
				Porches/stoops/canopies	3,300
				Sewer and water laterals	3,300
				Garage repair and replacement	3,300

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities

Activities for Year :_4__ FFY Grant: 2006 PHA FY: 2006			Activities for Year: _5__ FFY Grant: 2007 PHA FY: 2007		
Development Name/Number	**Major Work Categories**	**Estimated Cost**	**Development Name/Number**	**Major Work Categories**	**Estimated Cost**
Scattered Sites/ WI39P002035	Roofing, roofing repairs, flashing, gutters/downspouts	1,600	Scattered Sites/ WI39P002035	Site improvements	3,300
	Tuckpointing and exterior cladding	1,600		Driveway improvements	1,600
	Chimney repair and replacement	1,600		Bathroom modernization	3,300
	Electrical distribution system	1,600		Kitchen modernization	3,300
	Interior and electrical lighting	1,600		Flooring repair and replacement	3,300
	HVAC improvements	1,600		Ceiling repair and replacement	3,300
	Domestic water and drain/ waste/vent improvements	1,600		Interior and exterior door and door hardware	3,300
				Window and window hardware	3,300
				Foundation repair, foundation drainage system	3,300
				Exterior painting	3,300
				Building and garage siding	3,300
				Porches/stoops/canopies	3,300
				Sewer and water laterals	3,300
				Garage repair and replacement	3,300

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities

Activities for Year :_4__ FFY Grant: 2006 PHA FY: 2006			Activities for Year: _5__ FFY Grant: 2007 PHA FY: 2007		
Development Name/Number	**Major Work Categories**	**Estimated Cost**	**Development Name/Number**	**Major Work Categories**	**Estimated Cost**
Scattered Sites/ WI39P002037	Roofing, roofing repairs, flashing, gutters/downspouts	1,600	Scattered Sites/ WI39P002037	Site improvements	3,300
	Tuckpointing and exterior cladding	1,600		Driveway improvements	1,600
	Chimney repair and replacement	1,600		Bathroom modernization	3,300
	Electrical distribution system	1,600		Kitchen modernization	3,300
	Interior and electrical lighting	1,600		Flooring repair and replacement	3,300
	HVAC improvements	1,600		Ceiling repair and replacement	3,300
	Domestic water and drain/ waste/vent improvements	1,600		Interior and exterior door and door hardware	3,300
				Window and window hardware	3,300
				Foundation repair, foundation drainage system	3,300
				Exterior painting	3,300
				Building and garage siding	3,300
				Porches/stoops/canopies	3,300
				Sewer and water laterals	3,300
				Garage repair and replacement	3,300

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities

Activities for Year :_4__ FFY Grant: 2006 PHA FY: 2006			Activities for Year: _5__ FFY Grant: 2007 PHA FY: 2007		
Development Name/Number	**Major Work Categories**	**Estimated Cost**	**Development Name/Number**	**Major Work Categories**	**Estimated Cost**
Scattered Sites/ WI39P002041	Roofing, roofing repairs, flashing, gutters/downspouts	1,600	Scattered Sites/ WI39P002041	Site improvements	3,300
				Driveway improvements	1,600
	Tuckpointing and exterior cladding	1,600		Bathroom modernization	3,300
	Chimney repair and replacement	1,600		Kitchen modernization	3,300
	Electrical distribution system	1,600		Flooring repair and replacement	3,300
	Interior and electrical lighting	1,600		Ceiling repair and replacement	3,300
	HVAC improvements	1,600		Interior and exterior door and door hardware	3,300
	Domestic water and drain/ waste/vent improvements	1,600			
				Window and window hardware	3,300
				Foundation repair, foundation drainage system	3,300
				Exterior painting	3,300
				Building and garage siding	3,300
				Replace porches/stoops/canopies	3,300
				Sewer and water laterals	3,300
				Garage repair and replacement	3,300

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities

Activities for Year :_4_ __ FFY Grant: 2006 PHA FY: 2006			Activities for Year: _5__ FFY Grant: 2007 PHA FY: 2007		
Development Name/Number	**Major Work Categories**	**Estimated Cost**	**Development Name/Number**	**Major Work Categories**	**Estimated Cost**
Scattered Sites/ WI39P002043	Roofing, roofing repairs, flashing, gutters/downspouts	1,600	Scattered Sites/ WI39P002043	Site improvements	3,300
	Tuckpointing and exterior cladding	1,600		Driveway improvements	1,600
	Chimney repair and replacement	1,600		Bathroom modernization	3,300
	Electrical distribution system	1,600		Kitchen modernization	3,300
	Interior and electrical lighting	1,600		Flooring repair and replacement	3,300
	HVAC improvements	1,600		Ceiling repair and replacement	3,300
	Domestic water and drain/ waste/vent improvements	1,600		Interior and exterior door and door hardware	3,300
				Window and window hardware	3,300
				Foundation repair, foundation drainage system	3,300
				Exterior painting	3,300
				Building and garage siding	3,300
				Porches/stoops/canopies	3,300
				Sewer and water laterals	3,300
				Garage repair and replacement	3,300

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities

Activities for Year :_4__ FFY Grant: 2006 PHA FY: 2006			Activities for Year: _5__ FFY Grant: 2007 PHA FY: 2007		
Development Name/Number	**Major Work Categories**	**Estimated Cost**	**Development Name/Number**	**Major Work Categories**	**Estimated Cost**
Scattered Sites/ WI39P002044	Roofing, roofing repairs, flashing, gutters/downspouts	1,600	Scattered Sites/ WI39P002044	Site improvements	3,300
				Driveway improvements	1,600
	Tuckpointing and exterior cladding	1,600		Bathroom modernization	3,300
	Chimney repair and replacement	1,600		Kitchen modernization	3,300
	Electrical distribution system	1,600		Flooring repair and replacement	3,300
	Interior and electrical lighting	1,600		Ceiling repair and replacement	3,300
	HVAC improvements	1,600		Interior and exterior door and door hardware	3,300
	Domestic water and drain/ waste/vent improvements	1,600			
				Window and window hardware	3,300
				Foundation repair, foundation drainage system	3,300
				Exterior painting	3,300
				Building and garage siding	3,300
				Replace porches/stoops/canopies	3,300
				Sewer and water laterals	3,300
				Garage repair and replacement	3,300

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities

Activities for Year :_4__ FFY Grant: 2006 PHA FY: 2006			Activities for Year: _5__ FFY Grant: 2007 PHA FY: 2007		
Development Name/Number	**Major Work Categories**	**Estimated Cost**	**Development Name/Number**	**Major Work Categories**	**Estimated Cost**
Scattered Sites/ WI39P002045	Roofing, roofing repairs, flashing, gutters/downspouts	1,600	Scattered Sites/ WI39P002045	Site improvements	3,300
				Driveway improvements	1,600
	Tuckpointing and exterior cladding	1,600		Bathroom modernization	3,300
	Chimney repair and replacement	1,600		Kitchen modernization	3,300
	Electrical distribution system	1,600		Flooring repair and replacement	3,300
	Interior and electrical lighting	1,600		Ceiling repair and replacement	3,300
	HVAC improvements	1,600		Interior and exterior door and door hardware	3,300
	Domestic water and drain/ waste/vent improvements	1,600			
				Window and window hardware	3,300
				Foundation repair, foundation drainage system	3,300
				Exterior painting	3,300
				Building and garage siding	3,300
				Porches/stoops/canopies	3,300
				Sewer and water laterals	3,300
				Garage repair and replacement	3,300

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities

Activities for Year :_4__ FFY Grant: 2006 PHA FY: 2006			Activities for Year: _5__ FFY Grant: 2007 PHA FY: 2007		
Development Name/Number	**Major Work Categories**	**Estimated Cost**	**Development Name/Number**	**Major Work Categories**	**Estimated Cost**
Westlawn/ W1002002	Site improvements Parking lot improvements Replace existing canopies, front stoops, and from walks with poured concrete porches, gabled porch roofs, metal railings, and new concrete walks	150,000 50,000 500,000	Westlawn/ W1002002	Site improvements Parking lot improvements Flooring repair and replacement Ceiling repair and replacement Interior and exterior door and door hardware Window and window hardware Replace exiting canopies, front stoops, and front walks and poured concrete porches, gabled porch roofs, metal railings, and new concrete walks Silver Spring Neighborhood Center improvements Management office/ maintenance facility improvements Central Support Facility improvements	150,000 50,000 25,000 25,000 25,000 25,000 500,000 50,000 10,000 10,000
PHA-wide	Mitigation of environmental hazards ADA/504 accommodations	25,000 10,000	PHA-wide	Mitigation of environmental hazards ADA/504 accommodations	25,000 10,000

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities

Activities for Year :_4__ FFY Grant: 2006 PHA FY: 2006			Activities for Year: _5__ FFY Grant: 2007 PHA FY: 2007		
Development Name/Number	**Major Work Categories**	**Estimated Cost**	**Development Name/Number**	**Major Work Categories**	**Estimated Cost**
Operations 1406		100,000	Operations 1406		34,838
Management Improvements 1408		1,200,000	Management Improvements 1408		1,200,000
Administration 1410		600,000	Administration 1410		500,000
Architectural & Engineering Fees 1430		400,000	Architectural & Engineering 1430		400,000
Contingency 1502		119,838	Contingency 1502		10,000
Collaterization or Debt Service		2,100,000	Collaterization or Debt Service		2,100,000
	Total CFP Estimated Cost	$8,424,838			$8,424,838

REVISED 7/13/2000
3.7 and # 6.1

RESOLUTION # 11452

RENT ASSISTANCE ADMINISTRATIVE PLAN

TABLE OF CONTENTS

1. Program Overview……..2
2. Application Policies…….7
3. Certification Policies……8
4. Lease and Contract Policies……..18
5. Inspection Policies……..20
6. Moving Polices……...…21
7. Denials/Terminations Policies……23
8. Informal Review and Hearing Policies…….25
9. Code of Conduct…….27

RENT ASSISTANCE PROGRAM ADMINISTRATIVE PLAN

1. PROGRAM OVERVIEW

The Rent Assistance Program is a federally funded housing program designed to help low and moderate-income families and elderly, handicapped and disabled persons rent privately owned housing. The program began in 1974 when the Housing and Community Development Act was passed. The Housing Authority of the City of Milwaukee administers it. Under this program, which is available to a limited number of families tenants pay rent according to their income and the program pays the additional amount to equal the total rent to the owner.

The Rent Assistance Program has two (2) kinds of subsidy: Certificates of Family Participation and Housing Vouchers.

Under the Certificate program, a participant is not required to pay more than thirty (30) percent of participant’s income for rent. The Rent Assistance Program pays the owner the difference between the family's portion of the rent and the full amount of the rent.

Under the Voucher Program, the program subsidy amount is usually the difference between thirty (30) percent of the family's adjusted income and the applicable payment standard. The participant's portion of the rent is based on participant’s income, utility allowance and the rent of the unit. The participant pays the amount that exceeds the payment standard in addition to the participant’s calculated tenant portion.

To participate in the program, a family/individual must apply for the program, be determined eligible for the program, receive a Certificate of Family Participation or a Housing Voucher, and locate a unit that can be approved for program participation. Participants in the Rent Assistance Program are free to look for housing in the private rental market.

This document is a compilation of the Rent Assistance Program's procedural summary and the program's policy statements. The program is governed by regulations that are subject to ongoing changes and all current regulations may not be reflected in this document. This Administrative Plan states policy on matters for which the program has discretion to establish local policy and restates requirements under program regulations. The program's policy statements are binding and must be approved by the Board of the Housing Authority of the City of Milwaukee, and therefore this document's policy statements reflect the current approved policies.

Hereafter in this document the City of Milwaukee Rent Assistance Program is referred to as "the program" and a Housing Assistance Payments Contract/Housing Voucher Contract is referred to as a "HAP Contract". Citations made regarding "CFR" refer to the Code of Federal Regulations and "HUD" refers to the Department of Housing and Urban Development.

GENERAL PROGRAM POLICIES

It is the policy of HACM:

1.1 HACM administers the Section 8 Existing Program (programs) in accordance with all the provisions of the applicable Local, State, Federal Laws and Federal regulations as issued by the Department of Housing and Urban Development (HUD).

1.2 To provide for the publication and dissemination of information concerning the availability and nature of housing assistance under the program. HACM will work cooperatively with City, County, State and Federal agencies actively involved in supporting better quality housing for very low-income families and those families with a broad range on income. In publicizing and disseminating publications, the HACM will use the equal housing opportunity logotype, statement and slogan.

1.3 To issue adequate public invitations as needed to seek and encourage owners to make units available for leasing in the program, including owners of suitable units located outside areas of poverty or racial concentration. The program will refer applicants/participants to owners who have units in low-poverty areas.

1.4 To provide for the publication and dissemination of information regarding the workings, benefits and obligations of all parties involved in the program to individual landlords and appropriate groups and associations.

1.5 To provide information, as required by HUD, to interested owners and families concerning the benefits and requirements of the program.

1.6 To provide families with information, as required by HUD, concerning housing and housing-related services upon request including the Family Self-Sufficiency Program. In addition, the program will make referrals, as required by HUD, of families, upon request by a family to various social service agencies at the City, County, State or Federal level. This includes referrals of disabled/handicapped families to owners of units that will satisfactorily meet the families' needs.

1.7 To determine initial and ongoing eligibility for participation in the program in accordance with the schedules and criteria established by HUD and the program.

1.8 To evaluate annually the Payment Standards for the Voucher Program to assure continued affordability for participating families.

1.9 The program will utilize any type of existing housing unit for this program except for the following limitations as set forth in 24 CFR982.353;

-Public or Indian housing assistance;
-Other Section 8 assistance (including other tenant-based assistance);
-Assistance under former Section 23 of the United States Housing Act of 1937 (before amendment by the Housing and Community Development Act of 1971);
-Section 101 rent supplements;
-Section 236 rental assistance payments;
-Tenant-based assistance under the HOME Program;
-Rental Assistance payments under Section 521 of the Housing Act of 1949 (a Farmers Home Administration program)
-Any local or Stare rent subsidy or;
-Any other duplicative federal, state, or local housing subsidy or any ineligible housing as determined by HUD.

For this purpose, "housing subsidy" does not include the housing component a welfare payment, a social security payment received by the family, or a rent reduction because of a tax credit.

1.10 The Program will attempt to maximize opportunities to select units and to obtain a wide geographic dispersion of subsidized units within its jurisdiction. Certificate and voucher holders who wish to leave the program's jurisdiction have that option. The receiving Public Housing Authority will be notified of the move. Families choosing to move into the program's jurisdiction will be accommodated by the program's current allocation of certificates or vouchers when possible. If there are no certificates or vouchers available, an agreement on the use of the portability billing will be reached with the initiating Public Housing Authority. All incoming families will be processed according to the program's rules and policies.

1.11 The program will comply with the Department of City Development work rules and policies.

1.12 Recertification families currently served by the program, who have a child with an Elevated Blood Level, who cannot locate housing that can be approved, in the private market, may be referred to HACM public housing for placement in a public housing lead abated unit.

1.13 In accordance with the settlement of Simmons v. Drew, participants who have been terminated from the program for failure to locate suitable housing within 120 days and/or after factoring for tolling, who request a hearing and are determined by the hearing officer to fall under the "mitigating circumstances" reinstatement category, may be referred to public housing for a local preference on the appropriate public housing waiting list.

1.14 Outside entities will be permitted access to program records in accordance with applicable State and Federal laws.

1.15 The program shall be administered in accordance with the provisions of:

- The Fair Housing Act, 42 U.S.C. 3610-19 (implementing regulations at 24 CFR parts 100, et seq.);
- Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d (implementing regulations at 24 CFR part 1);
- The Age Discrimination Act of 1975, 42 U.S.C. 6101-7 (implementing regulations at 24 CFR part 146);
- Executive Order 11063, Equal Opportunity in Housing (1962), as amended, Executive Order 12259, 46 FR 1253 (1980), as amended, Executive Order 12892, 59 FR 2939 (1994) (implementing regulations at 24 CFR part 107);
- Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794 (implementing regulations at 24 CFR part 8);
- Title II of the Americans with Disabilities Act, 42 U.S.C. 12101. Et seq.; and all rules, regulations, and requirements issued pursuant thereto.

1.16 The program will allow the use of a proxy by an applicant/participant. The proxy and applicant/participant must complete the program proxy form. The program requires that certain documents may only be signed by the applicant/participant. The program will, upon request, refer applicants/participants to appropriate social service agencies. The use of a proxy does not remove the responsibilities of the applicant/participant to complete their program requirements for participation.

1.17 The HACM Board of Commissioners must approve any amount charged against the administrative fee reserve that exceeds 10 percent of the program's annual budget.

1.18 In accordance with CFR Part 982.307, at or before the program approval to lease a unit, the program will inform the owner that the family's suitability for tenancy has not been screened and that such screening is the owner's own responsibility.

Owners are permitted and encouraged to screen families on the basis of their tenancy histories. An owner may consider a family's background with respect to such factors as:

- Payment of rent and utility bills;
- Caring for a unit and premises;
- Respecting the rights of others to the peaceful enjoyment of their housing;
- Drug-related criminal activity or other criminal activity that is a threat to the life, safety or property of others;
- Compliance with other essential conditions of tenancy and lease requirements.

1.19 All adult applicants for the program shall be screened for a criminal history. It is the program policy that adult applicants for the program will be denied assistance in the following circumstances:

Have committed fraud of a government program within three (3) years of applying for Rent Assistance;

Are currently fugitives from justice;

Have been convicted of drug related crimes, such that their admittance to the program would violate the program's compliance with HUD's "one Strike, You're Out" policy and persons convicted of the use, sale or manufacturing of meth-amphetamines;

Are registered sex offenders;

Families whose applications are denied for assistance will be entitled to an Informal Review.

1.20 All program correspondence for participants under an effective contract will be mailed to the contracted unit address as stated in the Housing Assistance Payments contract and lease.

1.21 The program will also manage three special programs in conjunction with its general program as follows:

a) Family Self Sufficiency Program
A HUD program designed to improve the ability of families who are currently participating in the program to become economically self-sufficient (free from federal or state welfare assistance.)

b) Family Unity Program
A cooperative program with Milwaukee County to provide housing assistance to 100 families over a five-year period referred to and from the County for whom the lack of adequate housing is a primary factor in the separation or imminent separation of children from their families.

c) Shelter Plus Care Housing Assistance
A HUD funded initiative that allows the Rent Assistance Program to provide rent subsidies for low income, homeless person with disabilities. The HUD regulations require that persons receiving housing assistance under this program must also receive appropriate supportive services. Subsidies are "tenant based."

APPLICATION POLICIES

2.1 The waiting list will be maintained for the Section 8 Program based on a first-come, first-served system established herein.

2.2 Applications will be accepted when the program deems that there are an insufficient number of applicants on the waiting list for the subsidy available. A public notice will be placed in the local newspaper of widest distribution announcing the opening/closing of the waiting list.

2.3 Applications will be closed when there is a sufficient number of applicants on the waiting list for the subsidy available.

2.4 The Program has established the following local priorities/preferences for processing applications:

Up to 25% (recommended) of certificates/vouchers may be issued for the following Local Priorities.

First priority will be given to families that have been ordered reinstated into the program, because of “other mitigating circumstances”, by the Hearing Officer and no certificate or voucher is currently available.

- Families that are affected by Government Action.

- At the discretion of the Secretary-Executive Director of the HACM, priority may be given to an applicant with a catastrophic life situation.

-Priority will be given to applicants whose income will assist the program in meeting its obligations to serve families with a broad range of incomes and/or whose placement would assist in helping the program to achieve de-concentration within high poverty neighborhoods.

2.5 Up to 25 % of all new admissions to the program may be persons/families who claim preference.

2.6 Applications from families who qualify for preference as allowed by 24 CFR 982 will be accepted at all times and will be served on a first-come, first-served basis determined by the date and time the application is received.

2.7 Waiting lists will be purged on an "as needed" basis. All families on the waiting list will be

notified that they must respond to the program within a reasonable and specified time if they wish to keep their names on the waiting list. Those families who fail to respond in the specified time will have their names removed from the waiting list and their applications will be terminated from further consideration.

2.8 During an open application period "single persons", will be eligible to apply for admission into the program. A single person is one who is not an elderly or displaced person, or a person with disabilities, or a remaining member of a tenant family.

3. CERTIFICATION POLICIES

3.1 The following categories are to be considered an eligible family for participation in the program:

1. ~~Two (2) or more persons;~~

   Two (2) or more persons sharing residency whose income and resources are available to meet the needs of the family.

2 . ~~Single pregnant women;~~

3. ~~Remaining member of a tenant family;~~

4. ~~A displaced person;~~

   A person(s) displaced by governmental action or a person whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws. (1937 Act)

5. ~~Single person;~~

   A single person not elderly, disabled/handicapped or displaced

3.2 The following categories are to be considered an eligible elderly family for participation in the program.

1. A family whose head, spouse or sole member is at least 62 years of age; two or more persons who are at least 62 years of age living together; or one or more persons who are at least 62 years of age living with one or more live-in aides pursuant to 24 CFR 5.403.

2. A family whose head, spouse or sole member is a person with disabilities; two or more persons with disabilities living together; or one or more persons with disabilities living with one or more live-in aides pursuant to 24 CFR 5.403(b).

3. A disabled person is a person who has a disability as defined in Section 223 of the Social Security Act (42 U.S.C. 423) or has a developmental disability as defined in Section 102 (7) of the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001 (7). The person is determined, pursuant to regulations, to have a physical, mental, or emotional impairment that is expected to be of long-continued and indefinite duration, substantially impedes the person's ability to live independently, and is of such a nature that such ability could be improved by more suitable housing conditions.

4. A displaced person is a person displaced by governmental action (required to move by any level of Federal Government, local or state), or a person whose dwelling has been extensively damaged or destroyed as a result of a disaster declared, or otherwise formally recognized, under Federal disaster relief laws.

5. Remaining member of a tenant family.

3.3 There are two (2) classifications of certificates: Elderly and Family.

In the elderly category, there are one (1) or two (2) bedroom certificates. An elderly certificate is issued when the head of household, spouse or sole member of the family is 62 years of age or older, or disabled and/or handicapped and complies with the elderly unit definition (and only two (2) or fewer bedrooms are needed.)

If the head of the household or spouse do not fit the definition of an elderly family, and/or two (2) or more bedrooms are needed, they are issued a certificate/voucher. The minimum family unit size is one (1) bedroom and the maximum bedroom size the program may issue is for six (6) bedrooms.

The total number of certificates/vouchers that may be issued is determined in part by the programs' HUD approved budgeted unit distribution, the available funds under the HUD Annual Contributions contract and the composition of family's process off the waiting list.

Elderly and family classifications are assigned according to family composition. However, if more than a two-(2) bedroom unit is needed by the family and the head/spouse qualify as "elderly", a family certificate/voucher is assigned.

3.4 The bedroom size is assigned to the elderly/family unit according to the following occupancy standards:

1. ~~Husband and wife;~~
   Assigned the same, one (1) bedroom, unless for health/medical reasons they require separate bedrooms.

2. Single pregnant women;
   Assigned two (2) bedrooms, unborn child counted for additional bedroom.

3. Adult members of household (18 years of age or older);
   Assigned a separate bedroom (do not share bedroom unless it is a husband and wife).

4. Maximum two (2) people per bedroom allowed;

5. Opposite sex - separate rooms;
   Two (2) people of opposite sex (including minors) do not share a bedrooms, unless it is a husband and wife.)

6. Minor of same sex- share rooms;
   A minor, anyone under 18 years old, may share a room with another minor in the household if they are of the same sex. This includes:

   a. blood relative,
      any minor in the family (includes foster child), different generations (example: child and grandchild may share room if they are both minors and of the same sex).

7. Child "temporarily absent";
   A child temporarily absent from the home because of placement in foster care is considered a family member and is assigned a bedroom in accordance with the established subsidy standards listed above.

8. Family member - not in household - no bedroom assigned;
   A family member living away from home for more than six (6) months per year is not assigned a bedroom and is not counted as a family member.

9. Live-in aide (Person in household essential to care and well being);
   Assigned a separate bedroom.

10. Medical need - additional bedroom;
    If there is a medical need for a separate bedroom with no person assigned to it (storage of medical equipment, etc.), See policy 3.8 below, for acceptable documentation needed to assign the additional bedroom.

3.5 A person who resides with an elderly, disabled, or handicapped person and is determined by the program to be essential to the care and well being of the person, is not obligated to support the person, and would not be living in the unit except to provide necessary supportive services is considered a live-in aide. A relative may qualify as a live-in aide if all these conditions are met. The elderly, disabled, or handicapped person needing the live-in aide does not have to be the head, spouse, or sole member of the family. The income is not counted in determining the family's income. The live-in aide cannot quality for continued

occupancy as a remaining family member.

If there is a person in the household who is there due to a disability, handicap or illness of one (1), or all of the individuals and the living arrangement is essential to the care and well- being of the individual (s) and is not obligated for the financial support of the person(s) the following documentation is required:

a. Written statement from a licensed practicing medical physician stating the above, and the person would not be living in the unit except to provide necessary, supportive services and is not obligated for the support of the person.

b. Written statement of the disability and/or handicap.

c. Nature of care provided (e.g. 24 hours, etc.)

3.6 The remaining members of a tenant family must have been included on the application or in the household and initially covered by the lease. A live-in aide cannot qualify for continued occupancy as a remaining family member. Proof that the designated head of household has left must be submitted to the program.

3.7 The program will schedule interview appointment (s) for the applicant and all household members who are 18 years of age or older in order to submit all the necessary forms and documentation as required by the program and the Housing and Urban Development. If the applicant family fails to complete the interview requirements within the scheduled interview appointments, or fails to show for the scheduled interviews, or fails to comply with any other applicable responsibility, the applicant may be withdrawn from the program. Further appointments may be scheduled subject to a processing fee.

3.8 The program will require full verification of: family structure (proof of residency in household), citizenship and eligible immigration status in accordance with 24 CFR part 812, federal preference (applicants only) income, assets, social security numbers for all family members age six and older, allowance and deduction items. The responsibility for obtaining required documentation rests with the applicant/participant. The applicant/participant will be given scheduled interview appointments to provide all the necessary documentation. All family members 18 years of age and older must provide the necessary documentation and comply with any other applicable responsibilities. Failure to provide such documentation will result in no issuance of a certificate or voucher.

It is the program's responsibility to inform applicants/participants of the following:

- Where the family may lease a unit, including renting a unit inside or outside the program's jurisdiction;

-The advantages of moving to an area that does not have a high concentration of poor families for a family living in a high poverty census tract in the program's jurisdiction;

-How portability works;

-Information on Rental Rehabilitation unit;

- Applicable housing quality standards and procedures for family and owner inspections;

- Certificate/voucher Holders' Packet, which includes but is not limited to:

- Request for Lease Approval (RLA);

- Lease and Prohibited Lease provisions;

- Information on factors a family should consider when selecting a unit;

- Information regarding lead-based paint poisoning hazards, symptoms and precautions;

-Fair housing information and housing discrimination complaint forms (as required by Housing and Urban Development);

- Information on the Total Tenant Payment and the Family Rent; including minimum rent:

-The Program's schedule of utility allowances;

-Grounds for which the program may terminate assistance for participant family because of family action or failure to act;

-Information on the program's procedures for due process;

- Family obligations under the program;

-The program's policy about providing information about a family to prospective owners;

-The program's subsidy standards, including when the program will consider granting exceptions to the standards;

- A list of owners or other parties known to the program who may be willing to lease a unit to the family, or help the family find a unit;

-Notice that a family with a disabled/handicapped family member may request a current

listing of accessible units known to the program that may be available;

- Significant aspects of applicable federal, state and local laws;

- Significant aspects of applicable federal, state and local fair housing laws;

- Information on Portability, and

-Any other information as determined by the program.

3.9 A certificate/voucher shall expire one hundred and twenty (120) days and/or l20 tolled days from the date of issuance. Once a certificate/voucher holder submits a Request for Lease approval, the time on the certificate/voucher will stop until the Request for Lease Approval is processed, if the unit cannot be approved for program participation, the certificate/voucher holder will receive a new Request for Lease Approval and the certificate/voucher will be tolled to determine how many shopping days remain on the certificate/voucher. The expiration date on the certificate/voucher will be changed to reflect the tolled days that remain to shop for a unit. This process is called tolling and will be done as many times as needed until the full 120 days has been used.

3.10 Pursuant to 24 CFR 982, the program shall not approve a unit if the owner is the parent, child, grandparent, grandchild, sister, or brother of any member of the family unless the program determines that approving the unit would provide reasonable accommodation for a family member who is a person with disabilities.

3.11 The program will provide assistance to a certificate holder or voucher holder in finding a unit if a certificate holder or voucher holder executes a written statement alleging discrimination in locating a qualified unit.

3.12 It the applicant's responsibility to notify the program of any change in family income, composition, and extent of medical or other Housing and Urban Development allowed expenses a recertification. The participant must notify the program of any change in family composition and must submit a written request to the program for approval to add any other family member as an occupant of the unit during the contract year as the change occurs.

3.13 The program will project and calculate seasonal employment over a 12-month period for participants; therefore, no adjustment is required. A participant who has no income and pays a minimum rent is required to promptly report any increases in income. All other participants are not required to report increases until the annual recertification.
A decrease in income will be reviewed on a case by case basis.

3.14 A program applicant/participant shall be responsible for fulfilling all the obligations under the program as approved by the program and in accordance with 24 CFR. The applicant/participant responsibilities shall include, but are not limited to the following:

- To notify the program of current address and phone number;

- To comply with all requirements of the lease;

-To comply with Housing Quality Standards. The family must pay for all tenants supplied utilities, provide and maintain tenant supplied appliances, and are responsible for any damage to the unit or premises by the family or guest;

-To promptly notify the program of any change in the level of income, composition, and extent of medical or other unusual expenses;

- To pay the required security deposit;

-To become certified again each year (includes submission of all required documentation And lease and contract forms in accordance with recertification procedures). Any information supplied by the family must be true and correct;

-To promptly notify the program of a family member's absence from the unit and to supply information to the program to verify who is or is not living in the unit;

-To provide evidence of citizenship or eligible immigration status;

-To disclose and verify Social Security numbers in accordance with 24 CFR part 750;

-To notify the program of any landlord defaults on a contracted unit;

-To receive benefit on only one of the following; Rent Supplement, Section 23 Housing Assistance, Section 8 Housing Assistance, or Section 236 "Deep Subsidy" Rental Assistance Payments;

-To provide accurate and timely information to the program;

-To complete the initial, interim move, program requested adjustment reexamination; and/or annual reexamination interview appointment(s), complete the family requested adjustment reexamination during scheduled interview appointment(s);

-To allow the program to inspect the dwelling unit at reasonable times and after reasonable notice.

-To promptly give the program a copy of any owner eviction notice;

-To notify the program before vacating the dwelling unit. If the participant

wishes to move at the end of the lease term, the participant must:

-Request a Certificate of Family Participation or Housing Voucher to move;

-Give proper notice to move to the program and the owner in accordance with the lease and after eligibility has been determined;

-Submit a reason for moving form completed by the owner;

-Comply with all program procedures for moving and with the 24 CFR;

-Use the dwelling unit solely for residency by the family, as the family's only residence (shall not assign the lease or transfer the unit sublease, or let the unit).

- Aggressively pursues participation the program. This includes, but is not limited to: Staying in contact with the program on the status on their case and staying in contact with the property owner(s) on the status of repairs and rent negotiations, and contacting the program for any questions they may have regarding their status in the program and/or the programs process, keeping scheduled appointments, and promptly notifying the program of any changes in family circumstances, including birth of a child, adoption or court-awarded custody of a child (family composition). The family must submit a written request to the program for approval to add any other family member.

- The family must not:

- Own or have any interest in the unit;

- Commit, fraud, bribery or any other corrupt or criminal act in connection with the certificate/voucher programs;

- Engage in drug-related criminal activity, or violent criminal activity.

3.15 The family may not be absent from the assisted unit for a period in excess of ninety (90) consecutive calendar days for any circumstance or for any reason. "Absence" means that no member of the family is residing in the unit. The family may be absent from the assisted unit only for the following purposes: vacation, hospitalization, family illness/death, military/armed services duty, imprisonment, alcohol and/or drug rehabilitation, and nursing home confinement. If a family is absent from the assisted unit for longer than the permitted 90 day period, the family's continued eligibility in the program may be questioned and the family may be terminated from the program.

3.16 The family at initial Certification designates one adult member in their household to be the Head of Household. Each adult member of that household signs a Certificate/Voucher Rights form to acknowledge that the member understands that in the event that the family breaks up, the designated Head of Household is entitled to the certificate/voucher.

3.17 The established procedure for family break-up includes the opportunity to request an Informal Hearing in the event the family contests the certificate/voucher designation if the following factors are present:

- Family members are forces to leave the unit as a result of actual or threatened physical violence against family members by another member of the household;

- Whether there are minor children or ill, elderly or disabled/handicapped family members; or

- Other issues to be decided on a case by case basis.

3.18 The program must attempt to obtain annually from local health agencies the names and addresses of children with identified Elevated Blood Levels (EBLs) and must annually match this information with the names and addresses of participants under this part. If a match occurs, the program must determine whether local health officials have tested the unit for lead-based paint. If the unit has lead-based paint the program must require the owner to treat the lead-based paint. If the owner does not complete the corrective actions required by this section, the family must be issued a certificate/voucher to move.

3.19 In accordance with HUD requirements, low-income "Continuously Assisted" families may be determined eligible for admission into the certificate/voucher program. Continuously Assisted refers to a family already receiving assistance under any of the 1937 Housing Act Programs. Any interruption in assistance between one of these programs and admission into the certificate/voucher of more than 90 days will be considered a break in continuity of assistance under the 1937 Housing Act.

This break will remove a family from having the status of being continuously assisted and therefore ineligible for admission into the program. 1937 Housing Act Programs are:

- Public housing or Indian housing programs;
- Any program assisted under Section 8;
- Section 23 lease housing program; and
- Section 23 housing assistance payments program.

3.20 The program will screen out and deny admission into the program to an applicant/incoming portability family or terminate assistance of a participant who:

Has a recent history of violent criminal activity involving crimes to persons or property and/or other criminal acts that affect the health, safety, or right to peaceful enjoyment of the premises by other residents, or is a registered sex offender;

- Engages in a drug-related criminal activity;

- Is illegally using a controlled substance or abuses alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents; or

- Was evicted from public housing, Indian housing, Section 23 or any Section 8 program within three (3) years of the projected date of admission because of drug-related criminal activity or abuse of alcohol.

- Has open warrants with any law enforcement agency. All warrants must be cleared within 60-days of notification by the program. Failure to clear the warrant may result in denial/termination of assistance, etc, or withdrawal from the waiting list.

3.20(a) Drug-related or violent criminal activity is defined as follows:

Drug-related criminal activity is "the illegal manufacture, sale, distribution, use or possession with intent to manufacture, sell, distribute or use a controlled substance and meets the elements of the criminal statue relating to drug-related criminal activity."

Violent criminal activity is "any criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force against the person or property or another."

3.21 The program will use but not be limited to the following as "credible evidence":

Evidence provided by the police and the court system, such as drug raids, drugs found in the dwelling unit, evidence which is tied to the activity, arrest warrants issues, etc.

3.22 “Preponderance of evidence" is defined as "evidence which is of greater weight or more convincing that the evidence which is offered in opposition to it; that is, evidence which as a whole shows that fact sought to be proved is more probable than not".

3.23 If the program determines that a person's illegal use or possession of a controlled substance is the personal use such use or possession must have occurred within one (1) year prior to the date that the program notifies the family of the program's determination to deny or terminate assistance.

3.24 The Rent Assistance Program may not deny admission into the program to an applicant/in-coming portability family or terminate assistance of a participant whose illegal use or possession of a controlled substance is for personal use if the person can demonstrate to the program that the person:

-Has an addiction to a controlled substance, has a record of such impairment, or is regarded as having such an impairment, and

- Is recovering or has recovered from such addiction and does not currently use or posses controlled substances.

3.25 The program may not deny admission into the program to an applicant/incoming portability family or terminate assistance of a participant if the family member who has been convicted of drug-related criminal activity can demonstrate to the program that the member has been rehabilitated successfully.

3.26 The program may not deny admission into the program to an applicant/in-coming portability family or terminate assistance of a participant if the person who is illegally using a controlled substance or abusing alcohol or if the person who was evicted from public housing, Indian housing, Section 23 or any Section 8 program because of drug-related criminal activity or abuse of alcohol can demonstrate to the program's satisfaction that the person is no longer engaging in illegal use of a controlled substance or abuse of alcohol and:

- Has successfully completed a supervised drug or alcohol rehabilitation program;

- Has otherwise been rehabilitated successfully; or

- Is participating in a supervised drug or alcohol rehabilitation program.

4. LEASE AND CONTRACT POLICIES

4.1 Housing Assistance Payments be made only to the payee as identified in the HAP Contract or Housing Voucher Contract or other payee as designated in writing by the owner.

4.2 The program will refer any complaints regarding discrimination received from applicants/participants to the Office of Fair Housing Equal Opportunity of the Milwaukee HUD Office.

4.3 The contract rent allowed under the program for a family who is issued a Certificate/Voucher shall be based on administrative certification by the program (with supporting documentation) that the proposed contract rent is reasonable in relation to location, quality, amenities, facilities, and management and maintenance service for the specific dwelling unit.

4.4 If an owner wants to request an increase in contract rent in accordance with the annual adjustment factor (CFR Part 982.309), the owner must offer the family a new lease. The form used to do this is the “Request for Lease Approval” and must be submitted to the program three (3) calendar months prior to the lease anniversary so the owner is in

compliance with the sixty (60) day notice requirements. If no rent increase is requested by three (3) calendar months prior to the lease anniversary date then no increase will be processed for the next year.

4.5 For the Voucher program there shall be no rent increases by a property owner during the first year of a lease. However, since there is no regulatory cap on the maximum rent that can be charged for a unit, the lease governs the amount of any rent increases after the first year. However, the rent increase must be determined reasonable. The voucher payments do not vary depending on the amount of rent for the unit. The family must pay any rent increase over the family's Applicable Payment Standard or move to a different unit.

4.6 The program will evaluate annually, and at such other times as may be necessary, evaluate or cause to be evaluated each dwelling unit leased to an eligible family. The program will schedule annual inspections for all units 120 to 60 days prior to the participant's lease anniversary dates. If the unit is disapproved at the annual inspection, the program will notify the owner that if the unit is not approved by a specified time (to be determined by program) the contract will be terminated for owner breach of the HAP Contract or Housing Voucher Contract. The family would then be required to submit a "Request for Lease Approval" for a dwelling unit that can be approved if the family wishes to continue in the program. Further inspections of the unit may be scheduled subject to a processing fee.

4.7 If a participant is allowed to move, the participant may move to the new unit, but not earlier than during the calendar month in which the 60-Day Notice is effective. If the participant vacates the current unit during the calendar month in which the 60-Day Notice is effective, the participant continues to be liable for the condition of the unit in accordance with the lease until keys are delivered in person to the owner (landlord) or until the unit is released. If there is some compelling reason (example: medical/emergency situation, or negotiated eviction) for the Rent Assistance Program to approve a less than 60-day notice, the program manager may approve the less than 60-day notice. The owner and tenant both must agree to the less than 60-day notice and sign appropriate forms. The termination must coincide with a rent paying date and be in compliance with other termination notice provisions.

4.8 A participant who damages a contracted unit, or vacates the unit owing rent, and the program processes a damage/unpaid rent or vacancy loss claim to the owner, the participant must reimburse the program for the amount paid to the owner.

4.9 If the participant is under a HAP contract that excludes damages and vacancy loss payments to the owner, the participant must satisfy any court awarded judgments to the owner, or the participant's continued eligibility in the program may be questioned.

4.10 If the participant does not agree with the amount of damages paid to an owner by the program, the participant may request an Informal Hearing within ten (10) working days of notice of the damage payment. If the participant is unable to reimburse the program the full amount in one payment, the participant may request the program to set up a Repayment

Agreement for a term not to exceed one year. A participant may only have one Repayment Agreement in effect at one time. If a participant is currently under a Repayment Agreement and a damage/unpaid rent claim is processed by the program on behalf of the participant for another unit, the participant must pay the full balance of monies owing on the current Repayment Agreement within 30 days or the participant will be terminated from the program.

4.11 When a family moves, the term of the new assisted lease cannot begin until after the lease termination date of the first assisted lease.

4.12 The program's occupancy standard shall be in accordance with Chapter 275.44 of the City of Milwaukee Code of Ordinances.

5. **INSPECTION POLICIES**

5.1 All units approved for participation in the Program shall meet the Housing Quality Standards set forth in Part 982,401, of the Code of Federal Regulations and Chapter 275 of the City of Milwaukee Code of Ordinances and the Housing Quality Standards of the program. These standards, which include a determination of acceptability for; (1) sanitary facilities, (2) food preparation and refuse disposal, (3) space and security, (4) thermal environment, (5) illumination and electricity, (6) structure and materials, (7) interior air quality, (8) water supply, (9) lead based paint, (10) access, (11) site and neighborhood, and (12) sanitary conditions, will be applied to each unit evaluated in a manner consistent with the minimum Housing Quality Standards as set forth in 24 CFR 982.401 and Chapter 275 of the City of Milwaukee Code of Ordinances and the Housing Quality Standards as adopted by the program. In case of a conflict between the Housing Quality Standards of the program and the Housing Quality Standards established by the HUD, the Housing Quality Standards adopted by the program shall prevail.

5.2 The program will determine the amount of time allowable for completion of repairs when a unit is not approved according to the Housing Quality Standards adopted by the program (e.g. 15 working days after an initial inspection, 24-hour notice for an emergency gas shut-off).

5.3 The program may provide exterior work extensions for non-hazardous exterior repairs that cannot be completed prior to execution of the contract because of inclement weather.

5.4 The program will accept only one “Request for Lease Approval” at a time for each program applicant/participant.

5.5 The program will allow only a prescribed number of unit inspections per “Request for Lease Approval” submitted by an applicant or a participant. If a unit is not approved after the allotted number of inspections, the applicant's/participant's certificate/voucher is tolled and the applicant/participant must submit a new “Request for Lease Approval” either for the

same unit or for another unit. Any further requests for inspections may be subject to a processing fee to be paid by the applicant/participant.

5.6 The program will instruct property owners who wish to rent to families with a child under the age of six with an Elevated Blood Level on the correct method of lead abatement. Owners will be required to schedule testing with the City of Milwaukee Health Department. When the Health Department certifies that the unit is lead free, the program will proceed to contract the unit if all other program requirements have been met.

5.7 The program will evaluate dwelling units leased to eligible families on a quarterly basis as part of the audit process when a written complaint is received by the program indicating that a dwelling unit does not meet the program's Housing Quality Standards or the family is engaged in activity, which is in violation of the lease and program requirements.

6. **MOVING POLICIES**

6.1 The Rent Assistance Program of the City of Milwaukee regulates the move request for all participants who are currently under contract. This policy shall not discriminate on the basis or Race, Color or National origin. It is the policy of the Rent Assistance Program that all move requests will be accepted for consideration but approval of the move request will be a management decision. No move request shall be processed for any participant currently under contract except for the following reason. All move requests shall be evaluated and placed according to the following order of priorities.

Emergency move will be given first priority, and this category includes participants who are obligated to move because of natural disaster such as fire, storm, or other causality, participants who are displaced or relocated be federal and local government actions and participants whose contracted units fail the Housing Quality Inspection standard and endangered their safety and health condition.

Participants who request permission to move due to an eviction action would have to request an administrative review prior to receiving a voucher to move. The program also considers participants who are requesting to move because of a hardship due to medical conditions, special employment situations and other extenuating circumstances. Any move request for convenience shall not be allowed. Move requests for hardship shall require third party documentation. The program also takes into consideration any move request regarding occupancy correction. In correcting occupancy, standard, age, sex and family size shall be the primary determining factors in placing a family in an appropriate sized unit.

6.2 The lease shall permit a termination of the lease by the Family; without cause, at any time after the first year of the term of the lease, on proper 60-day written notice by the family to

the owner and the program in accordance with the program procedures, or by mutual agreement (tenant and owner) if it is during the first year of the term of the lease and in accordance with program procedures.

6.3 If a participant in the program wishes to move with continued program benefits, the participant must: request a Certificate or Voucher to move, be determined eligible, give proper 60-day notice to the landlord and the Rent Assistance Program (and must have mutual agreement of landlord if it is in the first year of the term of the lease), comply with all the family obligations and requirements stated in 24 CFR and in the Administrative Plan of the program (Moving Procedures).

6.4 If a participant is allowed to move, the participant may move to the unit, but not earlier than during the calendar month in which the 60-Day Notice is effective. If the participant vacates the current unit during the calendar month in which the 60-Day Notice is effective, the participant continues to be liable for the condition of the unit in accordance with the lease until lease termination (per tenant's proper notice) or until the keys are delivered in person to the owner (landlord) or until the unit is released.

6.5 A participant may move during the contract year only because of severe hardship or if the participant has found a unit in a low-poverty area, in furtherance of the program's de-concentration policy.

6.6 Applicants/participants who wish to leave the jurisdiction of the program will be processed under the Housing and Urban Development's portability rules. The receiving Public Housing Authority will be notified of the family's desire to move. Arrangements will be made with the receiving PHA for the transfer of the tenant to the receiving PHA's, ACC, or for execution of the proper agreement and billing arrangements.

6.7 If an owner does not agree to mutual termination of the lease (per the participant's request), the program will deny new assistance to move. However, the participant will be given the opportunity to request an Informal Hearing regarding the denial.

6.8 The Program Manager may, upon request and only if there are significant circumstances that warrant such action, approve a 30-day notice to move. This may only be done if the situation makes such action necessary and only with the approval of both owner and tenant (participant). If both the owner and tenant agree to a shorter termination notice, and the Program Manager has approved the 30-day notice, the tenant (participant) must be advised that there may be a possible short term lapse in subsidy due to the shorter processing time involved. The 30-day notice to terminate the lease must be on a calendar month.

6.9 Applicants/participants moving into this jurisdiction on a portability basis will be accommodated by the program's current allocation of Certificates/Vouchers when possible. If there are no Certificates or Vouchers available, an agreement on the use of portability billing will be reached with the initiating PHA. All incoming families will be processed

according to the program's policies. All incoming families will be afforded the same due process rights as the program's applicants/participants.

7. DENIALS/TERMINATIONS/QUESTIONING OF CONTINUED ELIGIBILITY POLICIES

7.1 The program may deny, terminate assistance/question the continued eligibility of a family because of the family's action or failure to act.

7.2 The program may deny program assistance for an applicant or terminate program assistance/question continued eligibility for a participant for any of the following or similar reasons:

-The family violates any family obligation under the program as identified in 24 CFR 982.551.

-A member of the household has been evicted from public housing, been denied assistance or terminated from the program.

-A member of the household has an offense for drug-related criminal activity or violent criminal activity or is a registered sex offender. The program, in its discretion, may permit the family to receive assistance provided that the household member(s) determined to have engaged in these activities will not reside in the unit.

-A member of the household is convicted of fraud, bribery or any other corrupt or criminal act in connection with any federal housing program.

- A household member currently owes rent or other amounts to the HACM or another Housing Authority in connection with Section 8 or public housing assistance.

-A household member who has not reimbursed a Housing Authority for amounts paid to an owner under a HAP contract for rent, damages to the unit, or other amounts owed by the family under the lease.

- The family breaches an agreement with a Housing Authority to pay amounts owed to a Housing Authority or amounts paid to an owner by a Housing Authority.

-A member of the household has engaged in or threatened abusive or violent behavior toward HACM staff. Such behavior includes, but is not limited to, verbal or physical abuse or violence, language which is considered insulting, intimidating or racially oriented, and is either written or oral.

-A member of the household fails to sign and submit HUD or program required consent

forms for program related information.

-A household, in which no member is an U.S. citizen or eligible immigrant.

-A family, under contract, vacates the unit prior to the lease anniversary date without following program move-out procedures.

-A voucher/certificate has expired before an approved unit has been secured.

-A household member fails to complete the process to determine initial or continued eligibility for the program. (However, an applicant/participant may request further appointments by paying a processing fee to the program.)

RIGHTS AND REMEDIES OF APPLICANTS/PARTICIPANTS

When a decision has been made to deny assistance/terminate/question continued eligibility, an applicant or participant who has been denied assistance/terminated or whose continued eligibility has been questioned shall be notified in writing of the reason(s).

7.3 An applicant/participant shall also be given the right to request an administrative appeal to dispute the decision of the program. (Informal Reviews for applicants, Informal Hearings for participants.)

TERMINATION OF THE OWNER BY THE PROGRAM

7.4 The program may terminate HAP contract for any breach of the contract. This may include owner fraud, failure of the unit to comply with Housing Quality Standards and drug-related criminal activity or other criminal activity by the owner pursuant to 24 CFR 982.453.

7.5 If the program moves to terminate the HAP contract for an owner's breach, the participant may not request an Informal Hearing regarding the contract termination.

7.6 It is the policy of the program to request from HUD, the administrative capability to bar an owner from participating in the Rent Assistance program for serious and/or intentional breaches of the Housing Assistance Contract (on a case by case basis.) This ability to bar an owner from the Rent Assistance program may be for a specific term or may be permanent.

8. **INFORMAL REVIEW AND HEARING POLICIES**

8.1 Informal reviews are provided for applicants who are denied assistance before the effective date of the HAP contract. No informal review will be scheduled for applicants to dispute established polices and procedures pursuant to 24 CFR 982.554(c).

8.2 Once a denial of assistance notice has been sent to the applicant, and the applicant wishes to dispute the denial, the applicant must send in a written request for an Informal Review to the program within ten (10) working days from the date of the denial notice. If the applicant fails to request an Informal review (in writing) within the specified time, the program decision remains as originally determined. The applicant will be sent a written notice of the date, time and place of the Informal Review.

8.3 The Review Officer or designee of the program, pursuant to 24 CFR 982.554, shall conduct the Informal Review. The applicant will be given the opportunity to examine /copy file documents prior to the Informal Review, at the applicant's own expense. If the program does not make the document(s) available for examination to the applicant, the program may not rely on the document(s) at the Informal Review. The applicant may represented by legal counsel or any other representative, at the applicant's own expense.

8.4 During the Informal Review, the applicant or designee will be given the opportunity to present oral or written objections to the program's decision. The Review Officer may consider any mitigating circumstances in making the final decision. After the Informal Review, the applicant will be sent a decision in the mail, setting forth the reasons for the decision. If the applicant or designee fails to attend the Informal Review, the applicant is deemed to be in default and initial program decision will be upheld.

8.5 Informal Hearings are provided for participants for the following reasons:

-Determination of the amount of the Total Tenant Payment (TTP) or family rent excluding the program's Schedule of Utility Allowances for Families.

-Determination of the appropriate utility allowance (if any) for family-paid utilities from the program's Schedule of Utility Allowances for Families.

-Determination of the number of bedrooms entered on the certificate/voucher under the standards established by the program when the family wants to move to another unit with continued benefits.

-Decision to deny new assistance on behalf of the participant when moving (e.g. Refusal to issue a new certificate/voucher when the family wants to move, or to enter into a new contract or to approve a lease.)

-Determination that a participant is residing in a unit with a larger number of bedrooms than needed (according to program standards) and the program's decision is denial of the participant's request for an exception from the standards.

-Decision to terminate assistance for a participant family because of the family's action or failure to act pursuant to 24 CFR 982.552.

-Decision to terminate assistance because the participant family has been absent from the assisted unit for longer than the maximum period permitted under the program's policy and HUD regulations.

8.6 Pursuant to 24 CFR 982.555(c), the program must notify the family that in situations described in sections 1, 2, and 3, the family may ask for an explanation for the basis of the program's decision. The explanation will be given prior to scheduling an Informal Hearing and will try to resolve any questions regarding the program's decision. If the family does not agree with the explanation, an Informal Hearing will then be scheduled.

8.7 An Informal hearing will not be scheduled for participants to dispute established policies and procedures pursuant to 24 CFR 982.555(b).

8.8 Once the notice of the program's decision has been sent to the participant and the participant wishes to dispute the notice, the participant must send in a written request for an Informal Hearing to the program. The written request must be sent within ten (10) working days from the date of the program's notice. If the participant fails to request an Inform Hearing, in writing, within the specified time, the program's decision will be upheld. The participant will be notified, in writing, of the date, time, and place of the Informal Hearing.

8.9 If an applicant/participant fails to attend the review/hearing, the review/hearing may be re-scheduled subject to the payment of a processing fee.

8.10 The Hearing Officer or a designee of the program, pursuant to 24 CFR 982.554, shall conduct the Informal Hearing. The participant will be given an opportunity to examine/copy file documents prior to the Informal Hearing, at the participant's own expense. If the program does not make the document(s) available for examination to the participant, the program may not rely on the document(s) at the Informal Hearing. The participant may also be represented by legal counsel or any other representative, at the participant's own expense.

8.11 During the Informal Hearing, the participant or designee will be given the opportunity to present oral or written objection to the program's decision. The Hearing Officer may consider any mitigating circumstances in making the final decision. After the Informal Review, the participant will be sent a decision in the mail, setting forth the reasons for the decision. If the participant or designee fails to attend the Informal Hearing, the participant is deemed to be in default and the program decision will be upheld.

9.0 CONDUCTING BUSINESS IN ACCORDANCE WITH CORE VALUES AND ETHICAL STANDARDS

9.1 PURPOSE

This Code of Conduct establishes standards for employee and Commissioner conduct that will assure the highest level of public service. Recognizing that compliance with any ethical standards rests primarily on personal integrity and specifically in this situation with the integrity of the employees and Commissioners of the Housing Authority of the City of Milwaukee (HACM), this Section sets forth those acts or omissions of acts that could be deemed injurious to the general mission of the Authority.

This Code of Conduct is not intended, nor should it be construed, as an attempt to unreasonably intrude upon the individual employee or Commissioner's right to privacy and the right to participate freely in a democratic society and economy.

9.2 CONFLICT OF INTEREST

In accordance with 24 CFR 982.161, neither the HACM nor any of its contractors or subcontractors may enter into any contract or arrangement in connection with the tenant-based programs in which any of the following classes of persons has any interest, direct or indirect, during his or her tenure with the HACM or for one year thereafter:

A. Any present or former member or officer of the HACM (except a participant commissioner);

B. Any employee of the HACM or any contractor, subcontractor or agent of the HACM who formulates policy or who influences decisions with respect to the programs;

C. Any public official, member of a governing body, or State or local legislator who exercises functions or responsibilities with respect to the HACM's programs; or

D. Any member of the Congress of the United States.

Any member of the classes described in A, B, C, or D, must disclose their interest or prospective interest to the HACM and HUD.

The Conflict of Interest prohibition under this section (9.2) may be waived by the HUD Field Office upon the request of the HACM for good cause.

9.3 PROHIBITION OF SOLICITATION OR ACCEPTANCE OF GIFTS

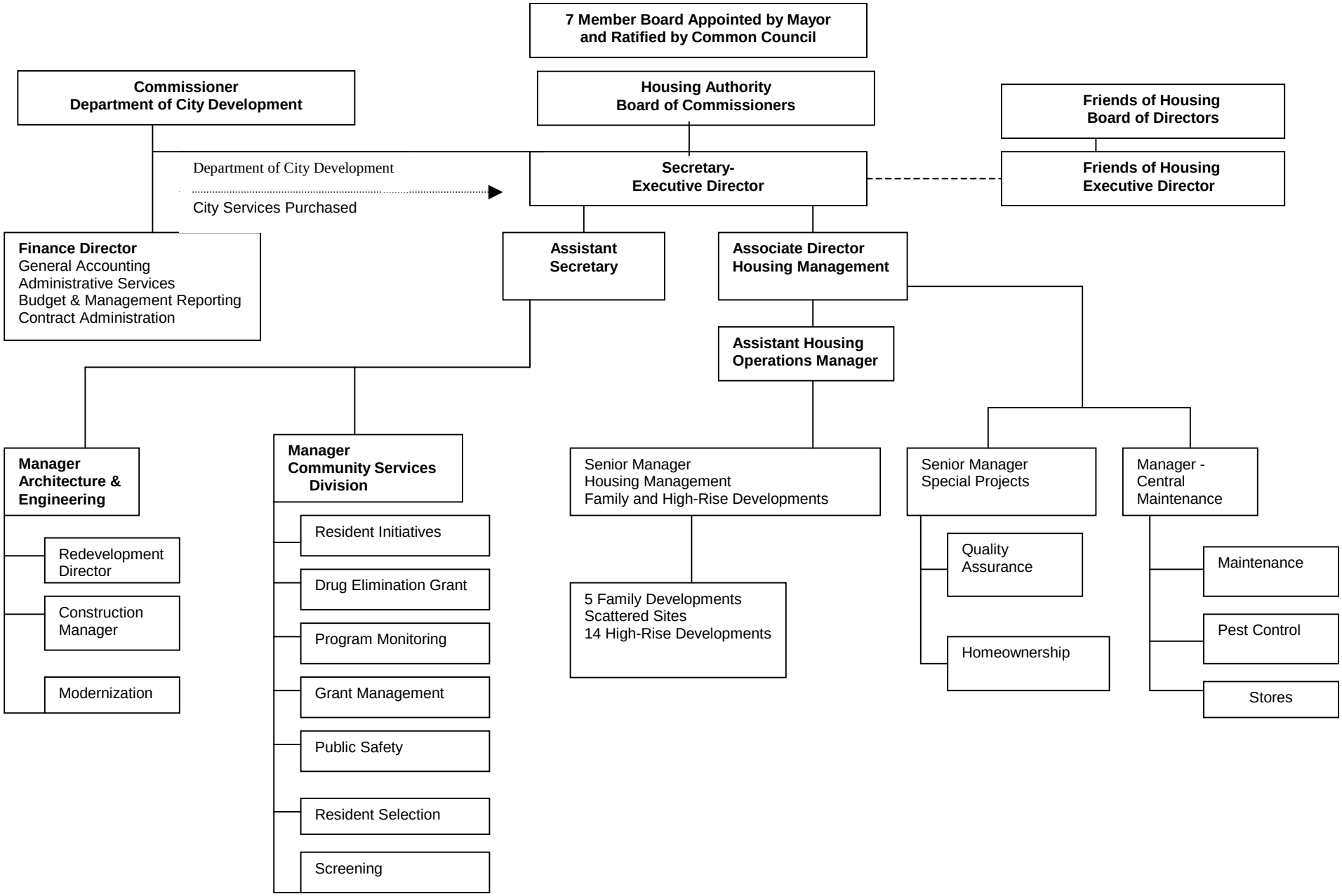
No Commissioner or HACM employee shall solicit any gift or consideration of any kind, nor shall any HACM employee accept or receive a gift having value in excess of $25.00 regardless of the form of the gift, from any person who has an interest in any matter

proposed or pending before the HACM.

9.4 HOUSING AUTHORITY ADMINISTRATIVE AND DISCIPLINARY REMEDIES FOR VIOLATION OF THE HOUSING AUTHORITY CODE OF CONDUCT

Violations of this Code of Conduct Policy will result in disciplinary action as outlined in the HACM's Personnel Policy or as determined by action of the Board of Commissioners.

HOUSING AUTHORITY OF THE CITY OF MILWAUKEE AND FRIENDS OF HOUSING
ORGANIZATIONAL CHART



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

PHA Name:	Grant Type and Number	Federal FY of Grant:
Housing Authority of the City of Milwaukee	Capital Fund Program Grant No: Replacement Housing Factor Grant No: WI39R00250199	1999

Original Annual Statement ☐ **Reserve for Disasters/ Emergencies** ☐ **Revised Annual Statement (revision no:)**

X Performance and Evaluation Report for Period Ending: 6-30-02 ☐ **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 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	15,425	15,425	15,425	15,425
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				
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines…..)	15,425	15,425	15,425	15,425
	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 Milwaukee	**Grant Type and Number** Capital Fund Program Grant No: Replacement Housing Factor Grant No: WI39R00250199	**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
WI39P002006B/ Riverview	Upgrade interior lighting		1460	5%	15,425	15,425	15,425	15,425	Completed

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

PHA Name:	Grant Type and Number	Federal FY of Grant:
Housing Authority of the City of Milwaukee	Capital Fund Program Grant No: Replacement Housing Factor Grant No: WI39R00250100	2000

Original Annual Statement ☐ **Reserve for Disasters/ Emergencies** ☐ **Revised Annual Statement (revision no:**

X Performance and Evaluation Report for Period Ending:6/30/02 ☐ **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 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	231,813	231,813	231,813	0
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				
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines…..)	231,813	231,813	231,813	0
	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 Milwaukee	**Grant Type and Number** Capital Fund Program Grant No: Replacement Housing Factor Grant No: WI39R00250100	**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
WI39P002007/ Parklawn	Dwelling structures		1460	8%	231,813		231,81	0	Contracts awarded

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name: Housing Authority of the City of Milwaukee	**Grant Type and Number** Capital Fund Program No: Replacement Housing Factor No: WI39R00250100	**Federal FY of Grant:** 2000

Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
WI39P002007/Parklawn	3/31/02	9/30/02		9/1/03	9/1/03		Bids were over budget. HUD regulations provide 24 months to obligate funds.

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

PHA Name:	Grant Type and Number	Federal FY of Grant:
Housing Authority of the City of Milwaukee	Capital Fund Program Grant No: Replacement Housing Factor Grant No: WI39R00250101	2001

Original Annual Statement ☐ **Reserve for Disasters/ Emergencies** ☐ **Revised Annual Statement (revision no:)**

X Performance and Evaluation Report for Period Ending: 6-30-02 ☐ **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 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	925,996	925,996	925,996	484,543
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				
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines…..)	925,996	925,996	925,996	484,543
	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 Milwaukee			**Grant Type and Number** Capital Fund Program Grant No: Replacement Housing Factor Grant No: WI39R00250101				**Federal FY of Grant:** 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
WI39P002005/ Lapham Park	Dwelling structures		1460	5%	925,996	925,996	925,996	484,543	In process

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

PHA Name:	Grant Type and Number	Federal FY of Grant:
Housing Authority of the City of Milwaukee	Capital Fund Program Grant No: WI39P00250100 Replacement Housing Factor Grant No:	2000

Original Annual Statement ☐ **Reserve for Disasters/ Emergencies** ☐ **Revised Annual Statement (revision no:)**

X Performance and Evaluation Report for Period Ending: 6-30-02 ☐ **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	284,078	925,707	925,707	925,707
3	1408 Management Improvements Soft Costs	756,000	716,973	716,973	598,984
	Management Improvements Hard Costs				
4	1410 Administration	659,101	659,101	659,101	659,101
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	601,969	1,464,259	1,464,259	1,241,451
8	1440 Site Acquisition				
9	1450 Site Improvement	674,597	637,427	637,427	605,361
10	1460 Dwelling Structures	4,705,207	4,853,611	4,853,611	2,363,780
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition	0	0	0	0
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	0	0	0	0
18	1499 Development Activities				
19	1502 Contingency	679,302	0	0	0
	Amount of Annual Grant: (sum of lines…..)	9,257,078	9,257,078	9,257,078	6,394,384
	Amount of line XX Related to LBP Activities	350,000	310,095	310,095	310,095
	Amount of line XX Related to Section 504 compliance	300,000	187,724	187,724	179,708
	Amount of line XX Related to Security –Soft Costs	740,000	490,000	490,000	490,000
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures	600,000	803,476	803,476	622,466
	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 Milwaukee	Grant Type and Number Capital Fund Program Grant No: WI39P00250100 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
					Original	Revised	Obligated	Expended	
WI39P002013/ Arlington Court	Replace roof		1460	10 %	22,639	45,206	45,206	45,206	complete
	Upgrade card access system		1460	0 %	0	0	0	0	deleted
	Upgrade interior lighting		1460	100 %	221,641	12,056	12,056	12,056	complete
	Upgrade heating system		1460	5 %	6,952	6,952	6,952	6,952	complete
WI39P002018 WI39P002019/ Becher Court	Replace roof		1460	15 %	27,000	58,110	58,110	58,110	complete
	Upgrade card access system		1460	0 %	0	0	0	0	deleted
	Upgrade exterior lighting		1460	0 %	0	0	0	0	deleted
	Upgrade fire protection system		1460	100 %	75,000	459,300	459,300	69,494	In process
	Upgrade interior doors		1460	0 %	0	0	0	0	deleted
	Replace ceiling tiles		1460	100 %	51,000	52,779	52,779	52,779	complete
WI39P002009B/ Cherry Court	Replace roof		1460	0 %	0	0	0	0	deleted
	Upgrade card access system		1460	0 %	0	0	0	0	deleted
	Upgrade exterior lighting		1460	1 %	0	482	482	482	complete
	Upgrade heating system		1460	10 %	0	30,480	30,480	29,100	In process
WI39P002012/ College Court	Replace kitchen cabinets & counter tops		1460	0 %	100,000	0	0	0	Deleted
	Replace roof		1460	30 %	60,931	60,931	60,931	60,931	complete
	Upgrade card access system		1460	0 %	0	0	0	0	deleted
	Replace medicine cabinets		1460	100 %	0	58,900	58,900	1,000	In process
WI39P002006A/ Highland Park	Fire protection sprinklers-high rise		1460	100 %	400,000	847,500	847,500	416,167	In process
	Replace roof-high rise		1460	0 %	0	0	0	0	deleted
	Replace roofs-family development		1460	0 %	0	0	0	0	deleted
	Upgrade card access		1460	0 %	0	0	0	0	deleted
	Upgrade heating system		1460	2 %	2,440	2,440	2,440	2,440	complete
WI39P002004/ Hillside Terrace	Replace roof-tower		1460	100 %	150,000	7,166	7,166	562	in process
	Upgrade card access system-tower		1460	100 %	10,000	0	0	0	deleted
	Upgrade heating-tower		1460	100 %	50,000	0	0	0	deleted
	Tuckpoint & repair exterior brick		1460	5 %	17,989	17,989	17,989	17,989	complete
	Upgrade electrical distribution system		1460	5 %	23,543	25,222	25,222	25,222	complete
WI39P002008/ Holton Terrace	Replace kitchen cabinets & counter tops		1460	20 %	100,000	0	0	0	deleted
	Upgrade card access system		1460	100 %	10,000	0	0	0	deleted
	Replace medicine cabinets		1460	100 %	0	46,250	46,250	4,000	In process
	Install GFI's		1460	100 %	0	46,250	46,250	0	in process

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 Milwaukee	**Grant Type and Number** Capital Fund Program Grant No: WI39P00250100 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
					Original	Revised	Obligated	Expended	
WI39P002005/ Lapham Park	Demolition of family units		1485	100 %	596,824	0	0	0	To demo grant
	Fire protection sprinklers-high rise		1460	100 %	350,000	597,795	597,795	0	underway
	Relocation of families		1495.1	100 %	300,000	0	0	0	To demo grant
	Site improvements		1450	10 %	371,797	375,035	375,035	375,035	completed
	Upgrade card access system-high rise		1460	100 %	10,000	0	0	0	deleted
	Upgrade interior lighting-high rise		1460	100%	120,000	109,500	109,500	4,000	In process
	Domestic water system		1460	5%	8,204	8,204	8,204	8,204	completed
WI39P002019/ Lincoln Court	Fire protection sprinklers		1460	100 %	250,000	463,000	463,000	0	Underway
	Install GFIs		1460	100 %	25,000	0	0	0	deleted
	Replace closet doors		1460	100 %	63,000	0	0	0	deleted
	Upgrade card access system		1460	100 %	10,000	0	0	0	deleted
WI39P002015/ Locust Court	Upgrade card access system		1460	100 %	10,000	0	0	0	Deleted
	Upgrade interior lighting		1460	100 %	221,640	11,429	11,429	11,429	complete
WI39P002009A/ Merrill Park	Upgrade card access system		1460	100%	10,000	0	0	0	Deleted
	Install GFI's		1460	100 %	0	27,900	27,900	0	underway
WI39P002017/ Mitchell Court	Replace roof		1460	100 %	100,000	130,744	130,744	130,744	Completed
	Upgrade card access system		1460	100 %	10,000	0	0	0	deleted
	Upgrade heating system		1460	50 %	50,000	0	0	0	deleted
	Upgrade interior lighting		1460	50 %	50,000	0	0	0	deleted
	Fire protection sprinklers		1460	100 %	0	315,300	315,300	0	underway
WI39P002007/ Parklawn	Site improvements		1450	5 %	253,000	208,500	208,500	183,515	const. underway
	Replacement housing units			100 %	231,813	231,813	231,813	0	contract awarded
	Replace roofs		1460	10 %	0	61,363	61,363	56,550	In process
	Replace kitchen cabinets		1460	10 %	0	123,349	123,349	123,349	Completed
WI39P002006B/ Riverview	Upgrade card access system		1460	100 %	100,000	0	0	0	Deleted
	Upgrade interior lighting		1460	100 %	221,641	206,216	206,216	206,216	complete
	Upgrade domestic water system		1460	5 %	16,250	16,250	16,250	16,250	complete
WI39P002010/	Replace windows		1460	10%	0	44,843	44,843	44,843	completed
WI39P002016/	Replace windows		1460	10%	0	35,874	35,874	35,874	completed
WI39P002020/	Replace windows		1460	10%	0	188,341	188,341	188,341	completed
WI39P002021/	Replace windows		1460	10%	0	134,529	134,529	134,529	completed
WI39P002027/	Replace windows		1460	10%	0	98,655	98,655	98,655	completed
WI39P002030/	Replace windows		1460	10%	0	89,686	89,686	89,686	completed
WI39P002037/	Replace windows		1460	10%	0	304,934	308,357	308,357	completed
Scattered Sites									

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 Milwaukee	Grant Type and Number Capital Fund Program Grant No: WI39P00250100 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
					Original	Revised	Obligated	Expended	
WI39P002002/ Westlawn	Floor tile replacement		1460	5 %	50,000	0	0	0	deleted
	Replace roofs		1460	33 %	400,000	36,257	36,257	36,257	Completed
	Site improvements		1450	5 %	50,000	53,410	53,410	46,329	const. underway
	Tuckpoint & repair exterior masonry		1460	20 %	250,000	0	0	0	deleted
	Upgrade electrical distribution system		1460	10 %	75,000	0	0	0	deleted
Management Improvements- PHA Wide	Security staff		1408		583,416	490,000	490,000	490,000	PHA staff
	Youth Services Coordinator		1408		46,000	46,000	46,000	46,000	PHA staff
	Resident Initiatives		1408		40,000	21,223	21,223	13,183	Ongoing
	Resident Initiatives Coordinator/ Consultant		1408		50,000	29,750	29,750	10,511	Ongoing
	Resident Employment, Job Training & Economic Development, including: - Construction Inspection Team - Storm & Screen Repair - Recycling Program - Youth Employment		1408		276,000	130,000	130,000	80,657	Ongoing
Administration- PHA Wide	Project Analyst, Construction Manager, Contract Administration, Modernization Coordinator, Construction Management, City Attorney, and Administrative Assistant		1410		660,000	659,101	659,101	659,101	PHA Staff
PHA-Wide	Operations		1406		284,078	925,707	925,707	925,707	Complete
PHA-Wide	504 Compliance		1460		50,000	28,488	28,488	28,488	Ongoing
PHA-Wide	Contingency Account		1460		700,000	0	0	0	To various work items
PHA-Wide	Mitigation of Environmental Hazards		1460		40,000	40,000	40,000	40,000	Ongoing
Architectural & Engineering Fees/PHA-Wide	Architectural & Engineering Fees for design, bidding documents, and inspection		1430		600,000	1,464,259	1,464,259	1,241,451	Contract(s) awarded

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 Milwaukee	**Grant Type and Number** Capital Fund Program Grant No: WI39P00250100 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
					Original	Revised	Obligated	Expended	

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

PHA Name:	Grant Type and Number	Federal FY of Grant:
Housing Authority of the City of Milwaukee	Capital Fund Program Grant No: WI39P00250101 Replacement Housing Factor Grant No:	2001

Original Annual Statement ☐ **Reserve for Disasters/ Emergencies** ☐ **Revised Annual Statement (revision no:)**

X Performance and Evaluation Report for Period Ending: 6-30-02 ☐ **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	538,863	824,380	824,380	824,380
3	1408 Management Improvements Soft Costs	1,221,000	1,218,195	1,133,229	655,790
	Management Improvements Hard Costs				
4	1410 Administration	670,000	667,036	667,036	302,918
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	850,000	1,327,330	712,170	303,062
8	1440 Site Acquisition				
9	1450 Site Improvement	743,534	760,405	365,560	189,325
10	1460 Dwelling Structures	2,979,466	2,092,842	906,962	387,956
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	1,700,000	1,849,920	1,849,920	1,830,711
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				
19	1502 Contingency	37,245	0	0	0
	Amount of Annual Grant: (sum of lines…..)	8,740,108	8,740,108	6,459,257	4,494,682
	Amount of line XX Related to LBP Activities	75,000	75,000	27,745	1,950
	Amount of line XX Related to Section 504 compliance	500,000	500,000	285,582	230,702
	Amount of line XX Related to Security –Soft Costs	800,000	800,000	390,753	49,968
	Amount of Line XX related to Security-- Hard Costs	820,000	820,000	500,292	183,071
	Amount of line XX Related to Energy Conservation Measures	700,000	700,000	272,825	245,206
	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 Milwaukee	Grant Type and Number Capital Fund Program Grant No: WI39P00250101 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001

Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					Original	Revised	Obligated	Expended	
WI39P002018	Heating system upgrade		1460	10 %	0	13,300	13,300	11,970	In process
WI39P002019/ Becher Court	Upgrade elevators		1460	10 %	0	53,184	53,184	53,184	Completed
WI39P002009B/ Cherry Court	Fire protection sprinklers		1460	100 %	345,000	345,000	0	0	Const. docs
WI39P002006A/ Highland Park	Floor tile replacement		1460	20 %	100,000	0	0	0	deleted
	Replace roofs-family		1460	100 %	100,000	0	0	0	deleted
	Tuckpoint & repair exterior – family		1460	100 %	50,000	0	0	0	deleted
	Tuckpoint & repair exterior – high rise		1460	50 %	100,000	100,000	0	0	not started
	Upgrade elevators		1460	35 %	0	158,327	158,327	158,327	completed
	Upgrade heating system-Hi rise		1460	10 %	0	16,041	16,041	0	In process
WI39P002005/ Lapham Park	Parking structure		1470	80 %	1,700,000	1,849,920	1,849,920	1,830,711	In process
	Site improvements		1450	75 %	0	141,220	126,121	16,856	In process
	Upgrade heating system		1460	15 %	0	24,842	24,842	18,035	In process
WI39P002009A/ Merrill Park	Fire protection sprinklers		1460	100 %	300,000	300,000	0	0	Const. Docs
	Upgrade heating system		1460	10 %	0	12,500	12,500	10,980	In process
WI39P002017/ Mitchell Court	Fire protection sprinklers		1460	100 %	225,000	315,300	315,300	0	Const. docs
WI39P002007/ Parklawn	Site improvements		1450	50 %	630,000	505,651	125,905	58,935	In process
	Tuckpoint & repair exterior brick		1460	80 %	500,000	250,000	0	0	bidding
	Upgrade interior lighting		1460	100 %	50,000	50,000	0	0	not started
	Replace roofs		1460	10 %	0	0	84,000	0	Contract awarded
	Upgrade exterior doors		1460	10 %	0	55,490	55,490	3,900	In process
WI39P002002/ Westlawn	Site improvements		1450	5 %	113,534	113,534	113,534	113,534	const. underway
	Tuckpoint & repair exterior masonry		1460	30 %	450,000	50,080	0	0	not started
	Upgrade electrical distribution system		1460	20 %	619,466	0	0	0	deleted
	Upgrade exterior lighting		1460	5 %	50,000	50,000	0	0	not started

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Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Housing Authority of the City of Milwaukee	Grant Type and Number Capital Fund Program Grant No: WI39P00250101 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001

Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					Original	Revised	Obligated	Expended	
Management Improvements-PHA Wide	Security staff		1408		800,000	800,000	800,000	523,443	PHA staff
	Youth Services Coordinator		1408		55,000	55,000	55,000	0	PHA staff
	Resident Initiatives		1408		40,000	40,000	167	167	Ongoing
	Resident Initiatives Coordinator/ Consultant		1408		50,000	50,000	4,867	3,000	Ongoing
	Resident Employment, Job Training & Economic Development, including: - Construction Inspection Team - Storm & Screen Repair - Recycling Program - Youth Employment		1408		276,000	273,195	273,195	129,180	Ongoing
Administration-PHA Wide	Project Analyst, Construction Manager, Contract Administration, Modernization Coordinator, Construction Management, City Attorney, and Admin. Assistant		1410		670,000	667,036	667,036	302,918	PHA staff
PHA-Wide	Operations		1406		538,863	824,380	824,380	824,380	Completed
PHA-Wide	504 Compliance		1460		50,000	50,000	9,200	300	Ongoing
PHA-Wide	Contingency Account		1460		37,245	0	0	0	To other work items
PHA-Wide	Mitigation of Environmental Hazards		1460		40,000	40,000	0	0	Ongoing
Architectural & Engineering Fees/PHA-Wide	Architectural & Engineering Fees for design, bidding documents, and inspection		1430		850,000	1,327,330	712,170	303,602	Contracts awarded

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