

PHA Plans

Streamlined 5-Year/Annual Version

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

OMB No. 2577-0226
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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937 that introduced 5-year and annual PHA Plans. The full PHA plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form allows eligible PHAs to make a streamlined annual Plan submission to HUD consistent with HUD's efforts to provide regulatory relief to certain PHAs. Public reporting burden for this information collection is estimated to average 11.7 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development, Federal Housing Administration, is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Information in PHA plans is publicly available.

Streamlined 5-Year Plan for Fiscal Years 2005 - 2009

Streamlined Annual Plan for Fiscal Year 2005

NOTE: This PHA Plan template (HUD-50075-SA) is to be completed in accordance with instructions contained in previous Notices PIH 99-33 (HA), 99-51 (HA), 2000-22 (HA), 2000-36 (HA), 2000-43 (HA), 2001-4 (HA), 2001-26 (HA), 2003-7 (HA), and any related notices HUD may subsequently issue. Full reporting for each component listed in the streamlined Annual Plan submitted with the 5-year plan is required.

Streamlined Five-Year PHA Plan Agency Identification

PHA Name: Menard County Housing Authority

PHA Number: IL28

PHA Fiscal Year Beginning: (mm/yyyy) 07/2005

PHA Programs Administered:

- Public Housing and Section 8**
 Section 8 Only
 Public Housing Only
 Number of public housing units: 197
 Number of S8 units:
 Number of public housing units:
 Number of S8 units: 86

PHA Consortia: (check box if submitting a joint PHA Plan and complete table)

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participating PHA 1:				
Participating PHA 2:				
Participating PHA 3:				

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 and attachments (if any) 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)

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)

Streamlined Five-Year PHA Plan PHA FISCAL YEARS 2005 - 2009 [24 CFR Part 903.12]

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) **Demolish IL28-7 and replace with new public housing, tax credit and HOME units**
- PHA Goal: Improve the quality of assisted housing
Objectives:
- Improve public housing management: (PHAS score) **Achieve High Performer**
 - Improve voucher management: (SEMAP score) **Achieve High Performer**
 - Increase customer satisfaction: **Improve Resident Satisfaction survey score**
 - 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: **IL028-7**
 - Provide replacement public housing: **IL028-7**
 - Provide replacement vouchers:
 - Other: (list below)

- 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)

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: **Additional security lights**
 - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
 - Other: (list below) **Apply for ROSS, FSS Coordinator and other grants**

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

- PHA Goal: Promote self-sufficiency and asset development of assisted households
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) **Apply for ROSS, FSS Coordinator and other grants**

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)

Identify and pursue alternative funding sources

Streamlined Annual PHA Plan

PHA Fiscal Year 2005

[24 CFR Part 903.12(b)]

Table of Contents

Provide the following table of contents for the streamlined Annual Plan submitted with the Five-Year Plan, including all streamlined plan components, and additional requirements, together with the list of supporting documents available for public inspection.

A. ANNUAL STREAMLINED PHA PLAN COMPONENTS

- 1. Housing Needs
- 2. Financial Resources
- 3. Policies on Eligibility, Selection and Admissions
- 4. Rent Determination Policies
- 5. Capital Improvements Needs
- 6. Demolition and Disposition
- 7. Homeownership
- 8. Civil Rights Certifications (included with PHA Certifications of Compliance)
- 9. Additional Information
 - a. PHA Progress on Meeting 5-Year Mission and Goals
 - b. Criteria for Substantial Deviations and Significant Amendments
 - c. Other Information Requested by HUD
 - i. Resident Advisory Board Membership and Consultation Process
 - ii. Resident Membership on the PHA Governing Board
 - iii. PHA Statement of Consistency with Consolidated Plan
 - iv. (Reserved)
- 10. Project-Based Voucher Program
- 11. Supporting Documents Available for Review
- 12. FY 2005 Capital Fund Program and Capital Fund Program Replacement Housing Factor, Annual Statement/Performance and Evaluation Report
- 13. Capital Fund Program 5-Year Action Plan
- 14. Other (List below, providing name for each item)
 - ATTACHMENT A: Voluntary conversion of public housing il028a01
 - ATTACHMENT B: Deconcentration and income mixing il028b01
 - ATTACHMENT C: Updated Section 8 Administrative Plan il028c01
 - ATTACHMENT D: Revised Maintenance Emergency Protocol il028d01
 - ATTACHMENT E: Revised Internet and Email Policy il028e01
 - ATTACHMENT F: Updated Public Housing ACOP il028f01
 - ATTACHMENT G: Updated Capitalization Policy il028g01
 - ATTACHMENT H: Updated Procurement Policy il028h01
 - ATTACHMENT I: Updated Personnel Policy il028i01
 - ATTACHMENT J: FY2004 CFP Performance and Evaluation Report il028j01
 - ATTACHMENT K: FY2003 (501) CFP Performance and Evaluation Report il028k01
 - ATTACHMENT L: FY2003 (502) CFP Performance and Evaluation Report il028l01
 - ATTACHMENT M: FY2002 CFP Performance and Evaluation Report il028m01

ATTACHMENT N: FY1998 CIAP Performance and Evaluation Report il028n01
ATTACHMENT O: Updated Community Room Policy

Development Plan (Section 5.(B))

B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE

Form HUD-50077, PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans;

Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.

For PHAs APPLYING FOR CAPITAL FUND PROGRAM (CFP) GRANTS:

Form HUD-50070, Certification for a Drug-Free Workplace;

Form HUD-50071, Certification of Payments to Influence Federal Transactions;

Form SF-LLL & SF-LLLa, Disclosure of Lobbying Activities.

Executive Summary (optional)

[903.7(r)]. If desired, provide a brief overview of the contents of the streamlined 5-Year/Annual Plan.

The Authority is on schedule with its FY2004 annual plan and its FY2000-2004 five-year plan with the exception of renovating IL028-07. The Authority elected to demolish and replace the twenty dwelling units in IL028-07 rather than renovate based upon the Architect's analysis that determined renovating the units will exceed 90% of the cost of constructing new units. CFP funds originally allocated for renovating IL028-07 are now programmed to help fund the replacement of the development. On June, 17,2004 the Authority received an \$181,897 HOPE VI demolition grant for IL028-07. Residents will be relocated and IL028-07 demolished within twenty-four months.

Following its procurement policy, in FY2003 the Authority selected Professional Development Group Midwest (PDGM) as the developer for the replacement housing for Phase II demolition of IL28-01, for the demolition and replacement of IL28-07 dwelling units and for developing other affordable rental and homeownership housing. During FY2003 PDGM prepared a master development plan for the Authority and the plan was made part of the Authority's FY2004 Housing Agency Plan. During FY2005 the Authority will continue implementing the master development plan including the development and implementation of a homeownership program. As one of its multiple funding strategies, PDGM proposes the Authority use 30% of its CFP funds to secure 20 year bond financing. The Development Plan is available for review at the Menard County Housing Authority central office.

Within the next five years the Authority plans to dispose of the Mentor Graham building, a special use community building that is currently occupied by the Menard County Health Department. In addition, the Authority will continue to explore the possibility of disposing of IL028-05.

During FY2004 the Authority demolished the remaining 27 units of IL28-01. During FY2005 and FY2006 the demolished units will be replaced with affordable homeownership and rental units for low-income families.

Public Housing flat rents have been reviewed and FY2004 flat rents for 2BR, 3BR and 4BR units will be increased 5% for FY2005. Public housing ceiling rents for FY2005 are established to be the same as

FY2005 flat rents.

During FY2005 the Authority will continue developing and managing tax credit properties and other programs initiated by the not for profits established by the Authority. During FY2005 the Authority and not for profits will continue to aggressively pursue affordable rental and homeownership housing programs for low and moderate-income families.

The Authority is and has been in full compliance with the Resident Community Service requirement of the Quality Housing and Work Responsibility Act of 1998. The Authority established and implemented Community Service Requirement policies and procedures in its FY2000 Agency Plan. During 2003 HUD suspended the requirement but re-instituted it in 2004. The Authority will ensure it continues to comply in 2005. The Authority has reviewed and updated its ACOP, Section 8 Admin Plan, Capitalization Policy, Maintenance Emergency, internet and email, Procurement Policy and Personnel Policies. Copies of the updated policies are attached and are available for review at the Authority's central office.

Due to recent significant funding cuts in the Section 8 Housing Choice Voucher program the Authority may not be able to renew all expiring vouchers in FY2005. Since the Authority is currently over leased considering its current Section 8 Housing Choice Vouchers budget, the Authority may not renew vouchers as they expire until the program is within budget. During the budget adjustment process the Authority shall ensure that current elderly and disabled voucher families are protected against significant impacts resulting from the adjustments. The Authority will renew disabled or elderly voucher families should not doing so create an undue hardship. Should the Authority's Section 8 budget continue to be cut the Authority may be required to take additional cost reduction action such as reducing Payment Standards, not approving rent increases to Landlords, not funding ports to a higher rent area unless the receiving jurisdiction agrees to absorb the voucher, and the like.

1. Statement of Housing Needs [24 CFR Part 903.12 (b), 903.7(a)]

A. 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 PHA's Waiting Lists			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	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	53		54
Extremely low income <=30% AMI	39	73.6%	
Very low income (>30% but <=50% AMI)	13	24.5%	
Low income (>50% but <80% AMI)	1	1.9%	

Housing Needs of Families on the PHA's Waiting Lists			
Families with children	27	50.9%	
Elderly families	4	7.5%	
Families with Disabilities	9	17.0%	
Race/ethnicity (W)	51	96.2%	
Race/ethnicity (B)	1	1.9%	
Race/ethnicity (Hispanic)	1	1.9%	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	25	47.2%	27
2 BR	17	32.1%	17
3 BR	6	11.3%	10
4 BR	5	9.4%	
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the PHA's Waiting Lists			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> 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	62		20
Extremely low income <=30% AMI	50	80.6%	
Very low income (>30% but <=50% AMI)	11	17.8%	
Low income (>50% but <80% AMI)	1	1.6%	
Families with children	42	67.7%	
Elderly families	5	8.1%	
Families with Disabilities	8	12.9%	
Race/ethnicity (W)	59	95.2%	
Race/ethnicity (B)	2	3.2%	
Race/ethnicity (Hispanic)	1	1.6%	
Race/ethnicity			

Housing Needs of Families on the PHA's Waiting Lists			
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)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

B. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families on the PHA's public housing and Section 8 waiting lists **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
- 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)

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)

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)

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)

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 903.12 (b), 903.7 (c)]

List on the following table 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 20__ grants)		
a) Public Housing Operating Fund	\$482,769	Operations
b) Public Housing Capital Fund	\$321,636	Modernization
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$383,544	Vouchers
f) Resident Opportunity and Self-Sufficiency Grants		
g) Community Development Block Grant		
h) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
URD 102	\$102,393	Demolition
CFP 50103	\$155,163	Modernization
CFP 50203	\$61,818	Modernization
RHF 50103	\$17,821	Development
URD 103	\$135,195	Demolition
CFP 50104	\$321,636	Modernization
3. Public Housing Dwelling Rental Income	\$303,220	Operations
4. Other income (list below)		
Nondwelling rent	\$6,000	Operations
Interest income	\$12,000	Operations
Coin washers and dryers	\$3,300	Operations
Tenant services	\$19,000	Operations
4. Non-federal sources (list below)		
Total resources	\$2,325,495	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.12 (b), 903.7 (b)]

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) At initial application time, then 30 to 45 days within unit being offered

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)

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)

c. Site-Based Waiting Lists-Previous Year

1. Has the PHA operated one or more site-based waiting lists in the previous year? If yes, complete the following table; if not skip to d. **NO**

Site-Based Waiting Lists				
Development Information: (Name, number, location)	Date Initiated	Initial mix of Racial, Ethnic or Disability Demographics	Current mix of Racial, Ethnic or Disability Demographics since Initiation of SBWL	Percent change between initial and current mix of Racial, Ethnic, or Disability demographics

2. What is the number of site based waiting list developments to which families may apply at one time? ___

3. How many unit offers may an applicant turn down before being removed from the site-based waiting list? ___

4. Yes No: Is the PHA the subject of any pending fair housing complaint by HUD or any court order or settlement agreement? If yes, describe the order, agreement or complaint and describe how use of a site-based waiting list will not violate or be inconsistent with the order, agreement or complaint below:

a. Site-Based Waiting Lists – Coming Year

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? 0

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
 Over-housed
 Under-housed
 Medical justification
 Administrative reasons determined by the PHA (e.g., to permit modernization work)
 Resident choice: (state circumstances below)
 Other: (list below)

To be closer to job, schools and supportive services

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)
- 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)

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.

- Date and Time

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
- 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)

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)

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: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question. (Seven developments covered)

b. Yes No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete. If yes, list these developments on the following table:

Deconcentration Policy for Covered Developments			
Development Name	Number of Units	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]
IL028-06	9	Over 115% of average income	Waiting list skipping

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):
 Other (list below)
Rental history
- 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 (Upon request)
 Other (describe below)
Rental history

(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)

(3) Search Time

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

If yes, state circumstances below:

Inability of family to locate a suitable unit within the standard time frame

(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)

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:

- 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)

- 2 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)

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

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 (Relocation Vouchers)

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)

4. PHA Rent Determination Policies

[24 CFR Part 903.12(b), 903.7(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 of the following two)

- 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))
- 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% of 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:

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)

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) Ceiling rents are set at the same levels as flat rents. Flat rents are established based upon a market comparability study.

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) When family composition changes.

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

a. 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)

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 below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)

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)

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)

5. Capital Improvement Needs

[24 CFR Part 903.12(b), 903.7 (g)]

Exemptions from Component 5: Section 8 only PHAs are not required to complete this component and may skip to Component 6.

A. Capital Fund Activities

Exemptions from sub-component 5A: PHAs that will not participate in the Capital Fund Program may skip to component 5B. All other PHAs must complete 5A as instructed.

(1) Capital Fund Program

- a. Yes No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete items 12 and 13 of this template (Capital Fund Program tables). If no, skip to B.
- b. Yes No: Does the PHA propose to use any portion of its CFP funds to repay debt incurred to finance capital improvements? If so, the PHA must identify in its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities.).

The Authority is in the process of seeking HUD approval to use up to 30% of CFP funds for bond repayment to replace 14 units of demolished public housing.

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

Applicability of sub-component 5B: 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.

(1) Hope VI Revitalization

- a. Yes No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to next component; if yes, provide responses to questions on chart below 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)
Development name:
Development (project) number:
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
- c. Yes No: Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year? If yes, list development name/s below:
- d. Yes No: 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:
- e. Yes No: 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:

See attached development plan. Attachment

6. Demolition and Disposition

[24 CFR Part 903.12(b), 903.7 (h)]

Applicability of component 6: Section 8 only PHAs are not required to complete this section.

- a. Yes No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 or 24 (Hope VI) of the U.S. Housing Act of 1937

(42 U.S.C. 1437p) or Section 202/Section 33 (Mandatory Conversion) in the plan Fiscal Year? (If “No”, skip to component 7; if “yes”, complete one activity description for each development on the following chart.)

Demolition/Disposition Activity Description
1a. Development name: Greenview, Petersburg 1b. Development (project) number: IL28-07, IL-28-01(300 & 900Blk), 28-9 (Georg Rd.)
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input checked="" type="checkbox"/> Demolition 28-7 Submitted, pending approval <input checked="" type="checkbox"/> Disposition of 28-1, 28-9 (Georg Rd. vacant land) Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: Approved January 12, 2004/Dispo app- 8/05 submitted
5. Number of units affected: 20- demolition 28-7 9/2/05
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: March 2004 b. Projected end date of activity: September 2005

7. Section 8 Tenant Based Assistance--Section 8(y) Homeownership Program

[24 CFR Part 903.12(b), 903.7(k)(1)(i)]

(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 the next component; if “yes”, complete each program description below (copy and complete questions for each program identified.)

(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, what is the maximum number of participants this fiscal year? ___

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:

c. What actions will the PHA undertake to implement the program this year (list)?

(3) Capacity of the PHA to Administer a Section 8 Homeownership Program

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

- a. Establishing a minimum homeowner downpayment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price comes from the family's resources.
- b. Requiring that financing for purchase of a home under its Section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.
- c. Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below).
- d. Demonstrating that it has other relevant experience (list experience below).

8. Civil Rights Certifications

[24 CFR Part 903.12 (b), 903.7 (o)]

Civil rights certifications are included in the *PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans*, which is submitted to the Field Office in hard copy—see Table of Contents.

9. Additional Information

[24 CFR Part 903.12 (b), 903.7 (r)]

A. PHA Progress in Meeting the Mission and Goals Described in the 5-Year Plan

(Provide a statement of the PHA's progress against the goals and objectives established in the previous 5-Year Plan for the period FY 2000- 2004)

The Authority achieved all the goals and objectives in its FY 2000 – 2004 five-year plan. During fiscal years 2000 – 2004 the Authority continued to renovate and upgrade its existing public housing stock using CFP funds; demolished 40 units of obsolete public housing in IL028-01 in phases using HOPE VI demolition grants and replaced with 20 new single family detached tax-credit homes; developed a Master Asset Management Plan and submitted funding applications required to implement the plan (now waiting to learn from the Illinois Housing Development Authority if the grant and funding applications were approved); received a HOPE VI grant to demolish 20 units in IL028-07 (relocation of families now in progress); became a HUD Certified Housing Counseling Agency, received funding for a Section 8 FSS Coordinator (calendar year 2004);

developed and implemented an FSS Action Plan and currently have 18 families participating in the program, 3 with escrow accounts; applied for a ROSS Elderly grant; reduced public housing vacancies and unit turnaround time; increased the Section 8 Housing Choice Voucher lease up rate; improved both PHAS and SEMAP scores; continued to review and update policies and procedures; and replaced the retiring Bookkeeper with an experienced Financial Manager to handle project based accounting and the Authority's expanding diversified affordable housing programs .

B. Criteria for Substantial Deviations and Significant Amendments

(1) Amendment and Deviation Definitions

24 CFR Part 903.7(r)

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

A. Substantial Deviation from the 5-year Plan:

GOALS

- Additions or deletions of Strategic Goals

B. Significant Amendment or Modification to the Annual Plan:

PROGRAMS

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

CAPITAL BUDGET

- Additions of non-emergency work items in excess of \$25,000 (items not included in the current Annual Statement or Five Year Action Plan) or change in excess of \$25,000 in use of replacement reserve funds

POLICIES

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

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

C. Other Information

[24 CFR Part 903.13, 903.15]

(1) Resident Advisory Board Recommendations

- a. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

If yes, provide the comments below:

- a. Replace loose floor tiles in IL28-3
- b. Install exhaust vent rain shield on units #15 and #21, IL28-8
- c. Install central mail box station, Chester Road, IL28-9

- b. 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:

Included all requests in the five-year CFP plan.

Other: (list below)

(2) Resident Membership on PHA Governing Board

The governing board of each PHA is required to have at least one member who is directly assisted by the PHA, unless the PHA meets certain exemption criteria. Regulations governing the resident board member are found at 24 CFR Part 964, Subpart E.

- a. Does the PHA governing board include at least one member who is directly assisted by the PHA this year?

Yes No:

If yes, complete the following:

Name of Resident Member of the PHA Governing Board:

Elizabeth Roberts, appointed August 2004 with a five year term

Method of Selection:

Appointment

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

Election by Residents (if checked, complete next section--Description of Resident Election Process)

Description of Resident Election Process

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)

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)

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)

b. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?

- The PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis
- The PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.
- Other (explain):

Date of next term expiration of a governing board member: August 2005

Name and title of appointing official(s) for governing board (indicate appointing official for the next available position): Barb Kyes, Chair Menard County Board of Commissioners

(3) PHA Statement of Consistency with the Consolidated Plan

[24 CFR Part 903.15]

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

Consolidated Plan jurisdiction: (provide name here)

a. 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 on its waiting list on the needs expressed in the Consolidated Plan/s.

- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (List below)
- Other: (list below)
 - a. Maintain and/or upgrade condition of existing housing stock
 - b. Develop new rental and homeownership housing that is affordable to low-income families

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

The state provides funding opportunities on a competitive application basis.

(4) (Reserved)

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

10. Project-Based Voucher Program

- a. Yes No: Does the PHA plan to “project-base” any tenant-based Section 8 vouchers in the coming year? If yes, answer the following questions.
- b. Yes No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option?

If yes, check which circumstances apply:

- Low utilization rate for vouchers due to lack of suitable rental units
- Access to neighborhoods outside of high poverty areas
- Other (describe below:)

Project based assistance enhances tax credit applications thereby maximizing their funding potential. Tax credit developments are needed to alleviate an acute shortage of suitable rental properties that are affordable to low-income families in Menard County.

- c. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts):

14 units at Greenview, IL; Antle Street, Petersburg, IL; and George Road, Petersburg, IL.

11. List of Supporting Documents Available for Review for Streamlined Five-Year/ Annual PHA Plans

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans.</i>	Standard 5 Year and Annual Plans; streamlined 5 Year Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan.	5 Year Plans
	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA’s public housing and Section 8 tenant-based waiting lists.	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] and the Site-Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. <input checked="" type="checkbox"/> Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the method for setting public housing flat rents. <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development. <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation).	Annual Plan: Operations and Maintenance
X	Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).	Annual Plan: Management and Operations
	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
X	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
	Any policies governing any Section 8 special housing types <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
	Consortium agreement(s).	Annual Plan: Agency Identification and Operations/ Management
X	Public housing grievance procedures <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures. <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Grievance Procedures
X	The Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year.	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.	Annual Plan: Capital Needs
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	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA).	Annual Plan: Capital Needs
X	Approved or submitted applications for demolition and/or disposition of public housing.	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans).	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937.	Annual Plan: Conversion of Public Housing
	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans.	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program (Section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
X	Public Housing Community Service Policy/Programs <input checked="" type="checkbox"/> Check here if included in Public Housing A & O Policy	Annual Plan: Community Service & Self-Sufficiency
X	Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies.	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan(s) for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency
X	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports for public housing.	Annual Plan: Community Service & Self-Sufficiency
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Pet Policy
	The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings.	Annual Plan: Annual Audit
	Consortium agreement(s), if a consortium administers PHA programs.	Joint PHA Plan for Consortia
	Consortia Joint PHA Plans ONLY: Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection	Joint PHA Plan for Consortia
	Other supporting documents (optional). List individually.	(Specify as needed)

12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Menard County Housing Authority		Grant Type and Number Capital Fund Program Grant No: IL06-P028-50105 Replacement Housing Factor Grant No:			Federal FY of Grant: 2005
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	32,164			
3	1408 Management Improvements	32,164			
4	1410 Administration	32,164			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	25,154			
8	1440 Site Acquisition				
9	1450 Site Improvement	5,000			
10	1460 Dwelling Structures	83,500			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	5,000			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities	10,000			
19	1501 Collateralization or Debt Service	44,178			
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	269,324			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: Menard County Housing Authority		Grant Type and Number Capital Fund Program Grant No: IL06-P028-50105 Replacement Housing Factor Grant No:			Federal FY of Grant: 2005			
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	
HA-Wide	Operations	1406		32,164				
HA-Wide	Computer system upgrade and training	1408		11,500				
HA-Wide	Affordable housing technical assistance	1408		9,664				
HA-Wide	Commissioner and staff training	1408		11,000				
HA-Wide	Administration	1410		32,164				
HA-Wide	A/E and developer Fees	1430		25,154				
HA-Wide	Modernization work items	1460		5,000				
HA-Wide	Vehicle, tools and equipment	1475		5,000				
HA-Wide	Development activities	1499		10,000				
IL028-04	Comprehensive modernization	1460		78,000				
IL028-08	Exhaust vent rain shield units #15/#21	1460		500				
IL028-09	Central mail box station, Chester Rd	1450		5,000				
HA-Wide	Development Bond service	1501		44,178				

12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHA Name: Menard County Housing Authority			Grant Type and Number Capital Fund Program No: IL06-P028-50105 Replacement Housing Factor No:				Federal FY of Grant: 2005
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	
HA-Wide	6/31/2007			6/31/2008			
IL028-04	6/31/2007			6/31/2008			
IL028-08	6/31/2007			6/31/2008			
IL028-09	6/31/2007			6/31/2008			

12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Menard County Housing Authority			Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: IL06-R028-50105		Federal FY of Grant: 2005
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)					
<input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP 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	1499 Development Activities	57,501			
19	1501 Collateralization or Debt Service				

12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Menard County Housing Authority			Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: IL06-R028-50105		Federal FY of Grant: 2005
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)					
<input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	57,501			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHA Name: Menard County Housing Authority			Grant Type and Number Capital Fund Program No: Replacement Housing Factor No: IL06-R028-50105			Federal FY of Grant: 2005	
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	
IL28-07	6/31/2006			6/31/2007			

13. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan					
Part I: Summary					
PHA Name Menard County Housing Authority			<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:		
Development Number/Name/ HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2006 PHA FY: 2006	Work Statement for Year 3 FFY Grant: 2007 PHA FY: 2007	Work Statement for Year 4 FFY Grant: 2008 PHA FY: 2008	Work Statement for Year 5 FFY Grant: 2009 PHA FY: 2009
HA-Wide	Annual Statement				
1406		32,164	32,164	32,164	32,164
1408		32,164	32,164	32,164	32,164
1410		32,164	32,164	32,164	32,164
1430		25,154	25,154	25,154	25,154
1460		10,500	10,500	10,500	10,500
1475		5,000	5,000	5,000	5,000
1499		10,000	10,000	10,000	10,000
1501		96,490	96,490	96,490	96,490
1460 IL028-05		78,000			
1460 IL028-06			78,000		
1460 IL028-08				78,000	
1460 IL028-09					78,000
CFP Funds Listed for 5-year plan		321,636	321,636	321,636	321,636
Replacement Housing Factor Funds		20,854	20,854	20,854	20,854

13. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan						
Part II: Supporting Pages—Work Activities						
Activities for Year 1	Activities for Year : <u>2</u> FFY Grant: 2006 PHA FY: 2006			Activities for Year: <u>3</u> FFY Grant: 2007 PHA FY: 2007		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See						
Annual Statement	HA-Wide	1406 Operations	32,164	HA-Wide	1406 Operations	32,164
		1408 Computer software/training	11,500		1408 Computer software/training	11,500
		1408 Commissioner/staff training	11,000		1408 Commissioner/staff training	11,000
		1408 Technical Assistance	9,664		1408 Technical Assistance	9,664
		1410 Modernization Coordinator	32,164		1410 Modernization Coordinator	32,164
		1430 A/E fees	25,154		1430 A/E fees	25,154
		1460 Modernization work items	10,500		1460 Modernization work items	10,500
		1475 Vehicles, tools & equipment	5,000		1475 Vehicles, tools & equipment	5,000
		1499 Development activities	10,000		1499 Development activities	10,000
		1501 Development Bond service	96,490		1501 Development Bond service	96,490
	IL028-05	1460 Comprehensive Modernization	78,000	IL028-06	1460 Comprehensive Modernization	78,000
	Total CFP Estimated Cost		\$321,636			\$321,636

Note: Replacement Housing Factor Funds of \$20,854 per year will be used to replace public housing dwelling units

13. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan						
Part II: Supporting Pages—Work Activities						
Activities for Year 1	Activities for Year : <u>4</u> FFY Grant: 2008 PHA FY: 2007			Activities for Year: <u>5</u> FFY Grant: 2009 PHA FY: 2009		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	HA-Wide	1406 Operations	32,164	HA-Wide	1406 Operations	32,164
Annual		1408 Computer software/training	11,500		1408 Computer software/training	11,500
Statement		1408 Commissioner/staff training	11,000		1408 Commissioner/staff training	11,000
		1408 Technical Assistance	9,664		1408 Technical Assistance	9,664
		1410 Modernization Coordinator	32,164		1410 Modernization Coordinator	32,164
		1430 A/E fees	25,154		1430 A/E fees	25,154
		1460 Modernization work items	10,500		1460 Modernization work items	10,500
		1475 Vehicles, tools & equipment	5,000		1475 Vehicles, tools & equipment	5,000
		1499 Development activities	10,000		1499 Development activities	10,000
		1501 Development Bond service	96,490		1501 Development Bond service	96,490
	IL028-08	1460 Comprehensive Modernization	78,000	IL028-09	1460 Comprehensive Modernization	78,000
	Total CFP Estimated Cost		\$321,636			\$321,636

Note: Replacement Housing Factor Funds of \$20,854 per year will be used to replace public housing dwelling units

Attachment A: Voluntary Conversion Of Public Housing Developments

**Menard County Housing Authority
101 West Sheridan Road
P. O. Box 168
Petersburg, IL 62675
217 -632-7723 Fax 217-632-7255**

CERTIFICATION OF VOLUNTARY CONVERSION OF PUBLIC HOUSING DEVELOPMENTS

December 9, 2004

The Menard County Housing Authority hereby certifies that it has:

- Reviewed the following development's operation as public housing:

IL28-02
IL28-03
IL28-04
IL28-05
IL28-06
IL28-08
IL28-09

- Considered the implications of converting the above public housing developments to tenant based assistance; and
- Concluded that conversion of the development will be inappropriate because removal of the developments will not meet the necessary conditions for voluntary conversions since:
 - 1) Converting to tenant based assistance will be more expensive than continuing to operate the developments as public housing; and
 - 2) Converting to tenant based assistance will adversely affect the availability of affordable housing in Menard County.

Anne R. Smith, Executive Director

Date

Attachment A: Voluntary Conversion Of Public Housing Developments

Component 10 (B) Voluntary Conversion Initial Assessments

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

Development Name	Number of Units

- d. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments: **Complete**

ATTACHMENT D

MENARD COUNTY HOUSING AUTHORITY

MAINTENANCE EMERGENCY POLICY

and

EMERGENCY RESPONSE PROTOCOL

Adopted: December 14, 2004
Implemented: January 1, 2005

MAINTENANCE EMERGENCY POLICY

Emergency Criteria:

The following conditions shall constitute a maintenance emergency:

Any condition that poses a serious threat to the life and/or safety of the residents, staff or general public and/or will cause serious structural or systems damage to the property if not abated within 24 hours such as:

- Fire
- Natural gas leak
- Power failures
- Human entrapment (elevator, etc)
- Electrical hazards
- Heating system failure (where exterior temperatures will be below 45° F)
- Sewer failures
- Water leak
- Building penetrations (broken windows, malfunctioning exterior door, etc)
- Water heater failure (treated as Priority 2)
- Refrigerator failure (treated as Priority 2)
- Lock-outs

Emergency Call Procedure:

Proper response to emergency situations requires careful consideration of the factors involved. The urgency of the condition (based upon the amount of threat to life/safety, structural or systems), time between notification of condition and regular working hours, and appropriate response agency must all be determined prior to dispatching.

All emergency conditions must be abated within 24 hours of notification as required by HUD standards.

In all situations, the person responsible for dispatching emergency responders must notify the proper responder in a timely manner so as to allow the responder to abate the condition within the 24 hour period.

Maintenance emergencies are classified into three (3) categories. The first category is maintenance emergencies that occur or are reported during normal work hours. The second category is maintenance emergencies that occur or are reported beyond normal work hours (overtime) that pose a serious, immediate threat to life and/or safety of the residents, staff or general public and/or structures or building systems (Priority 1). The third category is maintenance emergencies that occur or are reported beyond normal work hours (overtime) that pose a serious, potential threat to life and/or safety of the residents, staff or general public and/or structures or building systems (Priority 2). The response procedure for each is described below.

Normal Work Hour Procedure:

Maintenance emergencies will be reported directly to the receptionist or other appropriate staff during normal working hours. The staff person receiving the notification of the emergency condition will acquire all needed information related to the condition. This information will include at a minimum: location of emergency, nature of emergency, name of person reporting emergency, call back phone number (if available), emergency personnel at the scene (fire, police, ambulance, etc).

The staff member will assess the condition to verify that it requires emergency response, then dispatch the appropriate responder by phone. A work order will be generated to track the actions taken. Whenever practical, emergency conditions shall be abated during normal work hours.

If the responder is a MCHA staff member, the staff member will document and record their response in the work order system. If the responder is from an outside agency (fire, police, ambulance, private contractor), the Maintenance Foreman or Maintenance Supervisor will verify that the emergency condition has been abated. The Maintenance Foreman or Maintenance Supervisor will record the actions in the work order system.

Beyond Normal Work Hours (Overtime):

Maintenance emergencies that occur beyond normal work hours will be reported by phoning the MCHA office and following the voice prompts or phoning the "After Hours Answering Service" directly. The answering service staff personnel will follow the Emergency Response Protocol as provided by MCHA to determine the status of the call (emergency, non-emergency) and appropriate response.

If the call is found to be of a non-emergency nature, the caller will be instructed to call the MCHA office during normal work hours or to call and leave a voice mail message on the office voice mail system.

If the call is judged to constitute an emergency by the protocol, the answering service personnel will determine whether the condition poses (Priority 1) a serious, immediate threat to life and/or safety of the residents, staff or general public and/or structures or building systems or (Priority 2) a potential threat to life and/or safety of the residents, staff or general public and/or structures or building systems.

Priority 1:

Once the call is determined to meet the Priority 1 criteria, the answering service shall dispatch the appropriate responder as identified per the Emergency Response Protocol. All Priority 1 conditions warrant immediate dispatch of appropriate responders. The answering service shall log all calls received on behalf of the MCHA and provide a copy of such log to the MCHA for review. This log will be used for periodic evaluation of the emergency procedure.

If the responder is a MCHA staff member, the staff member will document and record their response in the work order system. If the responder is from an outside agency (fire, police, ambulance, private contractor), the Maintenance Foreman or Maintenance Supervisor will verify that the emergency condition has been abated. The Maintenance Foreman or Maintenance Supervisor will record the actions in the work order system.

Priority 2:

Once the call is determined to meet the Priority 2 criteria, the answering service shall dispatch the appropriate responder as identified per the Emergency Response Protocol. All Priority 2 conditions shall be dispatched upon resumption of normal MCHA work hours (if within 12 hours of reporting time of condition) or between 7:00 a.m. and 10:00 p.m. (if normal work hours will not resume within 12 hours of reporting time. MCHA personnel should not be contacted between 10:00 p.m. and 7:00 a.m. for Priority 2 calls. The answering service shall log all calls received on behalf of the MCHA and provide a copy of such log to the MCHA for review. This log will be used for periodic evaluation of the emergency procedure.

Lock-outs:

Lock-out calls can be classified into two (2) categories. The first is a resident lock-out due to system failure (door, lock, key or electronic control malfunction). These conditions will be treated as Priority 1 calls. The second is a resident lock-out due to the resident not having the key or entry card with them. These conditions will be treated as a Priority 1 call if the resident agrees to pay minimum call out fee of \$30.

Emergency Response Protocol

The following sections prescribe the procedure for evaluating and responding to maintenance emergency calls. The first section prescribes the general process when a call is received. Each subsequent section pertains to specific emergency conditions.

General Information:

The person receiving the notification of the emergency condition shall acquire the following information:

- What is the nature of the emergency?
- What is the location of the emergency?
- What is your name?
- Are you calling from the location of the emergency?
- What phone number can you be reached at?
- Have emergency personnel been called?
- Are there emergency personnel at the scene now?

Once the above listed information has been acquired, proceed to the appropriate section for the nature of the emergency. All information is to be entered into the call log for permanent records including calls that do not meet the emergency criteria.

Fire:

- Step 1. Acquire enough information to provide the fire department with an adequate understanding of the scope of the fire. Attempt to establish the extent of the fire without causing unnecessary delay in reporting the fire to the fire department. Assure the caller that the fire department will be dispatched immediately. The caller may be placed on hold or the call may be ended at this time.
- Step 2. Contact the appropriate fire department or call "911".
- Step 3. If the caller was asked to hold, resume the conversation with the caller to acquire additional information or to provide specific actions for the caller to take.
- Step 4. Notify MCHA management/maintenance personnel according to the MCHA Emergency Contact Sheet.
- Step 5. Accurately enter the call information into the call log.

Natural Gas Leak:

- Step 1. Acquire enough information to provide the gas utility supplier with an accurate understanding of the nature of the gas leak complaint (specific area of unit, sporadic or constant, etc). Instruct the caller with specific actions for their safety.
- Step 2. Contact the appropriate fire department and Ameren/CIPS to report the gas leak (888-789-2477). If the call occurs during normal work hours, notify MCHA maintenance personnel after notifying Ameren/CIPS.
- Step 3. Accurately enter the call information into the call log.

Power Failures/Electrical Hazards:

- Step 1. Attempt to determine the extent of the power failure/electrical hazard (partial unit, entire unit, entire building, entire neighborhood, etc). If the power failure/electrical hazard is partial unit, evaluate the threat to life/safety and/or structural/system integrity. If the condition poses a serious threat, notify MCHA management/maintenance personnel according to the MCHA Emergency Contact Sheet. If the condition poses no serious threat to life/safety or structural/systems integrity, notify MCHA office at start of next normal business day. If power failure/electrical hazard is entire unit or entire building, notify MCHA management/maintenance personnel according to the MCHA Emergency Contact Sheet. If power failure/electrical hazard is beyond single unit or single building, notify Ameren/CIPS (888-789-2477).

Step 2. Accurately enter the call information into the call log.

Human Entrapment:

Step 1. Acquire exact location and nature of entrapment. If caller is entrapped person, keep caller on phone and reassure them that help is on the way.

Step 2. Notify local emergency personnel as required. Notify MCHA management/maintenance personnel according to the MCHA Emergency Contact Sheet.

Step 3. Accurately enter the call information into the call log.

Heating System Failure:

Step 1. Determine if outside temperature is likely to be below 45° during next 24 hours or resumption of normal MCHA working hours (whichever is shorter).

Step 2. If above determination is "NO" and no extenuating health conditions present immediate health risk to a resident of the unit, inform caller that maintenance personnel will be dispatched during normal work hours. Notify MCHA office at start of next normal business day. If determination to Step 1 is "YES" and/or extenuating health conditions present immediate health risk to a resident of the unit, Notify MCHA management/maintenance personnel according to the MCHA Emergency Contact Sheet.

Step 3. Accurately enter the call information into the call log.

Sewer Failures:

Step 1. Acquire specific information regarding the stoppage (sink, tub, toilet, backing up or plugged up). If condition is "backing up" (sewage is coming up into unit without attempting to drain), notify MCHA management/maintenance personnel according to the MCHA Emergency Contact Sheet. If condition is "backing up" as a result of attempting to drain or drains are plugged up, instruct caller to stop all drain attempts and notify MCHA management/maintenance personnel according to the MCHA Emergency Contact Sheet.

Step 2. Accurately enter the call information into the call log.

Building Penetrations (broken windows, malfunctioning exterior door, etc):

Step 1. Determine if building penetration condition poses a serious threat to life/safety or building/system integrity during the next 24 hours or resumption of normal MCHA working hours (whichever is shorter).

Step 2. If above determination is "NO", inform caller that maintenance personnel will be dispatched during normal work hours. Notify MCHA office at start of next normal business day. If determination to Step 1 is "YES" and/or extenuating health conditions present immediate health risk to a resident of the unit, notify MCHA management/maintenance personnel according to the MCHA Emergency Contact Sheet.

Step 3. Accurately enter the call information into the call log.

Water Heater Failure:

Step 1. Advise resident that MCHA maintenance will be responding within 24 hours.

Step 2. Dispatch MCHA maintenance following Priority 2 protocol and MCHA Emergency Contact Sheet.

Step 3. Accurately enter the call information into the call log.

Refrigerator Failure:

Step 1. Determine if resident has "back-up" storage for food. Recommend that resident keep refrigerator doors closed in order to keep the food temperature from rising too quickly. Advise resident that MCHA maintenance will be responding within 24 hours.

Step 2. Dispatch MCHA maintenance following Priority 2 protocol and MCHA Emergency Contact Sheet.

Step 3. Accurately enter the call information into the call log.

Lock-outs:

Step 1. Determine if lock-out is due to a malfunction or because resident does not have a key with them. If lock-out is due to malfunction, dispatch MCHA maintenance following Priority 1 protocol. If lock-out is due to resident not having key, advise resident of \$30 fee for maintenance call and ask if resident agrees to accept this charge. If resident agrees to charge, dispatch MCHA maintenance following Priority 1 protocol.

Step 2. Accurately enter the call information into the call log.

Exceptional Circumstances:

In the event of exceptional circumstances that do not fit clearly into the above criteria, contact Gragg Stacy, Brad Ames or Anne Smith in that order per the MCHA Emergency Contact Sheet.

Menard County Housing Authority Emergency Contact Sheet

The list below provides the contact information for the Menard County Housing Authority. This list is to be used by the Menard County Answering Service to contact MCHA staff regarding emergency conditions outside normal work hours. This list is to be used in conjunction with the Maintenance Emergency Protocol and the Emergency Response Protocol.

Reasonable effort should be made to contact in the order presented on this list. Follow the order of the list until a person is reached. Do not rely on voice-mail messages for emergency responses.

Name	Position	Phone #
Ralph Collins	Maintenance Foreman	(217)306-6544 (217)632-3132
Bill Smith	Maintenance Mechanic	(217)306-2290 (217)632-3147
Gragg Stacy	Maintenance Supervisor	(217)306-7019 (217)968-5648
Brad Ames	Housing Programs Coordinator	(217)652-4639 (217)632-3640
Anne Smith	Executive Director	(217)652-1519 (217)632-3969

ATTACHMENT E

INTERNET AND E-MAIL USE POLICY

Menard County Housing Authority Online Systems User Agreement

PLEASE READ THIS AGREEMENT CAREFULLY. THIS AGREEMENT DESCRIBES THE BASIC RESPONSIBILITIES THAT YOU ARE REQUIRED TO OBSERVE AS AN EMPLOYEE WHILE USING HOUSING AUTHORITY ONLINE SYSTEMS. MCHA BELIEVES THAT THIS AGREEMENT STRIKES A FAIR BALANCE BETWEEN THE HOUSING AUTHORITY'S INTERESTS AND YOUR INDIVIDUAL RIGHTS, NEEDS AND EXPECTATIONS. THIS AGREEMENT HAS BEEN MADE TO PROTECT BOTH YOU AND THE HOUSING AUTHORITY BY BEING AS CLEAR AND PRECISE AS POSSIBLE.

This Agreement, effective as of July 1, 2004 by and between Menard County Housing Authority and you, as an employee or other user of MCHA Online Systems:

1. USE OF MCHA ONLINE SYSTEMS

1.1 Housing Authority online systems (including but not limited to online services, e-mail and Internet access) increase efficiency and employee effectiveness, but they can become a distraction instead of enhancing production if used without policy guidelines. MCHA has total discretion over employees' access privileges and the nature of public discussions on the online system, making it a productive and stable environment. MCHA online systems are Housing Authority properties that are provided for general business purposes to increase efficiency and employee effectiveness only. To ensure the use of online systems in a productive manner, a list of guidelines has been established. All employees and other users are required to abide by these guidelines; any improper use of MCHA online systems is not acceptable and will not be permitted. Employees are not permitted to access files, messages, or any documents or correspondence created by or intended for other employees or for third parties, unless directed to do so by MCHA Senior Management.

2. ONLINE SYSTEMS POLICIES

2.1 Monitoring Tools. MCHA routinely monitors usage patterns for its online communications. The reasons for monitoring are to ensure compliance with applicable laws and to leverage online productivity, as well as for better planning and management of network resources. Understand that by accepting these policies, and affixing your signature, you are granting MCHA written consent to monitor your e-mail communications and your compliance with these Policies.

2.2 Blocking of Internet Access. Different access and service levels for different types of personnel may be given to employees depending on the nature of the work. MCHA reserves the absolute right to block access to certain Internet sites if it becomes necessary.

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2.3 Reasons for Policies.

- a. To collect data for Internet access and to ensure that work hours remain productive
- b. To track and control the flow of traffic
- c. To improve capacity planning
- d. To decrease network slowdown and keep productivity up
- e. To maintain good availability of network bandwidth
- f. To reduce cost
- g. To guard against the introduction of unwanted "clutter" and computer viruses
- h. To ensure compliance with applicable laws and regulations.

3. OWNERSHIP OF ELECTRONIC COMMUNICATIONS

3.1 All Communications Over MCHA Online Systems Are Property of Menard County Housing Authority. All messages created, sent, or retrieved over the Housing Authority online systems are the property of Menard County Housing Authority, and employees should not assume electronic communications are totally private. The employer reserves the absolute right to access and monitor all messages and files on the Housing Authority online systems. MCHA reserves the right, without notice to the employee, or in the employee's absence, to access and review electronic files, messages, mail, etc., and to monitor the use of electronic communications as is necessary to ensure that there is no misuse or violation of MCHA policy or any law.

4. MAINTAINING A HOSPITABLE ENVIRONMENT

4.1 To ensure the Housing Authority online systems remain a productive and stable environment, the transmittal, retrieval or storage of information that is discriminatory or harassing, obscene, pornographic or X-rated is not permitted. The use of Housing Authority online systems for personal gain or any other purpose which is illegal or against company policy or contrary to the Housing Authority's best interest is not permitted.

5. NON-DISCRIMINATION

5.1 The transmittal of messages with derogatory or inflammatory remarks about a person's race, color, sex, age, disability, religion, national origin, physical attributes or sexual preference is strictly prohibited. Similarly prohibited is any communication, electronic or otherwise, that contains content that may be reasonably considered offensive or disruptive to any employee, tenant, representative or contractor. "Offensive conduct" includes, but is not limited to, sexual comments or images, racial slurs, gender-specific comments, or any comments that could offend someone on the basis of his or her age, sexual orientation, religious or political beliefs, national origin or ancestry, color,

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physical or mental disability, medical conditions, marital status, pregnancy, childbirth or related medical condition.

6. CONFIDENTIALITY

6.1 Communications of Messages Disclosing Unauthorized Confidential Material is Prohibited. Your position with MCHA requires considerable responsibility and trust. Relying on your ethical responsibility and undivided loyalty, the Housing Authority expects to entrust you with highly sensitive, confidential, restricted, and proprietary information involving Tenants' personal information and Housing Authority Financial Data. You are legally and ethically responsible for protecting and preserving the Housing Authority's proprietary rights.

7. MAINTAINING SYSTEM SECURITY

7.1 Keeping the Online System Secure from Computer Viruses. No unauthorized downloading/uploading of software or files is allowed in order to prevent viruses from entering the Housing Authority online systems. All software downloaded must be authorized by, and registered to Menard County Housing Authority. You must obtain permission from an authorized individual and notify the system administrator prior to downloading any software.

7.2 Infringement Risk. Employee keeping or using unauthorized software is illegal and therefore strictly prohibited.

8. PUBLIC IMAGE

8.1 Employees' Conduct in Public. The Internet is a public place for business communications, and all communications over the Internet reflect our Housing Authority's image. All employees are, therefore, responsible to maintain and enhance the Housing Authority's public image, and no abusive, discriminatory, harassing, inflammatory, profane, pornographic or offensive language or other materials are to be transmitted over the Internet.

8.2 Employees' Identity. No message can be transmitted without the employee's identity. Transmittal of messages with anonymous or fictitious names is prohibited.

COPYRIGHT

9.1 Intellectual Property Infringement. Menard County Housing Authority does not permit copying, downloading, or distributing any copyrighted materials including but not limited to messages, e-mail, text files, program files, image files, database files, sound

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files and music files through Housing Authority online systems. Please note that text, graphics and software that appear to be freely available on the Internet are often subject to intellectual property laws that limit their copying, distribution, and use. You should also be aware that violations of copyright and intellectual property laws may lead to personal liability and, in addition, legal action against MCHA. If you are in doubt as to whether or not material is copyrighted, treat it as though it were.

10. E-MAIL

10.1. E-mail is not guaranteed to be private. The system administrator and Executive Director have access to all mail. Please note that even when the message is deleted, it is still possible to recreate the message.

10.2 Non-business related e-mail is permitted to and from your e-mail address, but responding to non-business e-mail is allowed only during non-business hours. E-mail that is sexually explicit, obscene, offensive, threatening, degrading or otherwise intended to harass or demean recipients is strictly prohibited at all times.

10.3. Do not subscribe to updates, notices or other automatic e-mail services unless it has a clear business purpose. This is to limit `spam' or unsolicited e-mail.

10.4. Do not click on links within unsolicited e-mail, including those that promise to remove you from a solicitation list. Often these links are coded to trigger more e-mail. If there is reason to believe a response to an unsolicited e-mail is required, it is necessary to obtain approval from the Executive Director before proceeding.

10.5 All e-mails originating from any e-mail address using the "menardcha.org" domain must include the following caveat: **"This e-mail message may contain privileged, confidential and/or proprietary information intended only for the person(s) named. If you are not the intended recipient, please destroy this message and any attachments, and notify the sender by return e-mail. If you are not the intended recipient(s), or the employee or agent responsible for delivering the message to the intended recipient(s), you are hereby notified that any dissemination, disclosure or copying of this communication is strictly prohibited."**

11. VIOLATIONS

11.1 Failure to Comply. Failure to comply with this policy may result in disciplinary action up to and including termination.

ACCEPTED:

As an employee of Menard County Housing Authority, I have received a copy of the Housing Authority's Policy Guidelines on e-mail and the Internet system. I hereby accept

ATTACHMNET E: INTERNET AND EMAIL POLICY

and agree to abide by the standards set forth in the Policy for the duration of my employment with Menard County Housing Authority.

Employee Signature

Date

Printed Name

ATTACHMENT F

MENARD COUNTY HOUSING AUTHORITY

**ADMISSIONS
AND
CONTINUED OCCUPANCY
POLICY**

A.C.O.P.

Adopted

Note:

This plan (ACOP) also serves as our "Tenant Selection and Assignment Plan (TSAP)" because it meets the requirements for a TSAP and provides the details as to how this Agency processes the selection and assignment of applicants for Public Housing.

The ACOP also includes the regulatory "One-Strike" provisions for admission to Public Housing and applicable sections of Title V of H.R. 4194, the Quality Housing and Work Responsibility Act.

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SECTION 1.0

INTRODUCTION

1.1 Mission Statement

Our goal is to provide drug free, decent, safe, and sanitary housing for eligible families and to provide opportunities and promote self-sufficiency and economic independence for residents.

In order to achieve this mission, we will:

- Recognize residents as our ultimate customer;
- Improve Public Housing Authority (HA) management and service delivery efforts through effective and efficient management of HA staff;
- Seek problem-solving partnerships with residents, community, and government leadership;
- Apply HA resources, to the effective and efficient management and operation of public housing programs, taking into account changes in Federal funding.

1.2 Purpose of Policy

The purpose of this policy (**Admissions and Continued Occupancy Policy**) is to establish guidelines for the Macoupin County Housing Authority (MCHA) staff to follow in determining eligibility for admission to and continued occupancy of Public Housing. The basic guidelines for this policy are governed by requirements of The Department of Housing and Urban Development (HUD), with latitude for local policies and procedures. The Policies and Procedures governing Admissions and Continued Occupancy are outlined in this policy and these requirements are binding upon applicants, residents and this MCHA alike. Notwithstanding the above, changes in applicable federal law or regulations shall supersede provisions in conflict with this policy.

Federal Regulations shall mean those found in 24 Code of Federal Regulations (CFR) Parts 900.

1.3 Primary Responsibilities of the MCHA:

- A. Informing eligible families of the availability of public housing assistance;
- B. Determining and posting annually the utility allowances;
- C. Receiving applications from families and determining their eligibility for assistance;
- D. Inspecting Public Housing units to determine that they meet or exceed Housing Quality Standards;
- E. Approving leases;

- F. Collecting rent on a monthly basis from tenants;
- G. Annual re-examinations of income, family composition and redetermination of rent;
- H. Authorizing and processing evictions; and,
- I. Ongoing maintenance and modernization of the public housing inventory.

1.4 Objectives

The objectives of this policy are to:

- A. Promote the overall goal of drug free, decent, safe and sanitary housing by:
 - (1) Insuring a social and economic mix of residents within each public housing neighborhood in order to foster social stability and upward mobility.
 - (2) Insuring the fiscal stability of the MCHA.
 - (3) Lawfully denying admission or continued occupancy to applicants or tenants whose presence in a public housing neighborhood are likely to adversely affect the health, safety, comfort or welfare of other residents or the physical environment of the neighborhood or create a danger to MCHA employees.
 - (4) Insuring that Elderly families can live in public housing as long as they are able to live independently and/or have someone to help them live independently as in the case of a live-in aid.
- B. Facilitate the efficient management of the MCHA and compliance with Federal Regulations by establishing policies for the efficient and effective management of the HA inventory and staff.
- C. Comply in letter and spirit with Title VI of the Civil Rights Act of 1964, and all other applicable Federal laws and regulations to insure that admission to and continued occupancy in public housing are conducted without regard to race, color, religion, creed, sex, national origin, handicap, or familial status.

1.5 Outreach

As much information as possible about Public Housing may be disseminated through local media (newspaper, radio, etc.). For those who call the MCHA Office, the staff may be available to convey essential information.

- The MCHA may hold meetings with local social community agencies.
- The MCHA may sponsor "Open House" programs within the public housing community to attract potential tenants to view a public housing unit.
- The MCHA may make known to the public, through publications in a newspaper of general circulation and other suitable means, the availability and nature of housing assistance for low-income families. The notice shall inform such families where they may apply for Public Housing. The MCHA shall take affirmative actions to provide opportunities to participate in the program to persons who, because of such factors as race, ethnicity, sex of household head, age, or source of income, are less likely to apply for Public Housing. When there is a Local Housing Plan pursuant to Section

24 CFR, Part 91 (Comprehensive Housing Affordability Strategy (CHAS), the MCHA planned programs will be incorporated in the CHAS.

SECTION 2.0 FAIR HOUSING POLICY

It is the policy of the MCHA to comply fully with all Federal, State, and local nondiscrimination laws and in accordance with the rules and regulations governing Fair Housing and Equal Opportunity in housing and employment and with the Americans with Disabilities Act.

Specifically, the MCHA shall not on account of race, color, sex, religion, creed, national or ethnic origin, familial status, disability or handicap, deny any family or individual the opportunity to apply for or receive assistance under HUD's Public Housing Programs, within the requirements and regulations of HUD and other regulatory authorities.

To further its commitment to full compliance with applicable Civil Rights laws, the MCHA will provide access to information to public housing residents regarding "discrimination". Also, this subject will be discussed during the briefing session and any complaints will be documented and made part of the applicant's/tenants file.

SECTION 3.0 REASONABLE ACCOMMODATION

Sometimes people with disabilities may need a reasonable accommodation in order to take full advantage of the Housing Authority's 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 the Housing Authority will follow in determining whether it is reasonable to provide a requested accommodation. Because disabilities are not always apparent, the Housing Authority will ensure that all applicants/residents are aware of the opportunity to request reasonable accommodations.

3.1 Communication

Any request for Reasonable Accommodation must be in writing and must specify the accommodation desired.

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

3.2 Questions to Ask in Granting the Accommodation

A. Is the requestor a person with disabilities? For this purpose the definition of a 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 impairment, or is regarded as having such impairment. (The disability may not be apparent to others, e.g., 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, the requestor must provide the Housing Authority with written 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, the requestor must provide the Housing Authority with written documentation that the requested accommodation is needed due to 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? The Housing Authority's business is housing.
 2. If the request would alter the fundamental business that the Housing Authority conducts, that would not be reasonable. For instance, the Housing Authority would deny a request to have the Housing Authority do grocery shopping for a person with disabilities.
 3. 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, the Housing Authority may request a meeting with the individual to investigate and consider equally effective alternatives.
- D. Generally the individual knows best what it is he/she needs; however, the Housing Authority retains the right to be shown how the requested accommodation enables the individual to access or use the Housing Authority's programs or services.

If more than one accommodation is equally effective in providing access to the Housing Authority's programs and services, the Housing Authority retains 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 the Housing Authority if there is no one else willing to pay for the modifications. If another party pays for the modification, the Housing Authority will seek to have the same entity pay for any restoration costs.

Any request for an accommodation that would enable a resident to materially violate

essential lease terms will not be approved, e.g., allowing nonpayment of rent, destruction of property, disturbing the peaceful enjoyment of others, etc.

3.3 Handicap Accessible Units

The Housing Authority has upgraded selected dwelling units and all public areas to full UFAS (Uniform Federal Accessibility Standards) standards in compliance with Section 504, ADA and FHEO. Applicants and resident families requiring handicapped accessible units have priority for these units. The Authority may from time to time have an excess of handicapped accessible units. In an effort to get the best use of all units the Authority may from time to time rent a handicapped designated unit to a family that has no handicapped members. The Authority will advise the non-handicapped family of the requirements to transfer if and when a handicapped designated family is determined eligible. The non-handicapped family may be required to sign a form acknowledging they are moving into a handicapped unit and may be required to move if and when an eligible handicapped designated family needs the unit. If the non-handicapped family selected for the unit decides not to accept the unit because of the requirement to move at some date in the future, the refusal shall not count against the family. See Section 21.0 Transfers.

3.4 Requested Accommodations vs. Handicapped Accessible Units

The Authority may offer a family a handicapped accessible unit rather than make requested accommodation if a suitable handicapped accessible unit is available anywhere in the Authority's housing inventory. Should the family refuse the handicapped accessible unit offer, the Authority will not be obligated to make the requested accommodations unless the family pays for the installation (and removal) of the accommodations.

SECTION 4.0 PRIVACY RIGHTS

Applicants will be required to sign the Federal Privacy Act Statement which states under what conditions HUD will release tenant information.

Requests for information by other parties must be accompanied by a signed release request in order for the MCHA to release any information involving an applicant or participant, unless disclosure is authorized under Federal or State law or regulations.

(Reference HUD Form 9886)

SECTION 5.0 DEFINITION OF TERMS

Definitions are amended from time to time and are contained in Section 24 CFR, which are incorporated by reference as if fully set out herein. Copies of this regulation are available in the MCHA Office.

5.1 ADJUSTED FAMILY INCOME

Adjusted Family Income is the income on which total tenant payment is to be based and means the Total Annual Income less the following allowances:

- A. A deduction of \$480.00 for each member of the family (other than head of household or spouse) who is (1) under eighteen (18) years of age or younger or (2) who is eighteen (18) years of age or older and a verified full-time student and/or is disabled or handicapped according to this Section.
- B. A deduction of dollar amounts anticipated to be paid for the care of children, including foster children, under thirteen (13) years of age where care, including after school programs, is necessary to enable a family member to be gainfully employed or to further his/her education. The dollar amount must be verified and reflect reasonable charges and cannot exceed the amount of income from employment (if employed).
- C. A deduction of \$400.00 for Elderly Family whose head, spouse or sole member is sixty-two (62) years of age or older and/or is handicapped or disabled according to this Section.
- D. A deduction for any elderly family:
 - (1) That has no Handicapped Assistance Expense, an allowance for unreimbursed medical expenses equal to the amount by which the medical expense shall exceed three (3%) percent of Total Annual Family Income.
 - (2) That has Handicapped Assistance Expenses greater than or equal to three (3%) percent of Total Annual Family Income, an Allowance for Handicapped Assistance computed in accordance with paragraph E of this Section, plus an allowance for medical expenses that is equal to the Family's medical expenses.
 - (3) That has Handicapped Assistance Expenses that are less than three (3%) percent of Total Annual Family Income, an allowance for combined Handicapped Assistance expense and medical expense that is equal to the amount by which the sum of these expenses exceeds three (3%) percent of Total Annual Family Income. Expenses used to compute the deduction cannot be compensated for nor covered by insurance.
- E. The amount by which the aggregate of the following expenses of the family exceeds three (3%) percent of the annual family income:
 - (1) Unreimbursed Medical expenses as detailed in IRS Publication 502 including prescription and non-prescription medicines prescribed by a medical professional.
 - (2) Reasonable attendant care and auxiliary apparatus expenses for each handicapped member of any family, to the extent necessary to enable any

member of such family (including such handicapped member) to be employed. This allowance may not exceed the employment received by family members who are eighteen (18) years of age or older as a result of the Assistance to the Handicapped or Disabled person.

F. 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.

- Childcare deductions will only be considered when no other adult family members on the lease are available for childcare.
- Childcare must not be paid by TANF or someone else
- The amount deducted shall reflect reasonable charges for childcare, and, in the case of childcare necessary to permit employment, the amount deducted shall not exceed the amount of income received from such employment (when more than one family member is employed the income of the lowest-paid member will be considered).
- The reasonable amount of charges for “home care” and “day care” is determined by MCHA, by conducting surveys of local childcare providers. Separate results for “home care” and “day care” are posted in the MCHA central office.

G. 10 percent of the income of the family.

Note: If the Total Annual Income less the above allowances result in a rent that is less than the established minimum rent, the resident rent will be established at the MCHA established minimum rent.

5.2 ADULT

An adult is a person who has reached his/her 18th birthday or married (not common law), or who has been relieved of the disability of non-age by the juvenile court. Only persons who are adults shall be eligible to enter into a lease agreement for occupancy.

5.3 BREAK-INS

Break-ins mean bona fide attempts at burglary that are reported to the police department and are subject to verification by written police reports furnished by the Tenant(s).

5.4 CEILING RENTS

Maximum rents residents pay when they elect to pay income-based rent. Ceiling rents are set by development and bedroom size and are the same as Flat Rent.

5.5 CHILD

A member of the family, other than the family head or spouse, who is under 18 years of age.

5.6 CHILD CARE EXPENSES

Child Care Expenses are amounts anticipated to be paid by the family for the care of children under thirteen (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/her education and only to the extent such amounts are not reimbursed. The amount deducted must be verified and reflect reasonable charges and shall not exceed the amount of income received from such employment. MCHA will not normally determine childcare expenses as necessary when the household contains an additional unemployed adult who is physically capable of caring for the children. An example of an exception may be an unemployed adult that is not capable of caring for a child because of some type of disability and/or handicap. The head of household must document the disability/handicap that prevents the adult from providing childcare.

Actively seeking employment means the person (s) is actively and routinely identifying and pursuing available jobs, preparing and submitting resumes and applications for employment, interviewing, and following up with interviews. Childcare expenses apply when the person(s) is not able to be at home such as when interviewing, meeting with other persons or agencies to prepare resumes or job applications and the like. MCHA may require a family to provide evidence of the need for and the amount of eligible childcare expenses.

5.7 CHILD CUSTODY

An applicant/occupant family who does not have full custody of a child/children may only claim a child as a dependent by the following:

- A. The applicant/occupant must have primary custody of the child.
- B. The applicant/occupant must provide sufficient evidence that if the applicant were admitted to public housing the child would reside with the applicant. The same child cannot be claimed by more than one applicant (i.e., counted more than once in order to make two (2) singles eligible).

5.8 CITIZEN

A citizen or national of the United States.

5.9 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. An unborn child shall not be considered a dependent.

5.10 DISABLED FAMILY

A family whose head, spouse or sole member is a person with disabilities. It may include

two or more persons who are persons with disabilities living together, or one or more persons with disabilities living with one or more live-in aides. (See Handicapped Person)

5.11 DISPLACED FAMILY

A person, or family, 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.

5.12 ELDERLY FAMILY

A family whose head, spouse or sole member is a person who is at least sixty-two (62) years of age. It may include 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 who are living with one or more live-in aides.

5.13 ELDERLY PERSON

A person who is at least sixty-two (62) years of age.

5.14 EVIDENCE OF CITIZENSHIP OR ELIGIBLE IMMIGRATION STATUS

The documents that must be submitted to evidence citizenship or eligible immigration status.

5.15 FAMILIAL STATUS

A single pregnant woman and individuals in the process of obtaining custody of any individual who has not attained the age of 18 years are processed for occupancy the same as single persons. Once the child is born and/or the custody is obtained, the family may qualify for a two-bedroom unit and authorization to transfer as outlined in the Transfer Section.

5.16 FAMILY

The term "family" as used in this policy includes all of the federally defined families, including elderly family, near-elderly family, disabled family, displaced family, remaining member of a tenant family, and a single person (who is not an elderly or displaced person, or a person with disabilities, or the remaining member of a tenant family) and two or more persons related by blood, marriage, adoption or other operation of law, or two or more persons who are not so related but who will live together in a stable relationship and share resources. The temporary absence of a child from the home due to placement in foster care shall not be considered in determining family composition and family size.

5.17 FLAT RENT

The method of establishing the reasonable market rental value of units, calculated in

accordance with HUD regulations.

5.18 FOSTER CHILDREN

With the prior written consent of the Landlord, a foster child may reside on the premises. The factors considered by the Landlord in determining whether or not consent is granted may include:

- A. Whether the addition of a new occupant may require a transfer of the family to another unit, and whether such units are available.
- B. The Landlord's obligation to make reasonable accommodation for handicapped persons.

5.18 FULL-TIME STUDENT

A member of a family (other than the head of household or spouse) who is carrying a subject load which 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 diploma or certificate program, as well as an institution offering a college degree. The attended educational institution will supply verification. When a full-time student receives financial assistance but does not go to school then the financial assistance must be counted as income and cannot be excluded for rent calculation purposes.

5.19 HANDICAPPED ASSISTANCE EXPENSE

Reasonable expenses that are anticipated, during the period for which Total Annual Family Income is computed, for attendant care and auxiliary apparatus for a Handicapped or Disabled family member and that are necessary to enable a family member (including the Handicapped or Disabled member) to be employed, provided that the expenses are neither paid to a member of the family nor reimbursed by an outside source.

5.20 HANDICAPPED PERSON AND/OR DISABLED PERSON

Is a person who is disabled as defined in 42 U.S.C.423 (the Social Security definition); is determined to have a physical, mental or emotional impairment that is expected to be of long-continued and indefinite duration; is substantially impeded in his/her ability to live independently; is of such a nature that to live independently could be improved by more suitable housing conditions; or has a developmental disability as defined in 42 U.S.C.6001. Persons who have the disease of acquired immunity syndrome (AIDS) or any conditions arising from the etiologic agency for acquired immunity syndrome are not excluded. For purposes of qualifying for public housing programs, where eligibility is linked to disability status, a person whose disability is based solely on drug or alcohol dependence is excluded.

5.21 HAZARDOUS DUTY PAY

Pay to a family member in the Armed Forces away from home and exposed to hostile fire.

5.22 HEAD OF HOUSEHOLD

The adult member of the family who is the head of the household for purposes of determining income eligibility and rent. Also, the head of household is primarily responsible and accountable for the family, particularly in regard to lease obligations. The co-head of household (such as a spouse or other adult(s)) can be one or more adults who share responsibilities and accountabilities with the head of household.

5.23 HOMELESS FAMILY

Any individual or family who:

- A. Lacks a fixed, regular, and adequate nighttime residence (such as temporarily living with another family);
- B. Has a primary nighttime residence that is:
 - (1) A supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing or housing for the mentally ill);
 - (2) An institution that provides a temporary residence for individuals intended to be institutionalized; or
 - (3) A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.
- C. A homeless family does not include:
 - (1) Any individual imprisoned or otherwise detained pursuant to an Act of the Congress or a State Law; or
 - (2) Any individual who is a Single Room Occupant that is not considered substandard housing.

5.24 INCOME EXCLUSIONS

Annual Income does not include such temporary, non-recurring or sporadic income as the following:

- A. Casual, sporadic, temporary, nonrecurring income, including gifts. Applicants and residents must report all income and the MCHA will determine if the income is casual, sporadic, temporary or nonrecurring.

- B. Amounts that are specifically received from, or are a reimbursement of, the cost of illness or medical care
- C. Lump-sum additions to family assets, such as, but not necessarily limited to, inheritances, insurance payments, including payments under health and accident insurance and workmen's compensation, capital gains, and settlements for personal or property losses.
- D. The full amount of student financial assistance paid directly to the student or to the educational institution.
- E. Relocation payments made pursuant to Title II of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 USC 4636).
- F. The value of the coupon allotments for the purchase of food in excess of the amount actually charged an eligible household pursuant to the Food Stamp Act of 1973 [7 USC 2017(b)].
- G. Payments received by participants or volunteers in programs pursuant to the Domestic Volunteers Service Act of 1973 [42 USC 5044(g), 5058].
- H. Income of a live-in aide (as defined in this policy).
- I. Payments received from the Job Training Partnership Act [29 USC 1552(b)].
- J. Hazardous Duty Pay for a family member in the Armed Forces away from home and exposed to hostile fire.
- K. Income from employment of children (including foster children) under the age of eighteen (18).
- L. Payment received for the care of foster children.
- M. Payments received under the Alaska Native Claims Settlement Act [43 U.S.C. 1626(a)], or reparation payments made by foreign governments in connection with the Holocaust.
- N. Income derived from certain sub marginal land of the United States that is held in trust for certain Indian tribes [25 U.S.C. 459(e)].
- O. Payments or allowances made under the Department of Health and Human Services Low-Income Home Energy Assistance Program [42 U.S.C. 8624(f)].

- P. Income derived from the disposition of funds of the Grand River band of Ottawa Indians (Pub. Law 94-540, 90 Stat. 2503-2504).
- Q. The first \$2,000.00 of per capita shares received from judgment funds awarded by the Indian Claims Commission or the Court of Claims (25 U.S.C. 1407-1408), or from funds held in trust for an Indian tribe by the Secretary of Interior [25 U.S.C. 117(b), 1407].
- R. Payments from Programs under Title V of The Older Americans Act of 1965 [42 U.S.C. 3056(f)].
- S. Amounts received under training programs funded by HUD.
- T. Amounts received by a disabled person 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).
- U. Amounts received by participants in other publicly assisted programs which are specifically for, or in reimbursement of, out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and which are made solely to allow participation in a specific program.
- V. For taxable years after December 31, 1990, the earned income tax credit refund. Effective Date: July 25, 1994.
- W. The earnings and benefits to any resident resulting from the participation in a program providing employment training and supportive services in accordance with the Family Support Act of 1988, section 22 of the U.S. Housing Act of 1937, or any comparable Federal, State, or local law during the exclusion period. For purposes of this paragraph, the following definitions apply:

Comparable Federal, State or Local Law means a program providing employment training and supportive services that:

- (1) Are authorized by a federal, state or local law;
- (2) Are funded by federal, state or local government;
- (3) Are operated or administered by a public agency; and
- (4) Has as its objective to assist participants in acquiring job skills.

Exclusion period means the period during which the resident participates in a program described in this section, plus 12 months from the date the resident begins the first job acquired by the resident after completion of such program that is not funded by public housing assistance under the U.S. Housing Act of 1937. If the resident is terminated from employment without good cause, the exclusion period

shall end.

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

This provision does not apply to residents participating in the Family Self-Sufficiency Program who are utilizing the escrow account. Also, residents are required to pay the appropriate minimum rent.

- X. A resident service stipend. A resident service stipend is a modest amount (not to exceed \$200 per month) received by a public housing resident for performing a service for the HA, on a part-time basis, that enhances the quality of life in public housing. 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.
- Y. Compensation from State or local employment training programs 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 a limited period as determined in advance by the HA.
- Z. For all initial determinations and reexaminations of income carried out on or after April 23, 1993, 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.
- AA. Earning in excess of \$480 for each full-time student 18 years old or older (excluding the head of household and spouse).
- BB. Adoption assistance payments in excess of \$480 per adopted child.
- CC. Deferred periodic payments of supplemental security income and social security benefits that are received in a lump sum payment received on or after October 28, 1992.
- DD. 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.
- EE. Amounts paid by a State agency to a family with a developmentally disabled family member living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home.

5.25 INCOME LIMITS

The maximum income a family may have and still qualify for public housing. HUD provides the income limits annually for families consisting of one to eight persons. Current income limits are posted on MCHA's Central Office bulletin board and are included as an Appendix to this plan.

5.26 INFANT

A child under the age of two years.

5.27 INTERIM REDETERMINATION OF RENT

Changes of rent between admissions and reexaminations and the next succeeding reexamination.

5.28 INS

The U. S. Immigration and Naturalization Service.

5.29 INVOLUNTARY DISPLACEMENT

Families that meet the definition of involuntary displacement as defined by HUD.

5.30 LIVE-IN AIDE

A person who resides with an Elderly, Disabled, or Handicapped person or persons and who:

- A. Is determined by the MCHA to be essential to the care and well being of the person(s)
- B. Is not obligated for support of the person(s)
- C. Would not be living in the unit except to provide supportive services. The income of a Live-in-aide that meets these requirements is not included as income to the tenant family. A Live-in Aide must be approved, in advance, by the MCHA and meet eligibility requirements for public housing occupancy.
- D. A Live-in aide has no rights to the dwelling unit when the person(s) to whom they provide care leaves the unit.

5.31 LOW- INCOME FAMILY

A family whose Annual Income does not exceed eighty percent (80%) of the median income for the area, as determined by HUD.

5.32 MEDICAL EXPENSE

Those necessary medical expenses, including medical insurance premiums, that are anticipated during the period for which Annual Income is computed, and that are not covered by insurance or reimbursed. Unreimbursed medical expenses, in excess of three percent (3%) of Annual Income, are deductible from income by elderly families.

5.33 MILITARY SERVICE

Military Service means the active military service of the United States, which includes the Army, Navy, Air Force, Marine Corps, Coast Guard, and, since July 29, 1945, the commissioned corps of the United States Public Health Service.

5.35 MINIMUM RENT

Families assisted under the Public Housing program pay a monthly "minimum rent" of not more than \$50.00 per month. The HA has the discretion to establish the "minimum rent" from \$0 up to \$50.00. The minimum rent established by MCHA is \$0.

5.36 MINOR

A "minor" is a person under eighteen years of age. Provided, that a married person shall be considered to be of the age of majority. An unborn child may not be counted as a minor.

5.37 MIXED FAMILY

A family whose members include those with citizenship or eligible immigration status, and those without citizenship or eligible immigration status.

5.38 MONTHLY ADJUSTED INCOME

One-twelfth of Adjusted Annual Income.

5.39 MONTHLY INCOME

One twelfth of Annual Income. For purpose of determining priorities based on an applicant's rent as a percentage of family income, family income is the same as monthly income.

5.40 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.

5.41 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; or 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.

5.42 NET FAMILY ASSETS

Net Family Assets means the net cash value after deducting reasonable costs that would be incurred in disposing of real property, checking and savings accounts, stocks, bonds, cash on hand, cash value of life insurance policies and other forms of capital investment, excluding interests in Indian trust land and excluding equity accounts in HUD home ownership programs. The value of necessary items of personal property such as furniture and automobiles shall be excluded. (In cases where a trust fund has been established and the trust is not revocable by, or under 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.) In determining Net Family Assets, MCHA 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 (2) years preceding the date of application for the program or reexamination, as applicable, in excess of the consideration received thereof. 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.

To determine the cash value of savings accounts, the current amount in the accounts will be used as well as current interest rates. To determine the cash value of checking accounts, the average balance for the last six months will be used as well as current interest rates for interest bearing checking accounts.

When determining the value of net family assets the cost of disposing of the assets will be deducted. If an asset is an Individual Retirement Account (IRA), for example, there will be income tax and interest penalties due in the case of early withdrawal. Likewise if a family sells stocks or bonds they will typically have a broker's commission to pay. Certificates of deposits have penalties for early withdrawal.

Joint accounts that are set-up as "either/or" accounts will be considered as 100% owned by either account holder. Joint accounts that are set-up as "and" accounts will be considered as 50% owned by either account holder.

5.43 NONCITIZEN

A person who is neither a citizen nor national of the United States.

5.44 PUBLIC HOUSING AGENCY (HA)

Any State, County, Municipality or other government entity or public body (or agency or instrumentality thereof) that is authorized to engage in or assist in the development of operation of housing for low income families.

5.45 PUBLIC HOUSING COMMUNITY SERVICE REQUIREMENTS

Each adult resident of a public housing development shall contribute 8 hours per month of community service (not including political activities) within the community in which that adult resides; or participate in an economic self-sufficiency program for 8 hours per month. Exempted from this requirement is anyone who:

- A. Is 62 year of age or older;
- B. Is a blind or disabled individual, as defined under Section 216(i)(1) or 1614 of the Social Security Act (42 U.S.C. 416(i)(1); 1382c), and who is unable to comply with this section, or is a primary caretaker of such individual;
- C. Is engaged in a work activity (as defined in Section 407(d) of the Social Security Act (42 U.S.C. 607(d)), as in effect on and after July 1, 1997;
- D. Meets the requirements for being exempted from having to engage in a work activity under the State program funded under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) Or under any other welfare program of the State in which the public housing agency is located, including a State-administered welfare-to-work program; or
- E. Is a family receiving assistance under a State program funded under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) or any other welfare program of the State in which the HA is located, including a State-administered welfare-to-work program, and has not been found by the State or other administering entity to be in noncompliance with such program.

5.46 RECERTIFICATION

Recertification is sometimes called reexamination. The process of securing documentation that indicates that tenants meet the eligibility requirements for continued occupancy.

5.47 RE-EXAMINATION DATE

The date on which any rent change is effective or would be effective if required as a result of the annual re-examination of eligibility and rent for residents who pay income based rent and every three years for residents who elect to pay flat rent.

5.48 REMAINING MEMBER OF THE RESIDENT FAMILY

The person(s) of legal age remaining in the public housing unit after the person(s) who signed the lease has (have) left the premises, other than by eviction, who may or may not normally qualify for assistance on their own circumstances. An individual must occupy the public housing unit to which he claims head of household status for one year before becoming eligible for subsidized housing as a remaining family member. This person must complete forms necessary for housing within ten days from the departure of the leaseholder and may remain in the unit for a reasonable time pending the verification and grievance process. This person must, upon satisfactory completion of the verification process, then execute a new lease and cure any monetary obligations in order to remain in the unit.

Any person who claims him or herself, as a remaining member shall, in the event that the MCHA declares him or her ineligible for remaining member status, be entitled to the grievance process upon notice to him or her that he or she is not considered to be a remaining member of the household. The person requesting remaining member status must request this grievance process in writing within ten days from the date of the departure of the head of household. In the interim time between the time of the request for the grievance process and the decision by the hearing officer, all rent which was due pursuant to the lease, shall be deposited into an escrow account with the HA under the same provisions as those relating to tenants requesting a grievance hearing relating to rent under the grievance process. The HA does not recognize the person as a tenant by giving him or her the opportunity for a grievance hearing. A remaining member shall not be considered to be a tenant until such time as a new lease is executed by the HA and the person granted tenant status after the verification status.

MCHA cannot and will not sign a lease when there are no residents of legal age (or “emancipated youth”) remaining and all remaining members of the resident family are below legal age.

5.49 SINGLE PERSON

A person who lives alone, or intends to live alone, and who does not qualify as an elderly, near elderly, displaced, disabled, or the remaining member of a tenant family.

5.50 SPOUSE

A spouse is the legal husband or wife of the head of the household.

5.51 TEMPORARILY ABSENT FAMILY MEMBERS

Any person(s) on the lease that is not living in the household for a period of more that thirty (30) days is considered temporarily absent. Examples of temporarily absent family members include members in the National Guard called-up for active service, members in legitimate alcohol or drug rehabilitation programs, extended hospital stays, working members on

temporary assignment in another place where returning home on a routine basis is not feasible, and the like.

5.52 TENANT RENT

The amount payable monthly by the Family as rent to the MCHA. Where all utilities (gas, water and electricity) are supplied by the HA, Tenant Rent equals Total Tenant Payment or minimum rent. Where some or all utilities (gas, water and electricity) are not supplied by the MCHA and the cost thereof is not included in the amount paid as rent, Tenant Rent equals Total Tenant Payment or minimum rent less the utility allowance. Telephone and cable television service is not a utility.

5.53 TOTAL ANNUAL FAMILY INCOME

Total Annual Family Income is the anticipated total income from all sources received by the family head and spouse (even if temporarily absent) and by each additional member of the family, including all net income derived from assets, for the 12-month period following the effective date of initial determination or re-examination of income, exclusive of certain other types of income specified in this policy.

Total Annual Family Income includes, but is not limited to, the following:

- A. The full amount, before any payroll deduction, of wages and salaries, and overtime pay, including compensation for personal services (such as commissions, fees, tips and bonuses). This includes all types of employment including full-time, part-time, seasonal and self-employment.
- B. Net income from the operation of a business or profession. (Expenditures for business expansion or amortization of capital indebtedness shall not be 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 other assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is 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. (For this purpose, expenditures for amortization of capital indebtedness and an allowance for depreciation of capital assets shall not be deducted to determine the net income from real or personal property). All allowance for depreciation is permitted only as authorized in Paragraph B of this section. Any withdrawal of cash or assets from an investment will be 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 \$5,000.00, Annual Income shall include 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 payments received from social security, SSI, annuities, insurance policies, retirement funds, pensions, disability or death benefit and other similar types of periodic receipts, including a lump sum payment for the delayed start of a periodic payment; (*Excluding Lump Sum Supplemental Security Income (SSI) and Lump Sum Social Security Benefits (SS)*) .
- E. Payments in lieu of earnings, such as unemployment and disability compensation, social security benefits, workmen's compensation and severance pay.
- F. Welfare assistance.
- G. Periodic and determinable allowances, such as alimony, child support payments including court ordered back child support, and regular contributions or gifts, including amounts received from any persons not residing in the dwelling. Regular contributions or gifts include but are not limited to someone paying for or donating: groceries and food, drinking alcohol and tobacco products, telephone or cell phone service, cable or satellite TV service, vehicle and vehicle maintenance, insurances including vehicle and renter's coverage, gas or diesel, utilities, clothes, membership dues, and the like.
- H. All regular pay, special payments and allowances (such as longevity, overseas duty, rental allowances for dependents, etc.) received by a member of the Armed Forces (whether or not living in the dwelling) who is head of the family, spouse, or other family member whose dependents are residing in the unit (but see "hazardous duty pay").
- I. Payments to the head of the household for support of a minor or payments nominally to a minor for his support but controlled for his benefit by the head of the household or a resident family member other than the head, who is responsible for his support.
- J. Veterans Administration compensation (Service Connected Disability or Death Benefits).

Note:

If it is not feasible to anticipate a level of income over a 12-month period, the income anticipated for a shorter period may be annualized, subject to a redetermination at the end of the shorter period.

5.54 TOTAL TENANT PAYMENT (TTP)

The TTP for families participating in the Public Housing program must be at least \$0, which is the minimum rent established by the MCHA.

- A. For the Public Housing Program, the TTP must be the greater of:
- (1) 30 percent of family monthly-adjusted income;
 - (2) 10 percent of family monthly income;
 - (3) \$0, which is the minimum rent set by the MCHA.
- B. Flat rent. The resident may elect the Flat Rent in lieu of the rent calculated in paragraph "A." above.

Tenants will be given a choice between paying 30 percent of their monthly adjusted income or a Flat Rent at the time of recertification. Tenants choosing Flat Rents will not be required to be reexamined more often than once every three years.

Tenants choosing to pay a Flat Rent can switch to rent based on 30 percent of Monthly Adjusted Income in the following financial hardship situations:

1. Income of the family has decreased because of changed circumstances, loss or reduction in employment, death in the family, and reduction in or loss of income or other assistance, or
2. An increase, because of changed circumstances, in the family's expenses for medical costs, child care, transportation, education, or similar items.

Total Tenant Payment does not include charges for excess utility consumption or other miscellaneous charges.

5.55 UTILITIES

Utilities may include water, electricity, gas, garbage, and sewage services.

5.56 UTILITY ALLOWANCE

If the cost of utilities (except telephone, cable television or satellite dish) 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, then the utility allowance is an amount equal to the estimate made or approved by the MCHA 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. If the family pays directly for one or more utilities or services, the amount of the allowance is deducted from the gross rent in determining the contract rent and is included in the gross family contribution.

5.57 UTILITY REIMBURSEMENT PAYMENT

Utility Reimbursement Payment is 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.

5.58 VERY LOW-INCOME FAMILY

A Very Low-Income Family means a family whose annual income does not exceed fifty (50%) percent of the median income for the area, as determined by HUD, with adjustments for smaller and larger families. HUD may establish income limits higher or lower than 50 percent of the median income for the area on the basis of its finding that such variations are necessary because of unusually high or low family incomes.

5.59 WAGE EARNER

A person in a gainful activity who receives any wages. Said wages or pay covers all types of employee compensation including salaries, vacation allowances, tips, bonuses, commissions and unemployment compensation. The terms "Wage Earner" and "Worker" are used interchangeably.

5.60 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.

SECTION 6.0 APPLYING FOR ADMISSION/WAITING LIST

6.1 How to Apply

Families wishing to apply for Public Housing shall complete an application for public housing assistance.

Applications will be accepted at the Authority's central office located at 101 West Sheridan Road, Petersburg, IL 62675. Pre-applications may be mailed in, faxed or hand delivered to any MCHA employee. Complete applications may be handled via mail under special circumstances.

Completed applications will be accepted for all applicants and the information will be verified by the MCHA.

Applications may be made in person at the MCHA during specified dates and business hours posted at the MCHA's Office.

The application must be dated, time-stamped, and referred to the MCHA's office where tenant selection and assignment is processed.

Individuals who have a physical impairment that would prevent them from completing an application in person may call the MCHA to make special arrangements to complete their application. A Telecommunication Device for the Deaf (TDD) is available for the deaf. If the applicant is visually impaired, all notices must be in a format understandable by applicant.

6.2 Single Waiting Lists

One single waiting list will be used for all families applying for public housing. Separate waiting lists will not be maintained for each town or development.

6.3 Opening and Closing the Waiting List(s)

Opening of one or more of the waiting lists will be announced with a public notice stating that applications for public housing will gain 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 and also by any available minority media. The public notice will state any limitations to whom 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 and also by any available minority media.

6.4 Organization of the Waiting List(s)

Each community-based waiting list will be maintained in accordance with the following guidelines:

- A. The application will be a permanent file;
- B. All applications will be maintained in order of bedroom size and then in order of date and time of application; and
- C. Any contacts between MCHA and the applicant will be documented in applicant file.

6.5 Families Nearing the Top of the Waiting List(s)

When a family appears to be within one (1) month of being offered a unit, the family will be invited to an interview and the verification process will begin. It is at this point in time that the family's eligibility will be verified. If the family no longer qualifies to be near the top of

the list, the family's name will be returned to the appropriate spot on the waiting list. MCHA will notify the family in writing of this determination and give the family the opportunity for an informal review.

6.6 Purging the Waiting List(s)

MCHA will update and purge its waiting list at least annually to ensure that the pool of applicants reasonably represents the interested families for whom MCHA has current information, i.e. applicant's address, family composition, income category and preferences.

6.7 Removal of Applicants from the Waiting List(s)

MCHA will not remove an applicant's name from the waiting list(s) unless:

- A. The applicant requests in writing 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 either the eligibility or suitability criteria for the program.

SECTION 7.0 MISSED APPOINTMENTS

An applicant or tenant who fails to keep an appointment without notifying the MCHA and without re-scheduling the appointment shall be sent a notice of termination of the process for failure to supply such certification, release of information or documentation as the MCHA or HUD determines to be necessary (or failure to allow the MCHA to inspect the dwelling unit at reasonable times and after reasonable notice, if applicable) in the following situations:

2. Complete Application
2. Bringing in Verification Information
3. Briefing prior to Occupancy
4. Leasing Signature
5. Inspections
6. Recertification
7. Interim Adjustment
8. Other Appointments or Requirements to Bring in Documentation as Listed in this Plan
9. Scheduled Counseling Sessions
10. Move-In appointments

Process When Appointment(s) Are Missed: - For most of the functions above, the family may be given two appointments.

If the family does not appear or call to reschedule the appointment(s) required, the MCHA may begin termination procedures. The applicant or tenant will be given an opportunity for an informal meeting or hearing, as appropriate pursuant to the grievance process.

Letters Mailed to Applicants by the MCHA: - If an applicant claims they did not receive a letter mailed by the MCHA, that requested the applicant to provide information or to attend an interview, the MCHA will determine whether the letter was returned to the MCHA. If the letter was not returned to the MCHA, the applicant will be presumed to have received the letter.

If the letter was returned to the MCHA and the applicant can provide evidence that they were living at the address to which the letter was sent, the applicant will be reinstated with the date and time of the application in effect at the time the letter was sent.

Applicants must notify the MCHA, in writing, if their address changes during the application process.

SECTION 8.0 MISREPRESENTATION BY THE APPLICANT OR TENANT

If an applicant or tenant is found to have made willful misrepresentations at any time which resulted in the applicant or tenant being classified as eligible, when, in fact, they were ineligible, applicant will be declared ineligible and the lease and/or application will be terminated because of the misrepresentation by the applicant/tenant. If such misrepresentation resulted in tenant paying a lower rent than was appropriate, tenant shall be required to pay the difference between the actual payments and the amount which should have been paid. In justifiable instances, the MCHA may take such other actions as it deems appropriate, including referring the tenant to the proper authorities for possible criminal prosecution.

SECTION 9.0 ADMISSION ELIGIBILITY AND CRITERIA:

- 9.1 All families who are admitted to MCHA's Public Housing Program must be individually determined eligible under the terms of this plan. In order to be determined eligible, an applicant family must meet **all** of the following requirements:
- A. The applicant family must qualify as a family as defined in the Definitions Section.
 - B. The applicant family's Total Annual Family Income as defined in the Definitions Section, must not exceed income limits established by HUD for Public Housing.
 - C. Head of Household must be 18 years of age or older or married (not common law) or a person that has been relieved of the disability of non-age by court action.
- 9.2 Sources of information for eligibility determination may include, but are not limited to, the applicant (by means of interviews or home visits), landlords, employers, family social workers, parole officers, court records, drug treatment centers, clinics, physicians or police

departments where warranted by the particular circumstances. Information relative to the acceptance or rejection of an applicant shall be documented and placed in the applicant's file. Such documentation may include reports of interviews, letters, or telephone conversations with reliable sources. As a minimum, such reports shall indicate the date, the source of the information, including the name and title of the individual contacted, and a resume of the information received.

Applicants are not automatically determined eligible to receive federal assistance. An applicant will not be placed on a waiting list if the applicant's annual family income exceeds the Low and Very Low Income Limits established by HUD and published in the Federal Register, the applicant will be declared ineligible.

- 9.3 If the applicant has failed to meet any outstanding requirements for eligibility and is determined ineligible, he/she will be so informed and the reasons stated in writing. The applicant will be granted ten days from the date stated on the ineligible letter to request an informal meeting. The applicant may bring any person he/she wishes to represent them at the informal meeting. The request for an informal meeting must be submitted in writing and the request must be received by the MCHA within the time frame established by the MCHA for the meeting.
- 9.4 In addition, the MCHA is permitted to determine as eligible, single persons living alone or intending to live alone who do not meet any of the definitions of a family, if the MCHA makes certain that all three of the following requirements are met:
 - A. Elderly families (including Disabled Persons and Handicapped Persons) and Displaced Persons are given preference over single persons, and
 - B. Near Elderly (at least fifty years of age, but below the age of 62) are given preference over single applicants in developments designated for the elderly, and
 - C. Single persons are only eligible for one bedroom and/or efficiency units.
- 9.5 Declaration of Citizenship: The MCHA may not provide assistance to nor make financial assistance available to a person other than United States citizens, nationals, or certain categories of eligible noncitizen in HUD's assisted housing programs.
- 9.6 Once an applicant becomes a tenant in the MCHA's public housing program, the head of household must request permission to add another person to the dwelling lease. The person being added must meet all eligibility requirements before the MCHA will approve any addition to the dwelling lease.

SECTION 10.0

VERIFICATION AND DOCUMENTATION

10.1 Levels of Verification

The following hierarchy levels of verification will be followed:

- A. Highest Up-front income verification (UIV) – mandatory
 - HUD website (UIV)
 - TASS
 - Other federal, state and private sector UIV websites
- B. High Third-party written – mandatory
 - Two weeks allowed for response
 - Two attempts made before phone calls
 - Includes email and FAX
- C. Medium Third Party oral - mandatory if third party written is not available
- D. Medium-low Document review – use only if UIV and third party verification is not available
- E. Low Tenant declaration – use only as last resort when no other verification method is available

Note: Verified information must be no older than ninety (90) calendar days.

10.2 Social Security Numbers

Families are required to provide Social Security Numbers (SSN) for all family members prior to admission, if they have been issued SSN by the Social Security Administration. All members of the family defined above must either:

- A. Submit SSN documentation; or
- B. Sign a certification if they have not been assigned a SSN. If the individual is under 18, his or her parent or guardian must execute the certification. If the participant who has signed a certification form obtains a SSN, it must be disclosed at the next regularly scheduled reexamination, or next rent change.

Verification will be done through the providing of a valid Social Security card issued by the Social Security Administration.

MCHA will accept copies of the Social Security card only when it is necessary for the MCHA to verify by mail the continuing eligibility of participant families.

If an applicant or tenant cannot provide his or her Social Security card, other documents listed below showing his or her Social Security Number may be used for verification. He or she may be required by the MCHA to provide one or more of the following alternative

documents to verify his or her SSN, until a valid Social Security card can be provided;

These documents include:

1. Drivers license that displays the SSN.
2. Identification card issued by a Federal, State or local agency
3. Identification card issued by an employer or trade union
4. Identification card issued by a medical insurance company
5. Earnings statements or payroll stubs
6. Bank statements
7. IRS Form 1099 or W-2 Form
8. Benefit award letters from government agencies
9. Medicaid Cards
10. Unemployment benefit letter
11. Retirement benefit letter
12. Life insurance policies
13. Court records such as real estate, tax notices, marriage and divorce, judgment or bankruptcy records
14. Verification of Social Security benefits with the Social Security Administration

If the MCHA verifies Social Security benefits with the Social Security Administration, the acceptance of the SSN by the Social Security Administration may be considered documentation of its validity.

10.3 Employer Identification Number (EIN)

Applicants who own part or all of a business must provide the EIN of the business.

10.4 Documents must be complete

Applicants may not become residents until the documentation is provided and verified. The applicant will retain their position on the waiting list during this period. The applicant will be given a reasonable time, subject to the circumstances, to furnish the documentation before losing their place on the waiting list and the time may be extended, if such circumstances require an extension. The decision will be made by a MCHA representative and documented, in writing, and placed in the applicant's file.

10.5 Additional documents may be required

Additional documentation that may be required in determining eligibility:

1. Temporary Assistance To Needy Families (TANF)
2. Birth Certificate, or Drivers License that displays the date of Birth and/or form (s) that are issued by a Federal, State, City or County Agency that displays the date of Birth.
3. Child Care Verification

4. Credit References (History)
5. Credit Bureau Reports
6. Employer's Verification
7. Landlord Verification
8. Social Security Benefits
9. Assets Verification
10. Bank Accounts
11. Medical expenses including doctor prescribed prescription and non prescription medicines as verified in writing by the doctor
12. Income verification
13. Copies of past federal and state tax submissions
14. Supplemental Social Security Income (SSI) Benefits
15. Unemployment Compensation
16. VA Benefits
17. Any other reasonable information needed to determine eligibility as may be requested by the MCHA, which may include police reports.

10.6 Personal References

Personal references (not family) may be used when an applicant cannot produce prior rental history records.

10.7 Separation with children

Separation means the ending of co-habitation by mutual agreement. - *If an applicant is divorced* or separated and has children by that spouse, applicant must provide at least one of the verifications listed below:*

- A. A FINAL divorce decree. *(Applies to individuals who are divorced and are not separated and is the only documentation accepted for individuals that are divorced)
- B. Receiving court-ordered child support from former spouse.
- C. Verification that applicant is pursuing child support through Department of Human Resources, Child Support Unit or Circuit Clerks Office.
- D. If applicant is receiving personal child support, then applicant can make arrangements to have the child support paid through the state's court system.
- E. Receiving TANF (Temporary Assistance to Needy Families) through the Department of Human Resources for former spouse's children.
- F. A notarized statement from current landlord (not family) verifying that the current landlord knows that the applicant and spouse have not lived together for the last six (6) months or more.

- G. Income tax statements from both husband and wife indicating both filed income taxes separately the last year and that they filed from different addresses.
- H. (1) Written statement from Lawyer that applicant has filed suit for divorce because of physical abuse. agencies, social services agencies.
- (2) A written statement from an abuse shelter, law enforcement agency, social service agencies that applicant needs housing due to physical abuse.

Note:
Pertaining to 10 H(1) & (2): Applicant will also be required to sign a statement to the effect that the separated person will not be permitted in the resident's apartment or on the resident's property because of the physical abuse situation.

Also, the person involved with physical abuse will be banned from all MCHA property as long as the applicant lives in assisted housing within the MCHA property.

- I. Food stamp verification - If no other documentation is available.

10.8 Separation with no children

If applicant is divorced or separated from a person and has no children by that person, applicant must provide at least one of the verifications listed below:*

- A. A final divorce decree. *(Applies to individuals who are divorced and are not separated and is the only documentation accepted for individuals that are divorced)
- B. A notarized statement from current landlord (not family) verifying that the current landlord knows that the applicant and spouse have not lived together for the last six (6) months or more.
- C. Income tax statements from both husband and wife indicating both filed income taxes separately the last year and that they filed from different addresses.
- D. (1) Written statement from Lawyer that applicant has filed suit for divorce because of physical abuse.
- (2) A written statement from an abuse shelter, law enforcement agencies, social services agencies that applicant needs housing due to physical abuse.

Note:
Pertaining to 11 D(1) & (2): Applicant will also be required to sign a statement to the effect that the separated person will not be permitted in the resident's apartment or on the resident's property because of the physical abuse situation.

Also, the person involved with physical abuse will be banned from all MCHA property as long as the applicant lives in assisted housing within the MCHA property.

E. Food Stamp Verification - If no other documentation is available.

SECTION 11.0 ENTERPRISE INCOME VERIFICATION (EIV) POLICY

11.1 EIV System

The Enterprise Income Verification system (EIV) is intended to provide the Housing Authority with a single source of income-related data for use in verifying the income reported by residents. HUD is responsible for administering and maintaining the computerized internet based EIV system. The Authority will only use the EIV resident data to verify a resident's eligibility for continued participation in the public housing program and to determine the level of assistance the resident is entitled to receive.

11.2 Significant Deviation

The Authority will compare resident provided income data to EIV resident data. Differences greater than \$200 per month will be considered significant and the resident notified by the Authority in writing of the discrepancy. Residents may protest the EIV data; however, the Authority will use the EIV data until the resident provides written third party verification in support of their protest. **The Authority must use HUD provided EIV resident data unless there is overwhelming evidence the data is in error.**

11.3 Privacy Considerations

The data provided by the EIV system will be protected by the Authority to ensure that it is only used for official purposes and not disclosed in any way that would violate the privacy of the individuals represented in the system data. The Authority will restrict access to EIV data only to persons whose duties or responsibilities require access and EIV data will be handled in such a manner that it does not become misplaced or available to unauthorized personnel. Files containing EIV data will be color-coded and kept in a locked metal file cabinet within a locked secure fireproof vault with access restricted to only authorized Authority personnel. Evidence of any unauthorized access or known security breaches must be immediately reported to the Authority's Executive Director who will immediately notify the HUD Field Office. All security violations regardless of whether intentional or unintentional must be reported and documented in writing.

11.4 Procedure

Within no more than ninety days of an annual or interim recertification authorized Authority personnel will obtain signed Authorization for the Release of Information/Privacy Act Notice, Form HUD-9886 forms from each member of the household 18 years old or older and who is in the household file. Authorized Authority

personnel will then access EIV resident data via the internet and print to a secure printer. EIV data will not be saved to the computer, computer disks, CDs or any other memory device.

EIV resident data will be placed in a color-coded file then filed by name in a locked metal file cabinet within a locked secure fireproof vault with access restricted to only authorized Authority personnel. The Authority will maintain a registry of all persons authorized access to EIV resident data and system and a registry of all persons with access and keys to the secured vault and metal file cabinets.

Files will only be pulled as needed, used then immediately returned and secured by authorized Authority personnel.

Authorized Authority personnel will sign-out and sign-in each EIV resident data file on a register noting date and time.

Authorized Authority personnel will compare resident provided income data to EIV resident data. Differences greater than \$200 per month will be considered significant and the resident notified by the Authority in writing of the discrepancy.

Residents may protest the EIV data within ten days of notification; however, the Authority will use the EIV data until the resident provides written third party verification in support of their protest. The Authority must use the HUD provided EIV resident data unless the resident provides overwhelming evidence the data is in error.

After the EIV data is used to verify a resident's eligibility for continued participation in the public housing program and to determine the level of assistance the resident is entitled to receive, the EIV resident file will be kept for fifteen days afterwards in case a resident protests. Should a resident protest, the EIV file will be kept for an additional fifteen days after the protest and/or grievance is resolved.

After fifteen days authorized Authority personnel will shred the EIV resident data. Authorized Authority personnel will log in a register the date and time each EIV resident data is destroyed.

For safeguards, the Authority's Executive Director will quarterly review the EIV policy, procedures and list of Authority personnel authorized to access the EIV resident data and system.

The Authority's Executive Director will conduct initial then annual on-going EIV training for all Authority personnel.

SECTION 12.0

GROUND FOR DENIAL OF ADMISSION

12.1 The MCHA is not required nor obligated to assist families who:

- A. Owes rent, other amounts, or judgments to any HA or any other federally subsidized housing program, the applicant will be declared ineligible. At the MCHA's discretion, the applicant may be declared eligible upon payment of debt, with the date and time of application being the time of payment and meeting other criteria.

Note:

Applicants that owe a HA or any other federally subsidized program funds will not be processed for occupancy. The applicant must pay the funds owed prior to the application being processed. After the application is processed the applicant must meet all other conditions for occupancy. Re-paying funds that are due does not necessarily qualify an applicant for occupancy. Such payments will be considered along with other factors in the application process.

- B. Have previously been evicted from public housing.
- C. Committed acts that would constitute fraud in connection with any federally assisted housing program.
- D. Did not provide information required within the time frame specified during the application process.
- E. Convicted of drug-related criminal activity or violent criminal activity. The PHA shall prohibit admission to any household that includes any individual who is subject to a lifetime registration requirement under a state sex offender registration program.
- F. Has a history of not meeting financial obligations, especially rent.
- G. Has a record of disturbance of neighbors, destruction of property, or living or housekeeping habits that may adversely affect the health, safety or welfare of the other tenants.
- H. Has a history of criminal activity involving crimes of physical violence to persons or property and other criminal activity that may adversely affect the health, safety or welfare of other tenants.
- I. During the interview process the applicant demonstrates hostile behavior that indicates that the prospective applicant may be a threat to our public housing residents.
- J. The applicant family must have properly completed all application requirements, including verifications. Intentional misrepresentation of income, family composition or any other information affecting eligibility, will result in the family being declared ineligible. In the event the misrepresentation is discovered after admission, the lease will be terminated for such misrepresentation.

- K. The applicant and all adults must sign a release allowing the MCHA to request a copy of a police report from the National Crime Information Center, Police Department or other Law Enforcement Agencies. If the MCHA uses the information to deny or terminate assistance the MCHA must provide a copy of the information used.
- L. If the applicant is a former Public Housing or Section 8 participant who vacated the unit in violation of his lease, the applicant may be declared ineligible.
- M. If the MCHA determines that a person 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. The MCHA may waive this requirement if:
 - (1) The person demonstrates to the MCHA'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.

Note:

The above list is not intended to be all inclusive. Applicants may be denied admission if the MCHA has reason to believe that the conduct of the applicant has been such as would be likely to interfere with other tenants in such a manner as to diminish their enjoyment of the premises by adversely affecting their health, safety, or welfare or to affect adversely the physical environment or the financial stability of the project if the applicant were admitted to the project.

- 12.2 If an applicant is denied admission, the MCHA will notify the applicant, in writing, of its determination and inform the applicant that they have an opportunity for an informal meeting on such determination. The denial letter will allow the applicant ten (10) calendar days to request in writing an informal meeting with the MCHA. A MCHA representative will hear the appeal and issue a decision within ten (10) calendar days of the meeting.
- 12.3 As a general rule applicants may be denied admission to Public Housing for the following time frames, which shall begin on the date of application, unless otherwise provided for herein below:
 - A. Denied admission for one (1) year for the following:
 - 1. Past rental record
 - 2. Bad rent paying habits

3. Bad housekeeping habits, in and outside the unit
 4. Damages
 5. Disturbances
 6. Live-ins
 7. Demonstrates hostile behavior during the interview process that indicates that the applicant may be a threat to our residents.
- B. Denied admission for three (3) years for the following:
1. Persons evicted from public housing, Indian Housing, Section 8, or Section 23 programs because of drug-related criminal activity are ineligible for admission to public housing for a three-year period beginning on the date of such eviction.
 2. The MCHA can waive this requirement if: the person demonstrates to the MCHA s satisfaction successful completion of a rehabilitation program approved by the MCHA, or the circumstances leading to the eviction no longer exist.
- C. Denied admission for five (5) years for the following:
1. Fraud (giving false information on the application is considered fraud).
 2. An arrest or conviction record that indicates that the applicant may be a threat and/or negative influence on other residents. The five years shall begin on the date of the last reported act, completion of sentence and/or probation period.
 3. Drug use without evidence of rehabilitation.
- D. Denied admission for ten (10) years for Conviction for Drug Trafficking or for state sex offender under a ten (10) year registration requirement.
- E. Denied admission for life to any household that includes any individual who is subject to a lifetime registration requirement under a state sex offender registration program.
- F. Denied admission for life to any applicant who has been convicted of manufacturing or producing methamphetamine (commonly referred to as “speed”) on the premises of the public housing project. Premises is defined as the building or complex in which the dwelling unit is located, including common areas and grounds.

Note:

As noted above these time frames are only guidelines and the HA may deny admission to any individual whose behavior may adversely affect the health, safety or welfare of other tenants or may admit persons who exhibit evidence of rehabilitation.

SECTION 13.0

TENANT SELECTION AND ASSIGNMENT PLAN

13.1 Equal Opportunity:

The Fair Housing Act makes it illegal to discriminate on the basis of race, color, religion, sex, handicap, familial status and national origin. The MCHA shall not deny to any family the opportunity of applying for admission nor shall it deny to any eligible applicant the opportunity of leasing or renting a dwelling suitable to its need in any low-rent project operated by the MCHA.

13.2 Selection Process

Tenants shall be selected from among eligible applicant families whose family composition is appropriate to available dwelling units. The MCHA will take into consideration the needs of individual families for low rent housing and the statutory purpose in developing and operating a socially and financially sound low-income housing project, which provides a decent home and a suitable living environment and fosters economic and social diversity in the tenant body as a whole. Selection will be made in such a manner as:

1. For every fiscal year, the MCHA shall reserve a percentage of its new admissions for families whose incomes do not exceed thirty percent of the area median income. The goal for public housing shall be forty percent of new admissions. In reaching the new admissions goals, the MCHA is required to avoid concentrating very low income families in any one project.
- B. To maintain a tenant body in each project composed of families with a broad range of income and rent paying ability which is generally representative of the range of incomes of low income families in the HA's area of operation as defined by state law.

13.3 Order of Selection

Applications will be filed in the following hierarchical order:

- A. Unit size/type needed by applicants
- B. Date and time of application
- C. Provided, however, the provisions of the deconcentration rule, contained within this policy, shall supercede the selection of applicants based on date and time and local preference points, if applicable, and allow the MCHA to skip families on the waiting list to accomplish this goal.

Note:

An applicant can reject an offer 3 times before losing their place on the waiting list. If an applicant rejects the third offer, the applicant will be notified at that time that due to the fact they refused the offer of assistance, the date and time of their application is being changed to the date and time that they refused the offer. This will be explained verbally and followed-up in writing to the applicant. The HA will notify (verbally and in writing) the applicant that their actions may affect their place on the waiting list, and the next offer of assistance will be made when their name reaches the top of the waiting list.

SECTION 14.0 GROUNDS FOR DENIAL AND OPPORTUNITY FOR HEARING

If the MCHA determines that an applicant does not meet the criteria for receiving housing, the MCHA shall promptly provide the applicant with written notice of the determination. The notice shall contain a brief statement of the reasons for the determination and state that the applicant has the right to meet with the MCHA's designee to review it. If requested in writing within ten (10) days, the meeting shall be conducted by a person or persons designated by the MCHA. The person designated by the MCHA to conduct the informal hearing shall be an impartial person appointed by the MCHA other than a person who made the approval of the MCHA's action under review or a subordinate of such person. The procedures specified in this section shall be carried out in accordance with HUD's requirements. The applicant may exercise other rights if the applicant believes that he or she has been discriminated against on the basis of race, color, religion, sex, handicap, familial status and national origin.

Note:

The HA grievance procedure applies only to residents. It does NOT apply to applicants.

SECTION 15.0 INCOME VERIFICATION AND DOCUMENTATION

15.1 The MCHA use for verification purposes the following:

- A. "Verification of Employment" for wage earners;
- B. Verification of public assistance for those persons who receive public assistance;
- C. Documentation of exceptional medical and/or other expenses (elderly family status);
- D. Verifications of assets (savings, stocks, bonds, etc.);
- E. Birth Certificates; and
- F. Other means or sources of income verification including past federal and state income submissions..

15.2 Once all of the information is verified the MCHA shall calculate the monthly rent. The family will be notified of this amount and the amount of the flat rent and the family shall elect, in writing, their choice.

As soon as a determination can be made, applicants will be informed, in writing, by an

authorized MCHA representative that they have been declared eligible or ineligible. Applicants that are determined ineligible will be informed, in writing, of their right to an informal meeting if they believe that such determination is unjust.

The final estimate of Gross Family Income will be made by the MCHA on the basis of verified information regarding income. Once the MCHA has determined that an applicant is eligible, then the process of housing the family begins.

There is no minimum income requirement, but the staff should use good interviewing skills to determine whether there is income which is not being reported.

Families may not be required to apply for public assistance, but it may be suggested to them. If the family reports zero income, the MCHA will have the family sign verification forms to verify that no income is being provided.

Families will be required to report any changes in their income status within ten (10) calendar days of the occurrence of employment and/or any other type of income is received. Families with zero income **may** be requested to recertify more frequently. Families with zero income will be requested to recertify every 30 days.

SECTION 16.0 ORIENTATION OF FAMILIES

16.1 Briefing

Purpose of the Briefing: - The purpose of the briefing is to cover the occupancy requirements for the tenant and the landlord. The briefing is conducted as follows:

- A. Once the MCHA determines that an applicant is eligible and the applicant's name reaches the top of the waiting list, the MCHA shall offer an apartment to the applicant. The applicant shall be given an opportunity to view the apartment prior to the signing of the lease and other documents required before occupancy. After the offer is made and after this viewing, and when the offer is accepted, a MCHA representative will schedule an appointment with the prospective tenant, for orientation.

An Applicant can reject an offer 3 times before losing their place on the waiting list. If an applicant rejects the third offer, the applicant will be notified at that time that due to the fact that they refused the offer of assistance, the date and time of their application is being changed to the date and time that they refused the offer. This will be explained verbally and followed-up in writing to the applicant. The MCHA will notify (verbally and in writing) the applicant that their actions may affect their place on the waiting list and the next offer of assistance will be made when their name reaches the top of the waiting list.

- B. The deposit, rent and other charges, (if applicable), will be collected, as soon as possible after the briefing is scheduled, and before the briefing is held.
- C. At the briefing, the Lease and Grievance Procedures are explained in detail to the applicant and/or applicants (there can be more than one family at the briefing.)
- D. The signing of all required occupancy forms is to be privately handled at the end of each briefing.
 - (1) The required occupancy forms are explained at that time and the dwelling lease is signed by the prospective tenant and a MCHA representative.
 - (2) Appointment for move-in is scheduled at the end of the lease signing.

16.2 Briefing Attendance Requirement

All families (head of household) are required to attend the briefing when they are initially accepted for occupancy. No family can be housed if they have not attended a briefing.

Failure to attend a scheduled briefing (without notice to the MCHA) will result in the family's application being placed in the inactive file and the family may be required to reapply for assistance. Applicants who provide prior notice of an inability to attend a briefing will be scheduled for the next briefing.

Failure of a applicant to keep a scheduled appointment, without good cause, may result in the cancellation of the occupancy process and the applicant required to reapply for assistance.

16.3 Format of the Briefing

The applicant is provided a copy of the Dwelling Lease and Grievance Procedure and the provisions of the Lease and Grievance Procedure are explained to the Tenant, and the lease specifies the unit to be occupied, family composition, date of admission, the rent to be charged, and utility allowances. If for any reason the family becomes over or under housed they must be informed that once a unit of the appropriate size is available they must move to the appropriate size unit as outlined in Transfers. Also, if there is a change in family composition that caused the family to be over or under housed the family will be required to move to the appropriate size unit when a unit becomes available. The moving date should be within thirty (30) days of the date of the MCHA's written notification to the affected family. If the MCHA has more vacancies than families on the waiting list for the unit size of the family that is over housed, the family may remain in the unit until the next scheduled re-exam. However, families that are under housed should be housed in the appropriate size unit as soon as a unit is made available, but not more than thirty days after notice from the MCHA.

16.4 Dwelling Lease completion:

- A. The responsible member (head of household and co-head) of the family notified for admission to the housing communities shall be required to execute a Dwelling Lease prior to admission. One executed copy is to be furnished the tenant and the original executed copy is to be retained in the Tenant file established for the family by the MCHA.
- B. When a Tenant family transfers to another dwelling, the existing Lease shall be canceled and a new Dwelling Lease executed for the present dwelling.
- C. A duplicate form of acknowledgment and understanding which lists all items of which the tenant has been informed shall be signed by the tenant and the MCHA representative. A copy of this form shall be attached to the Tenant's copy of the lease along with copies of items as referred to and a copy maintained in the tenant's file.

SECTION 17.0 ANNUAL INSPECTIONS OF PUBLIC HOUSING UNITS

The MCHA has a system in place that documents the inspection of all public housing units. If the inspection results in a work order the repairs are made in accordance to the urgency of need as documented by the inspection sheet. The MCHA has a system that tracks each inspection. The inspection sheet used by the MCHA meets or exceeds the requirements of the Section 8 Housing Quality Standards (HQS).

SECTION 18.0 INSPECTION AND ENTRY OF UNIT PROCEDURES

The tenant will be given notice as outlined in the Dwelling Lease, **except for emergencies/search warrants**, that the unit will be inspected. The notification will indicate the date of the inspection. If the inspection indicates that the tenant has poor housekeeping habits that need to be improved upon, the inspector will file a report and the MCHA will counsel the tenant on their poor housekeeping habits. A follow-up inspection will be conducted by the MCHA within 30-days and if the problem continues to exist the MCHA may take whatever action that is necessary to correct the situation. If the tenant fails to improve, the provisions of the dwelling lease can be enforced and the tenant evicted. However, the MCHA should take steps to help the tenant improve before starting the eviction process.

If the inspection indicates that the tenant has created damage that is beyond normal wear and tear, the damaged items will be replaced and the tenant billed for the damages, as posted. If the damage is severe, the MCHA will take appropriate action with the tenant.

MCHA staff and/or agents of the MCHA have authority to enter any unit if it is suspected that an "Emergency" situation exists. Without prior notification, MCHA Maintenance employees (or MCHA service contractors) may enter units where the tenants are not at home to perform tenant requested maintenance or service work. If for any reason a unit is entered by authorized MCHA personnel, the tenant will be provided with the reason for the entry by leaving a written notice of the

time, date and reason for the entry.

MCHA staff and/or agents of the MCHA, at the direction of the Police will open the door to a unit when law-enforcement officials present a lawfully executed search warrant (plus, provide a copy of the search warrant to MCHA staff) for a dwelling unit managed by the MCHA. MCHA staff and/or its agents will write down the name(s) of the Police Officers and keep the copy of the search warrant. These documents will be filed in the residents file folder. MCHA staff will not enter the unit. This action will prevent the law enforcement officers from having to breakdown the door and causing damages to the unit.

SECTION 19.0 TYPES OF INSPECTIONS:

An authorized representative of this MCHA, tenant and/or adult family member, shall be obligated to inspect the premises prior to commencement of occupancy. A written statement of condition of the premises and all equipment will be provided, and same shall be signed by both parties with a copy retained in tenant's file. The MCHA representative shall inspect the premises at the time the tenant vacates and furnish a statement of any charges to be made provided the tenant turns in the proper notice under state law and requests the proper inspection. The tenant shall be provided an opportunity to participate in a move out inspection, unless tenant vacates without notice. The tenant's security deposit can be used to offset against any tenant damages to the unit.

1. Move-in Inspections: - Performed with the resident at move-in and inspection documented by MCHA on inspection form and signed by the tenant. This inspection documents the condition of the unit at move-in.
2. Move-out Inspections: - Performed with tenant, if possible, and documented by MCHA on inspection form and signed by the tenant, if present. This inspection determines if the tenant is responsible for any damages and owes the MCHA funds. Any deposit will be used to offset the funds due the MCHA.
3. Annual Inspections: - The MCHA inspects 100% of its units annually using standards that meet or exceed Uniform Property Inspection System (UPIS) standards.
4. Preventive Maintenance (PM) Inspections: - PM inspections are performed by MCHA staff on a regular basis and the residents are given at least two days notice prior to the inspection.
5. Management Inspections: - The MCHA representative may perform random home visits to see if the resident is keeping the unit in a decent, safe and sanitary condition. This visit can also be used as an opportunity to get to know the tenant and see if they have any specific needs that we can help them with and/or refer them to a service agency. The tenant will be given at least two days notice, prior to the inspection.
6. Special Inspections: - Representatives from the U. S. Department of Housing and Urban Development and/or other Government Officials visit the MCHA to monitor operations and as part of the monitoring they will inspect a sampling of the public housing inventory. The

affected tenants will be given two days notice.

7. Emergency Inspections: - If any employee and/or agent of the MCHA has reason to believe that an emergency exists within the public housing unit, the unit can be entered **without** notice. The person(s) that enters the unit must leave a written notice to the tenant that indicates the date and time the unit was entered and the reason why it was necessary to enter the unit.

SECTION 20.0 DETERMINATION OF RENT, RE-EXAMINATION OF INCOME AND FAMILY CIRCUMSTANCES

20.1 Family Choice

At admission and each year in preparation for their annual recertification, each family is given the choice of having their rent determined under the income-based 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 reexamination and return to the income 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.

20.2 The Formula Method

The total tenant payment is equal to the highest of:

- A. 10% of monthly income;
- B. 30% of adjusted monthly income; or
- C. The welfare rent.

The family will pay the greater of the total tenant payment or the minimum rent of \$0.

In the case of a family who has qualified for the employment income exclusion at section 18.15, 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.

20.3 Minimum Rent

The MCHA has set the minimum rent at \$50.

20.4 Flat Rent and Ceiling Rent

MCHA 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. The MCHA 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. Ceiling rents are the maximum rents residents pay when they elect to pay income-based rent. Ceiling rents are set by development and bedroom size and are the same as Flat Rent.

20.5 Rent for Families Under the Non-citizen 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 of household has eligible immigration status; or
- 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. MCHA will grant each family a period of six (6) months to find suitable affordable housing. If the family cannot find suitable affordable housing, the MCHA 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 the MCHA. 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.

20.6 Determination of Rent

Rent as fixed at admission or annual re-examination will remain in effect for the period between regular rent determinations unless the following changes in family circumstances occur. Also, tenant agrees to report, in writing, and provide certification following any change in annual income within ten (10) calendar days of the occurrence.

- A. Loss or addition of family composition of any family member through birth, death, divorce, removal of other continuing circumstances and the amount, if any, of family member's income;
- B. Employment, unemployment, or changes in employment of a permanent nature of the family head, spouse, or other wage earner that is 18 years of age; or
- C. To correct errors made at admission or reexamination which shall be retroactive to the date of error.
- D. Temporary employment/unemployment or increases and decreases in wages **“for any reason”** of less than 30 days will not constitute a rent adjustment.
- E. The MCHA must lower the rent for a family whose income is reduced because of the expiration of a welfare-initiated time limit. This must be reported by the Tenant within ten days from the time of the change of income in accordance with the Dwelling Lease. Provided, however, that if the family's welfare benefits are reduced

of a fraudulent act on the part of a family member, the MCHA is prohibited from reducing the family's rent contribution to reflect the lower benefits income.

20.7 Re-examination:

- A. Once each year, or as required by this MCHA, each family, unless they have chosen to pay a Flat Rent, will be required to furnish information regarding family composition, employment, income, benefits, payments and related information. Verifications acceptable to the MCHA shall be obtained and determinations made. In the event of failure or refusal of Tenant to report the necessary information, the MCHA may terminate the Lease.

Families who have chosen to pay Flat Rents will not be required to be reexamined more often than once every three years. Families with zero rent will be required to be reexamined every 30 days.

- B. Records shall be maintained to insure every Tenant being reexamined within a twelve month period.
- C. Upon completion of reexamination and verification, Tenant shall be notified, in writing, no later than thirty (30) days prior to the effective date of the following: (A copy of such notification is to be retained in the Tenant's file.)
- (1) Any change in rent and the date on which it becomes effective.
 - (2) Any change required in the size of dwelling unit occupied.
 - (3) Any instance of misrepresentation or noncompliance with the terms of the Dwelling Lease and the corrective action(s) to be taken.
 - (4) The family will be notified of this amount and the amount of the flat rent. The family shall elect, in writing, their choice.
- D. In the event of change in tenant circumstances tenant will be sent a notice to report to the management office at a specified date and time to execute a new Lease.
- E. If this MCHA determines that the size of the premises is no longer appropriate for Tenant's needs the tenant may be required to transfer to another units as outlined in Transfers

20.8 Interim Redetermination of Rent

Rent as set at admission or Annual Re-examination will remain in effect for the period between regular rent determinations unless changes in family income, net family assets or family circumstances occur. Tenant is required and agrees to report, the following specified changes in family income and composition within ten (10) calendar days of occurrence.

- A. Loss or addition to family composition of any kind through birth, death, marriage,

divorce, removal or other continuing circumstance and the amount, if any, of such family member's income. Any such additions, other than birth, must be approved by the MCHA in advance, and must qualify, the same as an applicant or any prospective new tenant.

- B. Employment, unemployment or changes in income for employment of a permanent nature of the family head, spouse, or other wage earner eighteen (18) years of age or older.
- C. The starting of or stopping of, or an increase or decrease of any benefits or payments received by any member of the family or household from Old Age Pension, Temporary Assistance for Needy Families, Black Lung, Railroad Retirement, Private Pension Fund, Disability Compensation, Veterans Administration, Child Support, Alimony, Regular Contributions or Gifts. Lump sum payments or retroactive payments of benefits from any of the above sources which constitute the sum of monthly payments for a preceding period paid in a lump sum must be reported and rent adjusted retroactively on such income to date of eligibility for any family member residing in the household for that period of time.
- D. Cost of living increases in Social Security or public assistance grants need not be reported until next re-examination and redetermination of rent.
- E. Changes in net family assets over \$1,000
- F. Errors of omission made at admission or re-examination shall be corrected by the MCHA. Retroactive payments will be made to the tenant if the error is in the tenant's favor.
- G. A tenant who has had an income reduction\increase after initial occupancy or after re-examination must report all changes in income within ten (10) calendar days regardless of the amount or source.

20.9 Notice of Temporary Rent

On occasions, the MCHA is required to compute rent based on information that is supplied by the tenant and third party information that has not or will not be provided by the employer.

When this situation occurs the MCHA will compute a temporary rent based on the information available. Once the information is verified the tenant will be notified in writing.

If an underpayment was made based on the information provided the tenant will have fourteen (14) days from the date of the MCHA notification to pay the amount specified. If the tenant has made an overpayment, that amount will be credited to the tenant account. The Head of Household and Spouse (if applicable) and a MCHA representative signs this Notice of Temporary Rent and it is filed with the dwelling lease and a copy provided to the tenant.

20.10 The effective dates of Interim Redetermination of rent

- A. Any decrease in rent resulting from any decreases in family income will be made effective the first of the month following the date the decrease in family income was reported and verified in writing.
- B. The tenant agrees to pay any increase in rent resulting from an increase in family income the first of the second month following the date in which such increase in family income occurred, and to pay any back rent due because of failure on the part of the tenant to report such increase in family income.
- C. Any interim change in rent will require reverification of all family income that has not been verified within ninety (90) calendar days of the previous rent determination.
- D. Tenant agrees to pay any increase in rent resulting from the implementation of changes in rent computation or increases due to changes in regulations, policies or procedures requiring implementation by the United States Department of Housing and Urban Development (HUD).
- E. If it is found that a tenant has misrepresented or failed to report facts upon which rent is based so that the tenant is paying less than the tenant should be paying, the increase in rent shall be made retroactive to the date the increase would have taken effect. The tenant will be required to pay the difference between the rent paid and the amount that should have been paid. In addition, the tenant may be subject to civil and criminal penalties. Misrepresentation is a serious lease violation which may result in eviction.

20.11 Special Re-examinations

Special reexaminations are pre-scheduled extensions of admission or continued occupancy determinations, and will be considered for the following reasons:

- A. If it is impossible to determine annual family income accurately due to instability of family income and/or family composition or if a family has zero income, a temporary determination of income and rent is to be made and a special re-examination shall be scheduled for thirty (30), sixty (60) or ninety (90) days, depending on circumstances. The tenant shall be notified, in writing, of the date of the special re-examination.
- B. If the family income can be anticipated at the scheduled time, or if a zero income family has identified or generated income, the reexamination shall be completed and appropriate actions taken. If a reasonable anticipation of income cannot be made, another special re-examination shall be prescribed and the same procedure followed as stipulated in the preceding paragraph until a reasonable estimate can be made.
- C. Rents determined at special re-examinations shall be made effective as noted in this section.

20.12 Minimum Rent Hardship Exemptions

The MCHA shall immediately grant an exemption from application of the minimum monthly rent to any family making a proper request in writing who is unable to pay because of financial hardship, which shall include:

- (1) The family has lost eligibility for, or is awaiting an eligibility determination from a federal, state, or local assistance program, including a family that includes a member who is an alien lawfully admitted for permanent residence under the immigration and nationalization act who would be entitled to public benefits but for Title IV of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996.
- (2) The family would be evicted as a result of the implementation of the minimum rent (this exemption is only applicable for the initial implementation of a minimum rent or increase to the existing minimum rent).
- (3) The income of the family has decreased because of changed circumstance, including loss of employment.
- (4) A death in the family has occurred which affects the family circumstances.
- (5) Other circumstances which may be decided by the MCHA on a case by case basis.

All of the above must be proven by the Resident providing verifiable information in writing to the MCHA prior to the rent becoming delinquent and before the lease is terminated by the MCHA.

- B. If a resident requests a hardship exemption (**prior to the rent being delinquent**) under this section, and the MCHA reasonably determines the hardship to be of a temporary nature, exemption shall not be granted during a ninety-day period beginning upon the making of the request for the exemption. A resident may not be evicted during the ninety day period for non-payment of rent. In such a case, if the resident thereafter demonstrates that the financial hardship is of a long term basis, the MCHA shall retroactively exempt the resident from the applicability of the minimum rent requirement for such ninety day period. This Paragraph does not prohibit the MCHA from taking eviction action for other violations of the lease.

20.13 Reduction of Welfare Benefits

If the resident requests an income re-examination and the rent reduction is predicated on a reduction in tenant income from welfare, the request will be denied, but only after obtaining written verification from the welfare agency that the families benefits have been reduced because of:

- A. Noncompliance with economic self-sufficiency program or;

- B. Work activities requirements or;
- C. Because of fraud.

20.14 Exception to rent reductions

Families whose welfare assistance is reduced specifically because of fraud or failure to participate in an economic self-sufficiency program or comply with a work activities requirement will not have their rent reduced.

20.15 Disallowance of earned income from rent determination

Rent may not be increased from re-examinations and interim redeterminations as a result of the increased income due to employment during the 12-month period beginning on the date on which the employment is commenced.

Phase-in of rent increases: Upon the expiration of the 12-month period, the rent payable by a family may be increased due to the continued employment of the family member except that during the 12-month period beginning upon such expiration, the amount of the increase may not be greater than 50 percent of the amount of the total rent increase that would be applicable.

Maximum Four Year Disallowance - The disallowance of increased income of an individual family member is limited to a lifetime 48 month period. It only applies for a maximum of 12 months for 100% disallowance of rent increases and a maximum of 12 months for 50% disallowance of rent increases during the 48 month period starting from the date of initial exclusion.

Eligible families: Families described in this section are:

Families:

- (1) Whose income increases as a result of employment of a member who was previously unemployed for one or more years. A person is considered to have been unemployed if he or she has earned less money in the previous twelve months than would have been earned working 10 hours per week for 50 weeks at the established minimum wage;
- (2) Whose earned income increases during the participation of a family member in any family self-sufficiency or other job training, or
- (3) Who is, or was, within 6 months, assisted under any State program for temporary assistance for needy families funded under part A of title IV of the Social Security Act and whose earned income increases.

Applicability: This section shall apply beginning October 1, 1999, only to the extent provided in advance in appropriation Acts.

Individual Savings Account: In lieu of a disallowance of earned income under this section, upon request of a family that qualifies under this section, the MCHA may establish an individual savings account in accordance with the disallowance of earned income from rent determination. The MCHA may deposit in any savings account established under this subsection an amount equal to the total amount that otherwise would be applied to the family's rent payment under subsection 10 as a result of employment. Amounts deposited in the savings account may only be withdrawn by the family for the purpose of:

- (1) Purchasing a home;
- (2) Paying education costs of family members;
- (3) Moving out of public or assisted housing; or
- (4) Paying any other expense authorized by the MCHA for the purpose of promoting the economic self-sufficiency of residents of public and assisted housing.

20.16 Repayment Agreements

MCHA at its sole option may allow residents to repay maintenance and other charges on a set repayment schedule. Written and signed repayment agreements are usually for three months but may not exceed six months, accrue at 0% interest and if a resident misses a repayment, MCHA will take immediate action to evict the resident.

SECTION 21.0 TRANSFERS

21.1 Objectives of the Transfer Policy:

- A. To fully utilize available housing resources while avoiding overcrowding by insuring that each family occupies the appropriate size unit.
- B. To facilitate a relocation when required for modernization or other management purposes.
- C. To facilitate relocation of families with inadequate housing accommodations.
- D. To eliminate vacancy loss and other expense due to unnecessary transfers.

21.2 Types of Transfers

- A. MCHA initiated: The MCHA may at its discretion transfer residents because of an uninhabitable unit, major repairs, or other actions initiated by management. For these types of transfers the MCHA will cover the cost of the transfer pursuant to cost allowed by HUD.

- B. Transfers for Reasons of Health: Tenant may be transferred when the MCHA determines that there is a medical need for such transfers, such as inability to negotiate stairs or steps. The tenant will be required to provide a statement from a medical doctor which indicates the condition of the tenant and the MCHA reserves the right to make its own evaluation of the situation and documentation. If the MCHA determines that there is not a substantial and necessary medical need for such transfer, the request for transfer shall be treated as a convenience transfer.
- C. Convenience Transfers: The Executive Director or his/her designee may at his/her discretion permit a transfer to another housing community or public housing facility for the convenience of the tenant for good cause. However, the cost of the transfer shall be borne by the tenant. A "Transfer Charge" list is posted in the MCHA offices and is based on our contract price for maintenance and a administrative charge of \$25 for processing the transfer. The transfer charge list is updated annually by the MCHA. The MCHA will charge the actual cost of the transfer, which includes the administrative cost, the cost of preparing the unit for re-rental and, if applicable, a penalty for not turning in the keys to the old unit within 7 days of the transfer. The tenant is allowed a period of 7 days to move and turn in the keys to the old unit without being charged a penalty. If the move takes more than 7 days and the keys are not turned in the tenant will be charged a penalty of \$10 per day for each day the keys are not turned in to the MCHA. Prior to the transfer the MCHA will perform an inspection on the current unit to determine the amount of charges the tenant will be required to pay as a result of tenant caused damages, if any. All transfer charges must be paid at the time the tenant signs his/her lease and receives the keys for the new unit. The MCHA will perform a final inspection, with the tenant, on the unit that the tenant transferred from, after the keys are turned in, and a final determination will be made by the MCHA staff as to additional charges that may be due the MCHA. For example, the tenant may not have cleaned the unit properly and/or damaged the unit during the moving process. If there are any charges that are due the MCHA, as a result of this inspection, the tenant must pay for these damages within fourteen (14) days of written notice from the MCHA. The tenant must sign a transfer agreement after the MCHA has authorized the transfer and prior to the transfer.

Request for transfers for convenience must be made, in writing, to the MCHA stating the reason for the requested transfer. The MCHA will issue a decision within thirty (30) calendar days of receipt of the request, and if approved, provide the tenant with a list of the charges that will be the tenants responsibility to pay prior to the transfer.

- D. Transfers for Over/Under-housed Families to the Appropriate Unit - The MCHA may transfer residents to the appropriate sized unit and that tenants are obligated to accept such transfers. Transfers will be made in accordance with the following principles:
- (1) Determination of the correct sized apartment shall be in accordance with the MCHA's occupancy guidelines, as outlined in Occupancy Guidelines.

- (2) Transfers into the appropriate sized unit will be made within the same neighborhood unless that size does not exist on the site.
- (3) The tenant must pay for their moving expenses.

E. Transfers for Non-handicapped families living in handicapped designated units.

If the unit leased is a handicapped designated unit and the resident family occupying the unit is not a family with handicapped individuals, the resident agrees to transfer to a non-handicapped unit if and when the unit is needed for a handicapped family.

The Authority may from time to time have an excess of handicapped accessible units. In an effort to get the best use of all units, the Authority may from time to time rent a handicapped designated unit to a family that has no handicapped members. The Authority will advise the non-handicapped family of the requirements to transfer if and when a handicapped designated family is determined eligible. The non-handicapped family may be required to sign a form acknowledging they are moving into a handicapped unit and may be required to move if and when an eligible handicapped designated family needs the unit. If the non-handicapped family selected for the unit decides not to accept the unit because of the requirement to move at some date in the future, the refusal shall not count against the family.

The Authority has an obligation to transfer non-handicapped residents residing in handicapped designated units to non-handicapped designated units and that the non-handicapped families are obligated to accept such transfers. These will be made in accordance with the following principles:

- (1) Transfers into a non-handicapped designated unit will be made within the same neighborhood unless that size unit does not exist on the site.
- (2) Transfers to a non-handicapped designated unit may be made outside of the same neighborhood with resident consent or unless no vacancies are expected within the same neighborhood within the next 30 days.
- (3) The non-handicapped family may be provided with relocation assistance such as cartage of household goods, and relocation expenses, the costs and methods of which are to be determined by the Authority.
- (4) For the purposes of determining the priorities for transfers, this type of transfer shall be considered an Authority initiated transfer.

F. Priorities for transfers - All transfers must be either for health reasons, for relocation to an appropriate sized unit, approved convenience transfers, or initiated by the MCHA due to modernization work and/or other good cause as determined by the

MCHA. Priority transfers are listed below:

- (1) MCHA initiated transfers,
- (2) Transfers for health reasons,
- (3) Tenants who are under-housed by two or more bedrooms,
- (4) Tenants who are over-housed by two or more bedrooms,
- (5) Tenants who are under-housed by one bedroom,
- (6) Tenants who are over-housed by one bedroom; and,
- (7) Convenience transfers.

Within each priority type, transfers will be ranked by date. In processing transfers requested by tenants for approved health reasons or to move to a larger apartment, the date shall be that on which the changed family circumstances are verified by the Manager. The MCHA reserves the right to immediately transfer any family who has misrepresented family circumstances or composition and the family charged the posted rate for convenience transfers. Failure to pay for these charges will result in termination of the dwelling lease.

21.3 Transfer Procedures

The MCHA shall:

- A. Prepare a prioritized transfer list, as needed, at re-examination.
- B. Notify residents by letter of their pending transfer.
- C. Participate in evaluation of request for transfer based on approved medical reasons.
- D. Issue final offer of vacant apartment as soon as vacant apartment is identified.
- E. Issue notice to transfer as soon as vacant apartment is available for occupancy.
- F. Participate in planning and implementation of special transfer systems for modernization and other similar programs.
- G. Inspect both apartments involved in the transfer, charging for any resident damages that is not considered normal wear and tear.
- H. When the tenant is transferred for modernization, the cost of the transfer shall be paid by the MCHA, pursuant to cost that is allowed by HUD.

Only one offer of a unit will be made to each tenant being transferred within his/her own neighborhood. A resident being transferred outside his own neighborhood will be allowed to refuse two offers. In the case of a family being transferred from a unit which is uninhabitable, incorrectly sized or scheduled for major repairs, failure to accept the unit offered, or the second unit offered in the case of a transfer outside the neighborhood, will be grounds for eviction. When a tenant declines an offer of a transfer to a single level apartment and the tenant requested the transfer the MCHA will notify the tenant, at that time, that the MCHA is not obligated to make any subsequent offers. The MCHA will notify the tenant that the MCHA has discharged its obligations to the tenant and he/she will remain in the unit at his/her own risk, and that the MCHA assumes no liability for the tenants condition.

- I. Right of MCHA 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 shall create a property right or any other type of right for a tenant to transfer or refuse transfer.

SECTION 22.0 LEASE TERMINATION AND EVICTIONS

All Lease terminations and evictions will be processed in accordance with the MCHA's current dwelling lease and Grievance Procedure. The MCHA's Dwelling Lease and the Grievance Procedure is incorporated into this document by reference and is the guideline to be used for Lease terminations and evictions.

The dwelling lease may not cover every specific situation that warrants a lease termination; therefore, for good cause the MCHA may terminate a lease for reasons that are not specifically listed in the dwelling lease.

SECTION 23.0 COMPLAINTS AND GRIEVANCE PROCEDURES

Complaints and Grievance Procedures shall be accomplished in accordance with the MCHA approved Grievance Procedure. The grievance procedure is incorporated into this document by reference and is the guideline to be used for grievances and appeals.

SECTION 24.0 SECURITY DEPOSITS

A security deposit shall be made pursuant to a schedule posted in the MCHA office. Security deposits may be refunded as provided in the Lease and in this procedure.

SECTION 25.0 OCCUPANCY GUIDELINES

The following guidelines shall determine the number of bedrooms required to accommodate each family without overcrowding or over-housing. These guidelines may be waived only when necessary to achieve or maintain full occupancy and after every effort has been made to stimulate applications from families appropriate to the existing vacancies. Families may be assigned improper sized units **WITH THE WRITTEN UNDERSTANDING** that they must transfer to the appropriate size unit when instructed to do so by the MCHA. Otherwise, the following occupancy guidelines shall apply:

25.1 Suggested Guidelines

Number of Bedrooms	Number of Persons	
	Minimum	Maximum

1	1	2
2	1	4
3	3	6
4	4	8

- 25.2 Assignments shall be made so that, except for husband and wife and infants, persons of different sex will not occupy bedrooms over the age of five (5) years.
- 25.3 At the option of the MCHA, a child, up to the age of five years, may share a bedroom with its parent(s), but the tenant shall not be required to do so.
- 25.4 In the case of chronic illness, or other physical infirmity, a deviation from the occupancy guidelines, as presented above, is permissible when justified with evidence and documentation from a licensed physician.

SECTION 26.0 COMPLIANCE WITH EQUAL OPPORTUNITY REQUIREMENTS FOR POSTING REQUIRED INFORMATION

There shall be maintained in the MCHA's office waiting room a bulletin board, which will accommodate the following posted materials:

1. Statement of Policies and Procedures Governing Admission and Continued Occupancy Policy (ACOP) this policy also outlines the MCHA's tenant selection and assignment plan.
2. Open Occupancy Notice (Applications being Accepted and/or Not Accepted)
3. Directory of Housing Communities including names, address of project offices, number of units by bedroom size, number of units specifically designed for the elderly, handicapped, and office hours of all MCHA facilities.
4. Income Limits for Admission.
5. Utility Allowances.
6. Current Schedule of Routine Maintenance Charges.
7. Dwelling Lease.
8. Grievance Procedure.

9. Fair Housing Poster.
10. "Equal Opportunity in Employment" Poster.
11. Any current "Tenant Notices".
12. Security Deposit Charges.

SECTION 27.0 PET RULE

Per the requirements of the Quality Housing And Work Responsibility Act of 1998, the MCHA has established a Pet Policy. A copy of the Pet Policy is attached and hereby made a part of this document.

Note:
Nothing in this policy limits or impairs the rights of persons with disabilities.

SECTION 28.0 DECONCENTRATION RULE

28.1 Objective

The objective of the Deconcentration Rule for public housing units is to ensure that families are housed in a manner that will prevent a concentration of poverty families and/or a concentration of higher income families in any one development. The specific objective of the housing authority is to house no less than 40 percent of its public housing inventory with families that have income at or below 30% of the area median income by public housing development. Also the housing authority will take actions to insure that no individual development has a concentration of higher income families in one or more of the developments. To insure that the housing authority does not concentrate families with higher income levels, it is the goal of the housing authority not to house more than 60% of its units in any one development with families whose income exceeds 30% of the area median income. The housing authority will track the status of family income, by development, on a monthly basis by utilizing income reports generated by the housing authority's computer system.

28.2 Actions

To accomplish the deconcentration goals, the housing authority will take the following actions:

- A. At the beginning of each housing authority fiscal year, the housing authority will establish a goal for housing 40% of its new admissions with families whose incomes are at or below the area median income. The annual goal will be

calculated by taking 40% of the total number of move-ins from the previous housing authority fiscal year.

- B. To accomplish the goals of:
 - (1) Housing not less than 40% of its public housing inventory on an annual basis with families that have incomes at or below 30% of area median income, and
 - (2) Not housing families with incomes that exceed 30% of the area median income in developments that have 60% or more of the total household living in the development with incomes that exceed 30% of the area median income, the housing authority's Tenant Selection and Assignment Plan, which is a part of this policy, provides for skipping families on the waiting list to accomplish these goals.

SECTION 29.0 PUBLIC HOUSING COMMUNITY SERVICE REQUIREMENT

Each adult resident of a public housing development shall:

- A. Contribute 8 hours per month of community service (not including political activities) within the community in which that adult resides; or
- B. Participate in an economic self-sufficiency program for 8 hours per month.

Exempted from this requirement is anyone who:

- A. Is 62 year of age or older;
- B. Is a blind or disabled individual, as defined under Section 216(i)(1) or 1614 of the Social Security Act (42 U.S.C. 416(i)(1); 1382c), and who is unable to comply with this section, or is a primary caretaker of such individual;
- C. Is engaged in a work activity (as defined in Section 407(d) of the Social Security Act (42 U.S.C. 607(d)), as in effect on and after July 1, 1997;
- D. Meets the requirements for being exempted from having to engage in a work activity under the State program funded under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) Or under any other welfare program of the State in which the public housing agency is located, including a State-administered welfare-to-work program; or
- E. Is a family receiving assistance under a State program funded under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) or any other welfare program of the State in which the HA is located, including a State-administered welfare-to-work

program, and has not been found by the State or other administering entity to be in noncompliance with such program.

For each public housing resident subject to this requirement, the MCHA shall, 30 days before the expiration of each lease term of the resident, review and determine the compliance of the resident with this requirement for community service. Such determinations shall be made in accordance with the principles of due process and on a nondiscriminatory basis.

If the MCHA determines that a resident subject to this requirement has not complied with the requirement, the MCHA:

- A. Shall notify the resident:
 - (1) Of such noncompliance;
 - (2) That the determination of noncompliance is subject to the administrative grievance procedure; and
 - (3) That, unless the resident enters into an agreement under paragraph B below, the residents lease will not be renewed; and
- B. May not renew or extend the resident's lease upon expiration of the lease term and shall take such action as is necessary to terminate the tenancy of the household, unless the MCHA enters into an agreement, before the expiration of the lease term, with the resident providing for the resident to cure any noncompliance with this requirement, by participating in an economic self-sufficiency program for or contributing to community service as many additional hours as the resident needs to comply in the aggregate with such requirement over the 12-month term of the lease.

The MCHA may not renew or extend any lease, or provide any new lease, for a dwelling unit in public housing for any household that includes an adult member who was subject to the community service requirement and failed to comply with this requirement.

If the welfare or public assistance benefits of a covered family are reduced under a Federal, State, or local law regarding such an assistance program because of any failure of any member of the family to comply with the conditions under the assistance program requiring participation in an economic self-sufficiency program or imposing a work activities requirement, the amount required to be paid by the family as a monthly contribution toward rent may not be decreased, during the period of the reduction, as a result of any decrease in the income of the family (to the extent that the decrease in income is a result of the benefits reduction).

A reduction in benefits as a result of the expiration of a lifetime time limit for a family receiving welfare or public assistance benefits shall not be considered to be a failure to comply with the conditions under the assistance program requiring participation in an

economic self-sufficiency program or imposing a work activities requirement.

Notwithstanding any other provisions of this section, in determining the income of a family who resides in public housing, the MCHA shall consider any decrease in the income of a family that results from the reduction of any welfare or public assistance benefits received by the family under any Federal, State, or local law regarding a program for such assistance if the family (or a member thereof, as applicable) has complied with the conditions for receiving such assistance and is unable to obtain employment notwithstanding such compliance.

For purposes of this requirement, the term “economic self-sufficiency program” means any program designed to encourage, assist, train, or facilitate the economic independence of participants and their families or to provide work for participants, including programs for job training, employment counseling, work placement, basic skills training, education, workfare, financial or household management, apprenticeship, or other activities.

SECTION 30.0 CLOSING OF FILES AND PURGING INACTIVE FILES

The MCHA will purge inactive files, after they have been closed for a period of three years, with the exception of troubled cases, or cases involving a household containing a minor with a reported elevated blood-lead level.

During the term of tenancy and for three years thereafter the MCHA will keep the resident file. In addition, the MCHA must keep for at least three years the following records:

- Records with racial, ethnic, gender and disability status data for applicants and residents.
- The application from each ineligible family and the notice that the applicant is ineligible.
- HUD required reports and other HUD required files.
- Lead based paint inspection reports as required.
- Unit inspection reports.
- Accounts and other records supporting the MCHA and financial statements.
- Other records which HUD may specify.

The MCHA shall retain all data for current residents for audit purposes. No information shall be removed which may effect an accurate audit.

SECTION 31.0 PROGRAM MANAGEMENT PLAN - Organization Plan

Reference the MCHA's adopted personnel policy for the organization plan of the MCHA.

SECTION 32.0 ADDITIONAL MCHA POLICIES & CHARGES

Additional policies and charges are attached to the end of this document and are incorporated as

if fully set out herein. These policies and charges may be changed from time to time, or amended, and such changes or amendments shall be substituted in this document so as to keep this policy current. All items substituted within this document shall be kept by the MCHA in a separate file for historical and research purposes.

ATTACHMENT G

STATEMENT OF CAPITALIZATION POLICY AND CRITERIA

This Statement of Capitalization Policy is established for the Menard County Housing Authority (MCHA) by action of the Board of Commissioners on July 1, 2005.

This policy is being established for the purpose of stating the Capitalization Criteria in determining, distinguishing and recording expendable and non-expendable equipment and personal property purchased or acquired in connection with the development, management and maintenance of the Public Housing Project owned and/or operated by the Menard County Housing Authority:

1. If the initial cost of the equipment and/or personal property is **\$1,000.00** or more and the anticipated life or useful value of said equipment or property is more than one year, the same shall be capitalized and recorded as non-expendable equipment and chargeable as a capital expenditure.
2. All ranges and refrigerators, regardless of cost, shall be capitalized and recorded as non-expendable equipment and chargeable as a capital expenditure.
3. With the exception of ranges and refrigerators, if the initial cost of the equipment and/or personal property is less than **\$1,000.00** or its useful life is less than one year regardless of cost, the same shall be treated and recorded as expendable equipment and chargeable to maintenance expense.
4. The Executive Director is hereby authorized and directed to make determinations upon the purchase of equipment and other personal property that is acquired by the Authority in connection with the development, management and maintenance of the projects owned and/or operated by the Authority, the property that is expendable, non-expendable, pursuant to the criteria established in 1, 2 and 3 above, and cause the same to be documented in the appropriate records of the Authority and retained for the information and guidance of its personnel and for audit purposes.
5. The Executive Director is hereby authorized and directed to make determinations on a basis for application of the Capitalization Criteria with respect to the acquisition of non-expendable personal property, in those instances where the dollar value and/or the anticipated useful life is less than reflected in 1 2 and 3 above, but where capitalization of the specific equipment would afford, within reasonable limits, more desirable administrative control over the equipment.

PROCUREMENT POLICY

This Statement of Procurement Policy is established for the Menard County Housing Authority (MCHA) on July 1, 2005.

This Statement of Procurement Policy complies with HUD's Annual Contributions Contract (ACC), HUD Handbook 7460.8, "Procurement Handbook for Public Housing Agencies", and the procurement standards of 24 CFR 85.36.

1.0 GENERAL PROVISIONS

- 1.1 **PURPOSE.** The purpose of this Statement of Procurement Policy is to: provide a procurement system of quality and integrity; and assure that MCHA purchasing actions are in full compliance with applicable Federal standards, HUD regulations, and State and local laws.
- 1.2 **APPLICATION.** This Statement of Procurement Policy (Statement) applies to all contracts for the procurement of supplies, services and construction entered into by MCHA after the effective date of this Statement. It shall apply to every expenditure of funds by MCHA for public purchasing, irrespective of the source of funds, including contracts which do not involve an obligation of funds (such as concession contracts); however, nothing in this Statement shall prevent MCHA from complying with the terms and conditions of any grant, contract, gift or bequest that is otherwise consistent with law. The term "procurement", as used in this Statement, includes both contracts and modifications (including change orders) for construction or services, as well as purchase, lease or rental of supplies and equipment.
- 1.3 **EXECUTIVE DIRECTOR'S RESPONSIBILITIES.** The Executive Director or his/her designee shall ensure that:
 - a) procurement requirements are subject to a planning process to assure efficient and economical purchasing;
 - b) contracts and modifications are in writing, clearly specifying the desired supplies, services or construction and are supported by sufficient documentation regarding the history of the procurement, including as a minimum the method of procurement chosen, the selection of the contract type, the rationale for selecting or rejecting offers, and the basis for the contract price; and that contracts and modifications are awarded only by MCHA employees designated in writing as Contracting Officers;

- c) for procurement other than small purchases, public notice is given of each upcoming procurement; an adequate time period is provided for preparations and submission of bids or proposals; and notice of contract award is made available to the public;
- d) solicitation procedures are conducted in full compliance with Federal standards stated in 24 CFR 85.36, or State and local laws that are more stringent, provided they are consistent with 24 CFR 85.36;
- e) an independent cost estimate is prepared before solicitation issuance and is appropriately safeguarded for each procurement above the small purchase limitation, and a cost or price analysis is conducted of the responses received for all procurements;
- f) contract award is made to the responsive and responsible bidder offering the lowest price (for sealed bid contracts) or contract award is made to the offeror whose proposal offers the greatest value to MCHA, considering price, technical and other factors as specified in the solicitation (for contracts awarded based on competitive proposals), unsuccessful firms are notified within ten days (or other time period required by State or local law) after contract award;
- g) work is inspected before payment and payment is made promptly for contract work performed and accepted; and
- h) MCHA complies with applicable HUD review requirements and any local procedures supplementing this Statement.

1.4 **CONTRACTOR RESPONSIBILITY.** Procurements shall be conducted only with responsible contractors, i.e., those who have the technical and financial competence to perform and who have a satisfactory record of integrity. MCHA shall review each proposed contractor's ability to perform the contract successfully, considering factors such as the contractor's integrity (including a review of the List of Parties Excluded from Federal Procurement and Nonprocurement Programs published by the U.S. General Services Administration), compliance with public policy, record of past performance (including contacting previous clients of the contractor, such as other PHAs), and financial and technical resources. Contracts shall not be awarded to debarred, suspended or ineligible contractors.

1.5 **QUALIFIED BIDDER'S LISTS.** Interested businesses shall be given an opportunity to be included on qualified bidder's lists. Any prequalified lists of persons, firms or products which are used in the procurement of supplies and services shall be kept current and shall include enough qualified sources to ensure

competition. Firms shall not be precluded from qualifying during the solicitation period. Solicitation mailing lists of potential contractors shall include, but not be limited to, such prequalified suppliers.

- 1.6 COMPETITIVE SPECIFICATIONS. MCHA shall seek full and open competition in all of its procurement transactions. All specifications shall be drafted so as to promote overall economy for the purposes intended and to encourage competition in satisfying MCHA's needs. Specifications shall be reviewed prior to solicitation to ensure that they are not unduly restrictive or represent unnecessary or duplicative items. Functional or performance specifications are preferred. Detailed product specifications shall be avoided whenever possible. Consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase. For equipment purchases, a lease versus purchase analysis should be performed to determine the most economical form of procurement.
- 1.7 LIMITATIONS ON COMPETITION. The following specification limitations shall be avoided: geographic restrictions not mandated or encouraged by applicable Federal law (except for architect-engineer contracts, which may include geographic location as a selection factor if adequate competition is available); unnecessary bonding or experience requirements; brand name specifications (unless a written determination is made that only the identified item will satisfy MCHA's needs); brand name or equal specifications (unless they list the minimum essential characteristics and standards to which the item must conform to satisfy its intended use). Nothing in this procurement policy shall preempt any State licensing laws. Specifications shall be scrutinized to ensure that organizational conflicts of interest do not occur (for example, having a consultant perform a study of MCHA's computer needs and then allowing that consultant to compete for the subsequent contract for the computers).
- 1.8 COOPERATIVE PURCHASING. MCHA may enter into State and local intergovernmental agreements to purchase or use common goods and services. The decision to use intergovernmental agreement or conduct a direct procurement shall be based on economy and efficiency. If used, the intergovernmental agreement shall stipulate who is authorized to purchase on behalf of the participating parties and shall specify inspection, acceptance, termination, payment and other relevant terms and conditions. PHAs are encouraged to use Federal and State excess and surplus property instead of purchasing new equipment and property whenever such use is feasible and reduces project costs.

2.0 PROCUREMENT METHODS

2.1 SMALL PURCHASE PROCEDURES

- 2.1.1 **General.** Any contract not exceeding \$100,000 may be made in accordance with the small purchase procedures authorized in this section. Contract requirements shall not be artificially divided so as to constitute a small purchase under this section.
- 2.1.2 **Petty Cash Purchases.** Small purchases under \$500.00 that can be satisfied by local sources may be processed through the use of a petty cash account. The Contracting Officer shall ensure that: the account is established in an amount sufficient to cover small purchases made during a reasonable period (e.g., one week); security is maintained and only authorized individuals have access to the account; the account is periodically reconciled and replenished by submission of a voucher to MCHA's finance officer; and, the account is periodically audited by the finance officer or designee to validate proper use and to verify that the account total equals cash on hand plus the total of accumulated vouchers.
- 2.1.3 **Small Purchases of \$2,500 or less.** For small purchases below \$2,500, only one quotation needs to be solicited if the price received is considered reasonable. Such purchases may be distributed equitably among qualified sources. If practicable, a quotation shall be solicited from other than the previous source before placing a repeat order.
- 2.1.4 **Small purchases over \$2,500.** For small purchases in excess of \$2,500, but not exceeding \$100,000, no less than three offerors shall be solicited to submit price quotations, which may be obtained orally, by telephone, or in writing, as allowed by State or local laws. Award shall be made to the offeror providing the lowest acceptable quotation, unless justified in writing based on price and other specified factors, such as for architect-engineer contracts. If non-price factors are used, they shall be disclosed to all those solicited. The names, addresses and/or telephone numbers of the offerors and persons contacted, and the date and amount of each quotation shall be recorded and maintained as a public record (unless otherwise provided in State or local law).

2.2 SEALED BIDDING

- 2.2.1 **Conditions for Use.** Contracts shall be awarded based on competitive sealed bidding if the following conditions are present: a complete, adequate and realistic specification or purchase description is available; two or more

responsible bidders are willing and able to compete effectively for the work; the procurement lends itself to a firm fixed price contract; and the selection of the successful bidder can be made principally on the basis of price. Sealed bidding is the preferred method for construction procurement. For modernization projects, sealed bidding shall be used for all construction and equipment contracts exceeding the small purchase limitation. For professional services contracts, sealed bidding should not be used.

2.2.2 Solicitation and Receipt of Bids. An invitation for bids shall be issued including specifications and all contractual terms and conditions applicable to the procurement, including a statement that award will be made to the lowest responsible and responsive bidder whose bid meets the requirements for the invitation for bids. The invitation for bids shall state the time and place for both the receipt of bids and the public bid opening. All bids received shall be time-stamped but not opened and shall be stored in a secure place until bid opening. A bidder may withdraw its bid at any time prior to bid opening.

2.2.3 Bid Opening and Award. Bids shall be opened publicly, an abstract of bids shall be recorded and the bids shall be available for public inspection. If equal low bids are received from responsible bidders, award shall be made by drawing lots or similar random method, unless otherwise provided in State or local law and stated in the invitation for bids. If only one responsive bid is received from a responsible bidder, award shall not be made unless a cost or price analysis verifies the reasonableness of the price.

2.2.4 Mistakes in Bids.

a) Correction or withdrawal of inadvertently erroneous bids may be permitted, where appropriate, before bid opening by written or telegraphic notice received in the office designated in the invitation for bids prior to the time set for bid opening. After bid opening, corrections in bids shall be permitted only if the bidder can show by clear and convincing evidence that a mistake of a nonjudgmental character was made, the nature of the mistake and the bid price actually intended. A low bidder alleging a nonjudgmental mistake may be permitted to withdraw its bid if the mistake is clearly evident on the face of the bid document but the intended bid is unclear or the bidder submits convincing evidence that a mistake was made.

b) All decisions to allow correction or withdrawal of bid mistakes shall be supported by a written determination signed by the Contracting Officer. After bid opening, no changes in bid prices or other

provisions of bids prejudicial to the interest of MCHA or fair competition shall be permitted.

2.2.5 Bonds. In addition to the other requirements of this Statement, the following requirements apply:

- a) For construction contracts exceeding \$100,000, other than those specified in 5b and 5c below, contractors shall be required to submit the following, unless otherwise required by State or local laws or regulations:
 - (1) a bid guarantee from each bidder equivalent to 5% of the bid price; and
 - (2) a performance bond for 100% of the contract price; and
 - (3) a payment bond for 100% of the contract price.

- b) In the case of construction of conventional development projects funded pursuant to the U.S. Housing Act of 1937, the contractor shall be required to submit the following, unless otherwise required by State or local laws or regulations:
 - (1) a bid guarantee from each bidder equivalent to 5% of the bid price; and
 - (2) one of the following:
 - (i) a performance and payment bond for 100% of the contract price; or
 - (ii) a 20% cash escrow; or
 - (iii) a 25% irrevocable letter of credit.

- c) In the case of construction under the Comprehensive Improvement and Assistance Program (CIAP) funded pursuant to the U.S. Housing Act of 1937, for any contract over \$100,000, the contractor shall be required to submit the following, unless otherwise required by State or local laws or regulations:
 - (1) a bid guarantee from each bidder equivalent to 5% of the bid price; and

- (2) one of the following:
 - (i) a performance and payment bond for 100% of the contract price; or
 - (ii) separate performance and payment bonds, each for 50% or more of the contract price; or
 - (iii) a 20% cash escrow; or
 - (iv) a 25% irrevocable letter of credit.

2.3 COMPETITIVE PROPOSALS

- 2.3.1 Conditions for Use. Competitive proposals (including turnkey proposals for development) may be used if there is an adequate method of evaluating technical proposals and where MCHA determines that conditions are not appropriate for the use of sealed bids. An adequate number of qualified sources shall be solicited (normally, at least 3).
- 2.3.2 Solicitation. The request for proposals (RFP) shall clearly identify the relative importance of price and other evaluation factors and subfactors, including the weight given to each technical factor and subfactor. A mechanism for fairly and thoroughly evaluating the technical and price proposals shall be established before the solicitation is issued. Proposals shall be handled so as to prevent disclosure of the number of offerors, identity of the offerors and the contents of their proposals. The proposals shall be evaluated only on the criteria stated in the request for proposal.
- 2.3.3 Negotiations. Unless there is no need for negotiations with any of the offerors, negotiations shall be conducted with offerors who submit proposals determined to have a reasonable chance of being selected for award, based on evaluation against the technical and price factors as specified in the RFP. Such offerors shall be accorded fair and equal treatment with respect to any opportunity for negotiation and revision of proposals. The purpose of negotiations shall be to seek clarification with regard to and advise offerors of the deficiencies in both the technical and price aspects of their proposals so as to assure full understanding of and conformance to the solicitation requirements. No offeror shall be provided information about any other offeror's proposal, and no offeror shall be assisted in bringing its proposal up to the level of any other proposal. Offerors shall not be directed to reduce their proposed prices to a specific amount in order to be considered for

award. A common deadline shall be established for receipt of proposal revisions based on negotiations.

2.3.4 Award. After evaluation of proposal revisions, if any, the contract shall be awarded to the responsible firm whose qualifications, price and other factors considered, are the most advantageous to MCHA.

2.3.5 Architect/Engineer Services. Architect/engineer services in the excess of the small purchase limitation may be obtained by qualifications-based selection procedures. Sealed bidding, however should not be used to obtain architect/engineer services. Under qualification-based selection procedures, competitors' qualifications are evaluated and the most qualified competitor is selected, subject to the negotiation of fair and reasonable compensation. Price is not used as a selection factor under this method. Qualifications-based selection procedures shall not be used to purchase other types of services even though architect-engineer firms are potential sources.

2.4 NONCOMPETITIVE PROPOSALS

2.4.1 Conditions for use. Procurements shall be conducted competitively to the maximum extent possible. Procurement by noncompetitive proposals may be used only when the award of a contract is not feasible using small purchase procedures, sealed bids or competitive proposals, and one of the following applies:

- a) The item is available only from a single source, based on a good faith review of available sources;
- b) An emergency exists that seriously threatens the public health, welfare or safety, or endangers property, or would otherwise cause serious injury to MCHA, as may arise by reason of flood, earthquake, epidemic, riot, equipment failure or similar event. In such cases, there must be an immediate and serious need for supplies, services or construction such that the need cannot be met through any other procurement methods, and the emergency procurement shall be limited to those supplies, services or construction necessary to meet the emergency;
- c) HUD authorizes the use of noncompetitive proposals; or
- d) After solicitation of a number of sources, competition is determined inadequate.

2.4.2 Justification. Each procurement based on noncompetitive proposals shall be supported by a written justification for using such procedures.

2.4.3 Price Reasonableness. The reasonableness of the price for all procurements based on noncompetitive proposals shall be determined by performing a cost analysis, as described in paragraph 2.5 below.

2.5. COST AND PRICE ANALYSIS

2.5.1 General. Some form of cost or price analysis shall be performed for all procurement actions, including contract modifications, using the procedures described in HUD Handbook 2210.18. The method of analysis shall be determined as follows. The degree of analysis shall depend on the facts surrounding each procurement.

2.5.2 Submission of Cost or Pricing Information. If the procurement is based on noncompetitive proposals, or when only one offer is received, or for other procurements as deemed necessary by MCHA (e.g., when contracting for professional, consulting or architect/engineer services) the offeror shall be required to submit:

- a) a cost breakdown showing projected costs and profit;
- b) commercial pricing and sales information, sufficient to enable MCHA to verify the reasonableness of the proposed price as a catalog or market price of a commercial product sold in substantial quantities to the general public; or
- c) documentation showing that the offered price is set by law or regulation.

2.5.3 Cost Analysis. Cost analysis shall be performed if an offeror/contractor is required to submit a cost breakdown as part of its proposal. When a cost breakdown is submitted: a cost analysis shall be performed of the individual cost elements; MCHA shall have the right to audit the contractor's books and records pertinent to such costs; and profit shall be analyzed separately. Costs shall be allowable only to the extent that they are consistent with applicable Federal cost principles (for commercial firms, Subpart 31.2 of the Federal Acquisition Regulation, 48 CFR Chapter 1). In establishing profit, MCHA shall consider factors such as the complexity and risk of the work involved, the contractor's investment and productivity, the amount of subcontracting, the quality of past performance, and industry profit rates in the area for similar work.

2.5.4 Price Analysis. For competitive procurements in which cost or pricing information is not required of contractors, MCHA shall perform a comparison of prices received in relation to the independent cost estimate, to ensure that the price being paid is reasonable.

2.6 CANCELLATION OF SOLICITATIONS. An invitation for bids, request for proposals or other solicitation may be canceled before offers are due if: MCHA no longer requires the supplies, services or construction; MCHA can no longer reasonably expect to fund the procurement; proposed amendments to the solicitation would be of such magnitude that a new solicitation would be desirable; or similar reasons. The reasons for cancellation shall be documented in the procurement file and the reasons for cancellation and/or rejection shall be provided upon request to any offeror solicited.

3.0. TYPES OF CONTRACTS, CLAUSES AND CONTRACT ADMINISTRATION

3.1 CONTRACT TYPES. Any type of contract which is appropriate to the procurement and which will promote the best interests of MCHA may be used, provided that the cost-plus-a-percentage-of-cost and percentage of construction cost methods are prohibited. All procurements shall include the clauses and provisions necessary to define the rights and responsibilities of the parties. A cost reimbursement contract shall not be used unless: it is likely to be less costly or it is impracticable to satisfy MCHA's needs otherwise; the proposed contractor's accounting system is inadequate to allocate costs in accordance with applicable cost principles (for commercial firms, see HUD Handbook 2210.18); and the contractor is paid only allowable costs. A time and material contracts may be used only if a written determination is made that no other contract type is suitable, and the contract includes a ceiling price that the contractor exceeds at its own risk.

3.2 OPTIONS. Options for additional quantities or performance periods may be included in contracts, provided that: (i) the option is contained in the solicitation, (ii) the option is a unilateral right of MCHA; (iii) the contract states a limit on the additional quantities and the overall term of the contract; (iv) the options are evaluated as part of the initial competition; (v) the contract states the period within which the options may be exercised; (vi) the options may be exercised only at the price specified in or reasonably determinable from the contract; and (vii) the options may be exercised only if determined to be more advantageous to MCHA than conducting a new procurement.

3.3 CONTRACT CLAUSES. In addition to containing a clause identifying the contract type, all contracts shall include any clauses required by Federal statutes, executive orders and their implementing regulations, as provided in 24 CFR 85.36(i), such as the following:

- a) Termination for convenience,
- b) Termination for default,
- c) Equal Employment Opportunity,
- d) Anti-Kickback Act,
- e) Davis-Bacon Act,
- f) Contract Work Hours and Safety Standards Act,
- g) Reporting requirements,
- h) Patent rights,
- i) Rights in data,
- j) Examination of records by Comptroller General, and retention of records for three years after closeout,
- k) Clean air and water,
- l) Energy efficiency standards,
- m) Bid protests and contract claims,
- n) Value engineering, and
- o) Payment of funds to influence certain Federal transactions.

3.4 CONTRACT ADMINISTRATION. A contract administration system designed to insure that contractors perform in accordance with their contracts shall be maintained. The system shall include procedures for inspection of supplies, services or construction, as well as monitoring contractor performance, status reporting on construction contracts, and similar matters.

4.0 APPEALS AND REMEDIES

4.1 GENERAL. It is MCHA's policy to resolve all contractual issues informally at the Authority level without litigation. Disputes shall not be referred to HUD until all administrative remedies have been exhausted at the Authority level. When appropriate, MCHA may consider the use of informal discussions between the parties by individuals who did not participate substantially in the matter in dispute, to help resolve the differences. HUD will only review protests in cases of violations of Federal law or regulations and failure of MCHA to review a complaint or protest.

4.2 BID PROTESTS. Any actual or prospective contractor may protest the solicitation or award of a contract for serious violations of the principles of this Statement. Any protest against a solicitation must be received before the due date for receipt of bids or proposals, and any protest against the award of a contract must be received within

ten calendar days after contract award, or the protest will not be considered. All bid protests shall be in writing, submitted to the Contracting Officer or designee, who shall issue a written decision on the matter. The Contracting Officer may, at his or her discretion, suspend the procurement pending resolution of the protest, if warranted by the facts presented.

- 4.3 CONTRACT CLAIMS. All claims by a contractor relating to performance of a contract shall be submitted in writing to the Contracting Officer or designee for a written decision. The contractor may request a conference on the claim. The Contracting Officer's decision shall inform the contractor of its appeal rights.

5.0 ASSISTANT TO SMALL AND OTHER BUSINESSES

- 5.1 REQUIRED EFFORTS. Consistent with Presidential Executive Orders 11625, 12138 and 12432, and Section 3 of the HUD Act of 1968, MCHA shall make efforts to ensure that small and minority-owned businesses, women's business enterprises and individuals or firms located in or owned in substantial part by persons residing in the area of a MCHA project are used when possible. Such efforts shall include, but shall not be limited to:

- a) Including such firms, when qualified, on solicitation mailing lists;
- b) Encouraging their participation through direct solicitation of bids or proposals whenever they are potential sources;
- c) Dividing total requirements, when economically feasible, into smaller tasks or qualities to permit maximum participation by such firms;
- d) Establishing delivery schedules, where the requirement permits, which encourage participation by such firms;
- e) Using the services and assistance of the Small Business Administration and the Minority Business Development Agency of the Department of Commerce;
- f) Including in contracts a clause requiring contractors, to the greatest extent feasible, to provide opportunities for training and employment for lower income residents of the project area and to award subcontracts for work in connection with the project which are located in, or owned in substantial part, by persons residing in the area of the project, as described in 24 CFR 135;

- g) Requiring prime contractors, when subcontracting is anticipated, to take positive steps listed in 1 through 6 above.

5.2 DEFINITIONS

- 5.2.1 A small business is defined as a business which is: independently owned; not dominant in its field of operation; and not an affiliate or subsidiary of a business dominant in its field of operation. The size standards in 13 CFR 121 shall be used, unless MCHA determines that their use is inappropriate.
- 5.2.2 A minority-owned business is defined as a business which is at least 51% owned by one or more minority group members; or in the case of a publicly owned business, one in which at least 51% of its voting stock is owned by one or more minority group members, and whose management and daily business operations are controlled by one or more such individuals. Minority group members include, but are not limited to Black Americans, Hispanic Americans, Native Americans, Asian Pacific Americans, Asian Indian Americans and Hasidic Jewish Americans.
- 5.2.3 A women's business enterprise is defined as a business that is at least 51% owned by a woman or women who are U.S. citizens and who also control or operate the business.
- 5.2.4 A business concern located in the area of the project is defined as an individual or firm located within the relevant Section 3 covered project area, as determined pursuant to 24 CFR 135.15, listed on HUD's registry of eligible business concerns, and meeting the definition of small business above. A business concern owned in substantial part by persons residing in the area of the project is defined as a business concern which is 51% or more owned by persons residing within the Section 3 covered project, owned by persons considered by the U.S. Small Business Administration to be socially or economically disadvantaged, listed on HUD's registry of eligible business concerns, and meeting the definition of small business above.

6.0 ETHICS IN PUBLIC CONTRACTING

- 6.1 GENERAL. MCHA shall adhere to the following code of conduct and shall establish a system of sanctions for violations, consistent with applicable State or local law.
- 6.2 CONFLICT OF INTEREST. No employee, officer or agent of MCHA shall participate directly or indirectly in the selection or in the award or administration of

any contract if a conflict, real or apparent, would be involved. Such conflict would arise when a financial or other interest in a firm selected for award is held by:

- a) An employee, officer or agent involved in making the award;
- b) His/her relative (including father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother or half sister);
- c) His/her partner; or,
- d) An organization which employs, is negotiating to employ, or has an arrangement concerning prospective employment of any of the above.

6.3 GRATUITIES, KICKBACKS AND USE OF CONFIDENTIAL INFORMATION. MCHA officers, employees or agents shall not solicit or accept gratuities, favors or anything of monetary value from contractors, potential contractors or parties to subcontract, and shall not knowingly use confidential information for actual or anticipated personal gain.

6.4 PROHIBITION AGAINST CONTINGENT FEES. Contractors shall not retain a person to solicit or secure a MCHA contract for a commission, percentage, brokerage or contingent fee except for bona fide employees or bona fide established commercial selling agencies.

7.0 ALTERNATIVE PROCUREMENT PROCESS POLICY FOR RESIDENT OWNED BUSINESS

7.1 AUTHORITY FOR POLICY: Alternative Procurement Process for Resident Owned Business is defined in 24CFR Part 963 – Public Housing – Contracting with Resident Owned Businesses

7.2 ELIGIBILITY: To be eligible, a resident owned business must meet the following requirements and must submit evidence of fact to the Menard County Housing Authority.

- Legally formed business as evidenced by Secretary of State certificate or city/county business license
- Resident Owned business as evidenced by disclosure of all business owners, officers and investors. The business shall submit such evidence as required by

the Authority that the owners, officers and investors identified as public housing residents currently reside in public housing within Menard County. The business must be 51% or more owned by a Menard County Housing Authority public housing resident to qualify.

- Capable of Handling the Contract. The business shall submit sufficient evidence, to the satisfaction of the Authority, that the business has the ability to successfully fulfill the contract requirements in a timely manner.
- Total Contract Amounts under the Alternative Procurement Process Policy. The business shall submit a certification as to the total number of contracts and total dollar amounts awarded and received under the Alternative Procurement Process.

7.3 LIMITATIONS ON ALTERNATIVE PROCUREMENT CONTRACT

AWARDS: A resident owned business is not eligible to participate in the Alternative Procurement Process if the business has received under this process one or more contracts with a total combined dollar value of \$1,000,000.

7.4 PROCUREMENT LIMITED TO RESIDENT OWNED BUSINESS: The Menard County Housing Authority's Board of Commissioners must approve what, if any, services or contracts will be subject to procurement under the Alternative Procurement Process for Resident Owned Business. Typical services and contracts may include, but are not limited to: vacancy prep, routine cleaning, painting, mowing, snow removal

7.5 INDEPENDENT COST ESTIMATE: An award shall not be made to a resident owned business if the contract amount exceeds the independent cost estimate required by 24CFR 85.36 (f) and the price normally paid by the Authority for comparable services.

7.6 PROCUREMENT PROCESS: With the exception of limiting the procurement to resident owned businesses, the Authority shall follow all other Agency procurement policies, procedures and requirements when contracting with a resident owned business.

7.7 RECORD KEEPING: In addition to the record keeping requirements imposed by 24CFR 85.36 (i), the Authority shall also maintain the following records:

- Direct mailings to residents advertising for price quotes, proposals, bids, etc
- Resident owned business responses
- Response evaluations
- Basis for contract award

- Independent cost estimate
- Proof of eligibility
- Resident Owned Business Certificate of contract awards under Alternative Procurement Process
- Contract award document

Personnel Policy Manual
Menard County Housing Authority

Date Adopted _____

Date Revised _____

ACKNOWLEDGMENT OF RECEIPT

I have received a copy of the Personnel Policy Manual of the Menard County Housing Authority and recognize that it is my responsibility to read the policies, practices, and rules contained therein. I agree to comply with all terms of the Policy Manual during my employment with the Housing Authority. I agree and acknowledge that I have no expectation or promise of continued employment or employment for any specific length of time. Further, I agree and acknowledge that this Personnel Policy Manual is not a contract of employment.

The Menard County Housing Authority reserves the right to change or modify any portion of these personnel policies at any time. I agree and acknowledge that I will abide by such policies and any changes and modifications as and when made.

Employee Signature

Date

Executive Director Signature

Date

This form must be signed by the employee and the Executive Director; the original filed in the employee's personnel file, and a copied retained by the employee in his/her Manual.

**WELCOME TO THE
MENARD COUNTY HOUSING AUTHORITY**

The Menard County Housing Authority (MCHA) stresses the need for outstanding people and recognizes that such employees are the key to our success. To ensure continued success, it is important that all employees understand the policies and procedures that have been adopted by the Authority. This Policy Manual will familiarize you with the various aspects of working with the Housing Authority. You are encouraged to use this Manual to gain an understanding of the Authority's position on many personnel and related issues. The Personnel Policy Manual will serve as a valuable resource throughout your career with the agency.

If you have any questions, please do not hesitate to ask them of either your supervisor or any member of the management team.

My best wishes to you and thank you for taking this first step towards familiarizing yourself with the Menard County Housing Authority.

Executive Director

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APPENDIX

1.0 GENERAL POLICIES

1.1 Introduction

The policies, practices, and benefits of the Menard County Housing Authority are explained in this manual. The manual shall be used as a reference for all employees. The policies contained in this document are continuously reviewed and will be changed from time to time. Employees with questions regarding personnel policies should always check with the Executive Director for the most current ones. Authority benefit plans are defined in legal documents such as insurance contracts, official plan texts and trust agreements. This means that if questions ever arise about the nature and extent of plan benefits or if there is conflicting language, the formal language of the plan documents govern, not the informal wording of this policy. Plan documents are available for inspection in the administrative office.

1.2 Ethical Standards

The Menard County Housing Authority conducts its business activities with integrity, fairness, and in accordance with the highest ethical standards. Employees are obligated to continue to uphold these standards in every business activity. If there is ever any doubt whether an activity meets the ethical standards of the Authority or compromises its reputation, the problem should be discussed with the Executive Director.

1.3 Open Door Policy

Employees are encouraged to share concerns, seek information, provide input, and resolve problems within the department. When appropriate, employees should consult with their supervisor toward those ends. Supervisors are expected to listen to employee concerns, to encourage their input, and to seek resolution to any work-related problems.

1.4 Suggestions

If you have any suggestions or ideas that you feel would benefit the Menard County Housing Authority, we would encourage you to tell us about them. We are always looking for suggestions that improve methods, procedures and working conditions, reduce costs or errors, and benefit the Authority and its employees.

1.5 Orientation

New employees shall report to the administrative office before starting work to allow for completion of necessary forms and to begin the orientation process. At that time, each new employee shall be presented with a copy of the Personnel Policy, information on fringe benefits, and a job description.

Supervisors will be responsible for the orientation of the employee to the job, and the Executive Director will be responsible for orienting the employee to Authority policies and procedures. During the probationary period, the employee will attend an orientation session to ensure that the employee is reading, understanding, and following Authority policies and procedures. It is the responsibility of each employee to take action to become acquainted with the policies, procedures, and rules of the Housing Authority.

1.6 Addendum

The Authority Personnel Policy Manual is intended to provide a general overview of the Authority and information regarding policies and benefits. Due to the continuously changing environment of Public Housing, some policies and benefit programs currently in effect may be added, revised, suspended, or eliminated by the Housing Authority in response to business needs or changing legal requirements. If requested by an affected employee, a hearing shall be called so employees may voice their opinions of the proposed change or changes. A hearing must be requested within five working days of notification of any changes. Such hearing shall be held within ten (10) days of the request, and no change shall be effective until after the hearing is held. The hearing will be conducted by the Executive Director. The decision of the Executive Director will be final.

2.0 ADMINISTRATIVE POLICIES

2.1 Equal Employment Opportunity

The Equal Employment Opportunity Policy applies to all departments of the Menard County Housing Authority. The Authority maintains a strong policy of equal employment opportunity for all employees and applicants for employment. We hire, train, promote, and compensate employees on the basis of personal competence and potential for advancement without regard for race, creed, color, religion, sex, national origin, age, marital status, disability, citizenship, or any political affiliation, as well as other classifications protected by applicable state, federal, and/or local laws.

Efforts will be made to ensure that the Menard County Housing Authority workforce is representative of the available labor pool throughout all levels of the organization. Such efforts may include recruitment of minorities in order to provide for a more representative workforce.

Our equal employment opportunity philosophy applies to all aspects of employment with Menard County Housing Authority including recruiting, hiring, training, transferring, promoting, job benefits, pay, dismissal, and social and recreational activities.

2.2 The Americans With Disabilities Act

The Americans with Disabilities Act (ADA) was signed into law on July 26, 1990. In accordance with the Act, the Menard County Housing Authority shall hire, promote, train, and compensate employees based on personal competence and potential for advancement. The Act prohibits discrimination against “qualified individuals with disabilities”.

The Menard County Housing Authority shall not discriminate against people with disabilities in regard to any employment practices, terms, conditions or privileges of employment. All aspects of the employment process are covered by the Act, including:

- application
- testing
- hiring
- assignments
- evaluation
- disciplinary actions
- training
- promotion
- medical examination
- layoff
- termination
- compensation
- leave
- benefits

The Authority shall provide reasonable accommodations which will permit disabled persons to work and advance in careers. Further, any contracts or business arrangements that discriminate against the disabled are prohibited. The Executive Director is responsible for handling all ADA and related issues.

2.3 Harassment

It is illegal to harass others on the basis of their sex, age, race, color, national origin, religion, marital status, citizenship, disability and other personal characteristics. Harassment includes, but is not limited to, making offensive or derogatory remarks, “jokes”, and, of other verbal, physical and visually offensive behavior.

The harassment of another employee will lead to disciplinary action, up to and including immediate termination, in cases of gross misconduct.

Any employee who believes he/she has been harassed should speak first with his or her supervisor, or if speaking to the supervisor is not feasible under the circumstances, to the Executive Director, in an attempt to reach a resolution. It is the supervisor’s duty to listen to such complaints and to refer them to the appropriate authority. Any reports of harassment must be immediately reported by supervisors to the Executive Director.

Sexual Harassment

Sexual harassment is also prohibited. Sexual harassment is defined as: 1) threats or insinuation to an individual (employee or resident), either explicitly or implicitly, that employee’s refusal to submit to sexual advances will adversely affect the employee’s employment, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or career development; or in the case of a resident his/her tenancy: 2) intimidation, ridicule, or insult of an employee that is sufficiently severe or pervasive as to alter the conditions of the employee’s employment by creating an abusive work environment.

Each supervisor has a responsibility to take all steps possible to maintain the work place free of any form of sexual harassment. No supervisor is to threaten or insinuate, either explicitly or implicitly, that an employee’s refusal to submit to sexual advances will adversely affect the employee’s condition of employment as outlined in the preceding paragraph. Further, no employee is to sexually harass Authority residents. No Authority employee is to threaten or insinuate, either explicitly or implicitly, that a resident’s refusal to submit to sexual advances will adversely affect the employee’s condition of occupancy. Failure to follow this policy will be cause for disciplinary action.

Examples of sexual harassment include, but are not limited to:

- a) Sexual flirtations, touching, advances, or propositions, repeated requests for dates;
- b) Verbal abuse of a sexual nature; dirty jokes;

- c) Graphic or suggestive comments about an individual's dress or body;
- d) Display in the work place of sexually suggestive objects or pictures, including nude photographs.

2.4 Immigration and Naturalization Service (INS) Compliance

As required by the Immigration Reform and Control Act of 1986, all employees hired after November 6, 1986, will provide the necessary documentation to verify employment eligibility. Eligibility forms shall be completed at the time of hire.

2.5 Employment Categories

It is the intent of the Housing Authority to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified time period.

Each employee is designated as either NON-EXEMPT or EXEMPT from federal and state wage and hour laws. NON-EXEMPT employees are entitled to overtime pay under the specific provisions of the Fair Labor Standards Act (FLSA). EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws.

In addition to the above categories, each employee will belong to one other employment category:

Probationary An employee hired to fill a regular position. This employee shall complete a probationary period of six (6) months during which time he/she will be evaluated for regular employment. Probationary employees are subject to all rules and regulations in the Personnel Policies.

Regular An employee who satisfactorily passes the probationary period and attains a regular status. Regular employees are subject to all rules and regulations and entitled to all benefits and rights outlined in the Personnel Policies.

Temporary The majority of the employee's time is spent performing specific tasks or filling a specific need at the convenience of the Authority. This type of position will be created to complete a special project or to handle a short-term increase in the work load. The work week for a temporary employee would generally consist of 40 hours. While legally mandated benefits such as workers' compensation apply, paid time off leave and fringe benefits do not apply unless the position is created to last longer than **twelve (12)** months. At that point, the

level and degree of benefits to be applied would necessarily be decided by the Executive Director and approved by the Board of Commissioners.

Full-time

Includes employees who work 40 hours per week.

Part-time

Employees may be appointed on a part-time basis to work less than the normal prescribed work week, but on a regular basis. If employed at least 20 hours per week on a regularly scheduled basis, they are entitled to such rights and benefits as are authorized in these policies, or as may be provided by resolution of the Board of Commissioners.

Contracted Persons

Individuals in this classification are not employees. They are independent contractors. Leave and fringe benefit portions of this policy do not apply. These issues are separately addressed in contractual agreements. However, other portions of the personnel policies may be used as a guide in dealing with contracted persons. Contracted individuals may be utilized to perform specific tasks or work for short time periods, but are differentiated from temporary employees in that they are not eligible for benefits.

All persons employed shall be advised of position, employment status/category, and benefits at the time of hire.

2.6 Organization and Authority

All positions shall be established in accordance with an organization plan clearly setting forth areas of responsibility and authority. The organization plan places primary responsibility for the operation of the Authority on the Executive Director, who is appointed by the Board of Commissioners. The Executive Director shall prepare an organizational chart showing lines of authority and decision making responsibility. Authority to employ, promote, transfer, demote, and terminate personnel shall be vested in the Executive Director and other individuals formally designated in writing to act for him/her.

All employees shall be informed of their level of authority and responsibilities at the time they assume their duties and shall be given the necessary authority to perform assigned tasks. Employees shall be given clear, concise job descriptions when employment begins. Job descriptions shall be reviewed and updated as needed. This shall be done in consultation with the employee in each position. Substantive changes to the organizational charts or job descriptions shall be approved by the Board of Commissioners. The following is a listing of all Authority positions:

<u>Position</u>	<u>Status</u>	<u>FLSA Status</u>
<i>Administrative</i>		
Executive Director	Regular Full time	Exempt
Financial Manager	Regular Full time	Exempt
Housing Programs Coordinator	Regular Full time	Exempt
FSS Coordinator	Regular Full time	Exempt
Housing Specialist	Regular Full time	Non exempt
Admissions/Office Support Specialist	Regular Full time	Non exempt
<i>Maintenance</i>		
Maintenance /CFP Coordinator	Regular Full time	Exempt
Working Maintenance Foreman	Regular Full time	Non exempt
Maintenance Mechanic	Regular Full time	Non exempt
Casual Laborer	Temporary	Non exempt

2.7 Policy Administration

Amendment of any provisions of this Personnel Policy shall be upon Resolution of the Board of Commissioners. All Changes and revisions made to this policy will become effective as of the date deemed appropriate by the Board of Commissioners. The "Revised Date" on the cover of the Manual will be modified to reflect the appropriate effective dates.

The Executive Director shall have primary responsibility for enforcing the provisions and purposes of this Personnel policy. Each employee is individually responsible for following all Personnel Policy provisions and procedures. This Resolution will become effective and in full force upon the date of acceptance by the Board of Commissioners.

A master copy of the Personnel Policy will be kept in the Executive Director's office. In the event of a discrepancy between any copies, the master copy will be considered the correct copy. Additional official copies of the Personnel Policy will be kept in the office of the Executive Director. Copies of any amendments will be made available to all employees.

2.8 Recruitment and Selection

2.8.1 Vacant Positions

Supervisors shall be responsible for notifying the Executive Director of vacant, or soon to be vacant, authorized positions in their department. The Executive Director shall review the information and determine whether the vacancy should be filled

2.8.2 Recruitment for Vacant Positions

All employment vacancies shall be posted on employee bulletin boards to allow current employees an opportunity for advancement. A person designated by the Executive Director shall post announcements or use other means as necessary to assure the Housing Authority shall obtain well qualified candidates for all positions. The announcement shall specify the title of the vacant position, any minimum qualification requirements, the manner of making an application, the final date on which applications shall be received, if necessary, and other pertinent information. Every reasonable effort shall be made to publicize vacancies so that all interested persons are informed and qualified persons are attracted to compete.

2.8.3 Application Forms

Applications shall be made on Housing Authority application forms as directed in the position announcement. Such application forms shall include information covering education, training, experience, and other pertinent factors. Resumes may be accepted during the job posting period, but the Housing Authority application form must be completed prior to an offer of employment.

2.8.4 Pre-Employment Physical Examination

The Housing Authority may not conduct or seek to make an inquiry as to whether an applicant has a disability or the nature or severity of the disability. The Housing Authority may require applicants for employment to take a pre-employment physical examination, provided that all entering employees in the job classification must take such an examination regardless of whether or not they have a disability. The scope of the medical examination should be limited to the physical requirements of the position. All information obtained with respect to pre-employment physical examinations shall be kept confidential.

2.8.5 Bonding

If the position to be filled requires that the employee be bonded, the applicant(s) in question must demonstrate such capability.

2.8.6 Disqualification

The Executive Director or a designated employee may remove from further consideration the application of an applicant who:

- a) Does not meet the minimum qualifications established for the position.
- b) Has a disability that would prevent satisfactory performance of the essential functions of the job and could not be handled through reasonable accommodation.

- c) Has made false statements of material fact, or practiced deception in the application.
- d) Is addicted to the habitual use of drugs or intoxicating liquors.
- e) Has an unsatisfactory employment record of such a nature as to demonstrate unsuitability for employment.
- f) Has failed to submit an application within the prescribed time limit.
- g) Is a convicted felon. (This disqualification criteria may only be waived by the Board).

2.8.7 Selection

The Executive Director or his/her designee shall review all applications for employment to determine whether the applicant meets the established standards for employment. Such additional information may be required as is necessary to make determinations, i.e. credit reports, police records, etc. When appropriate, examinations may be used which may be written, oral, physical, or a combination of these. Such tests shall be practical in character and shall relate to the essential duties and the responsibilities of the position for which the applicant is being examined.

All positions shall be filled on the basis of qualifications, competency, and related work experience. In the case of current employees seeking to be promoted or transferred, past performance and such other factors as attendance, punctuality, work initiative, efficiency, and seniority shall be taken into consideration.

2.8.8 Appointment

When an applicant is selected, the Executive Director shall authorize an offer of employment.

2.8.9 Emergency Appointment

When an emergency involving the serious impairment of the business makes it impossible to fill a vacant position by normal procedure, the Executive Director or his/her designee may appoint any qualified person to such position on a temporary basis in order to prevent business from stopping or slowing. Such an appointment shall be for a period not to exceed ninety (90) days, during which time the normal selection procedures would be followed in order to fill the position permanently.

2.8.10 New Position

Prior to approval of a new position, the Executive Director shall determine an appropriate salary grade level for the position. The salary grade/range for the position shall be determined through objective means that consider both internal and external (market) factors.

2.8.11 Dismissal

During the probationary period, an employee who is unable or unwilling to perform the duties of the position satisfactorily or whose habits and dependability do not merit his/her continuance in service may be removed. Employees serving their probationary period do not have appeal rights unless there is alleged discrimination because of race, creed, color, religion, sex, national origin, age, marital status, disability, citizenship, disability, or any political affiliation.

2.9 Probationary Period

New employees hired for regular positions shall serve a six (6) month probationary period. Paid time off leave shall accumulate from the date of employment, but no leave shall be used until after the first six (6) months of employment is completed.

The designation of the probationary period does not constitute an obligation on the part of the Authority to retain the employee until the end of the specified period. During the time, either the Housing Authority or the employee may terminate the working relationship without cause and without advance notice. At the end of the six months, the supervisor may extend the period for additional time at his/her discretion.

New employees who are on a six (6) month probationary status are excluded from the grievance appeal process as later described in this Policy Manual.

Employees may also be placed on probationary status for disciplinary reasons. Such a probationary period will normally consist of six(6) to twelve (12) months, during which time the employee may be dismissed if another violation occurs.

2.10 Salary Administration Principles

It is the policy of the Authority to administer salaries in accordance with the following principles:

- a) Employees shall be compensated in accordance with the principles of internal and external market comparability. Determinations of appropriate compensation shall be made through objective means as deemed appropriate by the Executive Director and approved by the Board of Commissioners.

- b) Administrative office positions shall be compensated through the use of defined salary ranges. Such salary ranges will be determined through periodic comparability analysis in accordance with the provisions of a) above.
- c) Wages for maintenance/technical positions shall be paid in accordance with prevailing wage rates for similar positions in the locality. Maintenance positions may/may not have defined wage ranges. All maintenance employees shall be paid at least the appropriate HUD-approved minimum wage rates for their positions.
- d) Pay increases shall not be based on race, color, creed, sex, national origin, handicapping condition, age, or any factor other than economic conditions, longevity, or job performance.
- e) Promotions will be based on job performance and merit as determined by employee evaluation. Seniority or length of service is to be regarded as a factor only when all other factors are equal.

A full comparability survey will be done at a minimum of every five years by the Executive Director, his/her designated committee, or with assistance from qualified public or private agencies. In other years, any annual percentage increases will be determined by 1) limited surveys of local practice and 2) the Authority's budget condition.

In addition to a general re-evaluation of all positions during major comparability studies, there are other circumstances which may require position re-evaluation for pay purposes such as:

- a) When a new position is created.
- b) When a position outside the system is included for the first time.
- c) When examination of the job description for a position indicates that the duties have changed sufficiently to warrant a re-evaluation.

Exceptions to the provisions above may include the following:

- a) Personnel funded through grants which require their salaries be set for a specific period of time, or which have other technical requirements which demand exception to the system.
- b) Participants in special employment programs such as college cooperatives and internships, subsidized training programs, etc.
- c) Employees who were paid more than the maximum of the appropriate salary range when it was established. These employees shall have their salaries frozen or specifically set by the Board of Commissioners.

2.11 Proration of Expenses

PHA expenses for personnel-related items shall be charged to individual programs or developments on the same basis as is used to distribute compensation from other programs unless another formula, approved by the HUD Field Office, proves to be more equitable.

2.12 Employee Performance Appraisals

The Authority requires an evaluation of each employee's performance on an annual basis. It shall be the responsibility of the administrative office to maintain the evaluation forms. All evaluations shall be in writing and provide a section for employees to respond. The review will cover the employee's: 1) ability to carry out the duties prescribed by the job description, 2) performance of critical elements of the job, and 3) perceived strengths and areas for improvement.

All evaluations shall be kept confidential and placed in the employee's personnel file.

2.13 Employment Opportunities for Business and Lower Income Persons in Connection with Assisted Projects (Section 3 Policy)

In accordance with Section 3 of the Housing and Community Development Act of 1968, as amended, it is the policy of the Housing Authority to provide 1) for opportunities for training and employment of lower income residents of the developments, and 2) for contracts for work in connection with the developments to be awarded to business concerns which are located in or owned in substantial part by persons residing in the area in which the development is located.

2.14 Membership in Organizations

In accordance with HUD regulations, project costs shall not include the costs of individual membership of officials or employees in any organization, or the costs of membership in an organization any substantial part of whose activities involve promotion of legislation.

3.0 COMPENSATION POLICIES

3.1 Pay Period

Employees are paid on a bi-monthly basis on the 15th and last day of each month. In the event that the normal payday falls on a weekend or a legal holiday, as determined by the Circuit Court of the Eighth Judicial Circuit, employees will be paid on the last workday immediately prior to the afore mentioned weekend or holiday. Employee paid time off is not taken into consideration. Employees who will not be present on pay days must make suitable arrangements for the collection of their paychecks.

3.2 Work Schedule

The standard workweek is five days, Monday through Friday. The standard work hours are from 8:00 a.m. to 4:30 p.m. The Executive Director may designate a different work schedule for positions based on the needs of the Authority. The Authority also allows for a flexible time schedule as long as the employee works 40 hours per week. Flexible time shall be avoided as much as possible, but may be required by the Executive Director in the interest of effective and efficient operations. All flexible time schedules must be pre-approved by the immediate supervisor and the Executive Director.

3.3 Overtime and Compensatory Time

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work in excess of their normal schedule. It is the Authority's intention to minimize such occurrences and ensure that overtime work is scheduled and paid in accordance with the Authority's policy and applicable State and Federal laws. When possible, advance notification of these mandatory assignments will be provided. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work. Failure to work scheduled overtime or overtime worked without prior authorization from the supervisor may result in disciplinary action, up to and including possible termination of employment.

The Authority is subject to all regulations of the Fair Labor Standards Act (FLSA). Accordingly, the following provisions concerning overtime compensation apply to the three categories of employees identified below.

Non-Exempt Employees

Non-exempt employees who work in excess of forty (40) hours in a week will be paid overtime at a rate of one and one-half times (1 ½) the employee's regular pay. For purposes of determining overtime compensation, pay for paid time off leave, holidays, etc., is pay for time worked and therefore is considered as hours worked for purpose of overtime computations.

Non-exempt maintenance employees may not receive compensatory time off in lieu of paid overtime unless a formal written agreement between the individual and the Authority has been executed.

Exempt Personnel

Employees who are classified as exempt according to the FLSA will not be paid overtime compensation. They will not receive payment or compensatory time off for hours worked, travel time, attendance at meetings, etc., in excess of the normal workweek.

For those exempt employees who are absent from work for part of a day but not all of a day, it shall be the discretion of the Executive Director as to whether or not there should be a charge against that employee's paid time off leave, or other appropriate leave.

3.4 Pay Increases

Menard County Housing Authority recognizes two types of pay increases as outlined below:

Annual COLA

As budgetary constraints allow, the salary ranges and maintenance wage rates may be increased by a uniform percentage to allow for increased costs within the general economy. All employees shall benefit from this general increase. However, nothing in this policy shall be construed to require a specific percentage increase tied to any particular economic indicator. Additionally, during the year of a full comparability study, this category may not apply since individual adjustments to pay ranges may already contain the effect of a general increase.

Merit

Increases resulting from merit or outstanding performance will be given in accordance with the Authority's Performance Evaluation System. For performance that exceeds expectations and/or industry standards, a merit increase will be awarded to the employee based on a percentage increase above his/her current pay. The level and degree of the merit increase will be decided upon by the Executive Director according to sound and equitable administrative practices. Such methods may include discrete "step" increments per each recognized employee, a distribution of a percentage of total payroll among recognized employees, or other means deemed appropriate by the Executive Director and the Board. MCHA budgetary condition and funding availability precludes the issuance of any merit increases and no language in this policy should be construed to imply that any types of pay increases are guaranteed. For more information on the Performance Evaluation process, please refer to this separate documentation maintained by the Executive Director.

3.5 Wage Garnishment

Garnishment of wages results when an unpaid creditor has taken the matter to court. A garnishment is legal permission for creditors to collect part of an employee's pay directly from the Authority. Although the Authority does not wish to become involved in an employee's private matters, we are compelled by law to administer the court's orders.

In doing so, the Executive Director will contact the employee to explain the details of garnishment and how it affects wages. Employees are encouraged to resolve these matters privately to avoid the Authority's involvement in this mutually unpleasant situation.

3.6 Payroll Advances

Pay advances shall not be granted.

3.7 Promotions

It is the policy of the Housing Authority to hire employees for entry level positions, to provide training and development for employees when deemed necessary, and to offer employees promotions to higher level positions when deemed appropriate. To fill vacancies above the entry level, management prefers to promote from within and will first consider current employees with the necessary qualifications and skills, unless outside recruitment is deemed to be in the Authority's best interest.

All employees are encouraged to seek advancement opportunities and to obtain promotion and career guidance from their supervisor. An employee's basic eligibility for promotion will be determined by the requirements of the new position.

Job openings and promotions for which management seeks candidates from within the Authority will be posted on the employee bulletin board. From time to time, however, management will, as it deems appropriate, fill openings or make promotions without posting notices. When job openings or promotion opportunities are posted:

- a) Interested employees must initiate a written transfer request to the Executive Director within the posted time frame.
- b) Supervisors may initiate the procedure within the same time period and propose employees for the position.
- c) The Executive Director may, at his/her discretion, solicit outside candidates during or after the posting period.

Current employee candidates for job openings and promotions will be considered and processed as outlined in the Transfer policy (Section 3.9). Applicants recruited from outside the Authority for such positions will be considered and processed as outlined in the Recruitment and Selection policy (Section 2.8).

Current employee candidates for promotion will normally be screened and selected on the basis of attendance and work records, performance appraisals and job-related qualifications including in some instances, aptitude tests. Seniority will be considered if required by a labor contract or if two or more candidates are judged to be equally qualified based on merit, work record, and other qualifications.

3.8 Demotions

There are two types of demotions that may be affected by the Authority. Each is defined below.

Demotion Without Cause This type of demotion will not adversely affect an employee's service record and generally occurs:

- a) When a position has been abolished or reallocated to a lower paying salary range and the employee cannot be transferred to a position of equal pay.
- b) When an employee is promoted on a probationary basis and does not perform in the new position.
- c) When the employee requests a transfer to a position with a lower paying salary range.

Demotion With Cause This type of demotion does affect an employee's service record and generally occurs when an employee not on probationary status has been found unsuited for that employee's present position, but may be expected to give satisfactory service in a lower paying position.

3.9 Transfers

From time to time, the Authority may find it necessary to transfer employees within the organization to positions where their skills will be best utilized.

The Authority may require employees to make either a temporary or long-term job transfer in order to accommodate the organization's business needs.

Employees may request a voluntary job transfer. However, to be eligible for a voluntary transfer, employees must meet the requirements of the new position, must have a satisfactory performance record, and must have no adverse disciplinary actions.

Job openings for which management seeks candidates from within the organization will be posted regularly on the employee bulletin board.

Employee requests for transfer should normally be handled as follows:

- a) The employee should submit a written request for a transfer to the Executive Director. The request should include the reason for the transfer and the specific job desired.
- b) If a job opening exists and the employee is eligible, the Executive Director should arrange an interview.
- c) The candidate will be allowed time off with pay for job interviews related to the transfer.
- d) The Executive Director will make the final decision to approve or disapprove the transfer.

3.10 Board Member Compensation

Compensation of Menard County Housing Authority Board members are not an allowable cost of the Authority's operating budget.

4.0 SEPARATIONS

4.1 Types of Separation

Separation of employees from positions in the full-time service shall be designated as one of the following and shall be accomplished in the manner indicated: resignation, compulsory resignation, layoff (reduction in force), disability, death, retirement, and dismissal. Employees leaving the full service of the Authority with accumulated paid time off leave shall be paid in full no later than the next pay period following the last regular pay period.

4.2 Resignation

To resign in good standing, an employee shall give notice, in writing, to the Executive Director at least two (2) weeks (10 working days) prior to the effective date of his/her resignation. The notice should indicate the reason for the resignation. During the notice period, the employee will not be paid for time taken off as paid time off leave unless approved by the Executive Director, or the Director's designee. Normally, failure to comply with the two weeks notice provision shall be entered on the service record of the employee. The two weeks notice period may be waived by the Executive Director or his/her designee if such action is determined to be in the best interest of the Housing Authority.

4.3 Compulsory Resignation

Any employee who without valid reason or authorized leave fails to report to work for three (3) consecutive work days shall be separated from the payroll and reported as a compulsory resignation.

4.4 Layoff (Reduction-in-Force)

The Executive Director may identify a number of positions by job title to be vacated which will result in the layoff of employee(s) in full time service. Such a layoff will normally be necessitated because of a shortage of funds or work, other material changes in the duties of the organization, or for related reasons which do not reflect discredit upon the service of the employee. Any employee who has been separated for a period of twelve months or less because of a reduction in force shall be considered for reinstatement if the employee meets the minimum qualifications for any new openings. Employees to be retained shall be at the discretion of the Executive Director and shall be based primarily on the necessity of the job entailed and the employee's performance and attendance. Other things being equal, length of service shall be given consideration.

4.5 Disability

An employee may be separated for disability when he/she can no longer perform the essential functions of the job with or without a reasonable accommodation in accordance with the requirements of the ADA. Individuals who are injured on the job may or may not be protected by the ADA, and such instances must be evaluated on a case-by-case basis. In all such cases, however, the disability must be supported by medical evidence acceptable to the Executive Director, such as provided by medical professionals selected by the Authority or the Authority's insurance carriers.

The Authority will take all necessary precautions to ensure that it is in compliance with the ADA in such instances.

4.6 Death

When a full-time employee dies while employed by the Housing Authority, all compensation due in accordance with this policy shall be paid to a legal representative of the employee's estate or any other properly designated individual.

4.7 Retirement

Employees eligible to receive retirement benefits shall submit a letter of retirement to the Executive Director at least two (2) weeks (ten working days) prior to the effective date of retirement.

4.8 Dismissal

The Executive Director may dismiss an employee as outlined in this document. The employee shall be furnished notice of dismissal in writing. The employee has the right to answer the charge in accordance with the Housing Authority's grievance procedure.

4.9 Payment of Benefits

All due benefits will be paid to employees who are separated in accordance with the provisions of this policy manual.

5.0 DISCIPLINARY ACTIONS

5.1 Types of Disciplinary Actions

The following provisions shall govern disciplinary actions affecting employees in the full-time service. The Authority shall have the following alternatives for disciplinary action:

<i>Reprimand</i>	The supervisor shall, under normal circumstances, verbally reprimand an employee to warn that employee about unsatisfactory work performance or misconduct. The supervisor, the Department Head, or the Executive Director may submit a written reprimand to an employee when an oral warning has not resulted in the expected improvement, or when more severe initial action is warranted. A copy of the reprimand shall be filed in the employee's personnel folder.
<i>Probation</i>	An employee may be placed on disciplinary probation up to twelve months during which time the employee may be dismissed by the Executive Director, if any other violation occurs.
<i>Demotion/Salary Reduction</i>	The Executive Director may demote an employee to a lower position as outlined in this manual. Such demotion may be accompanied by a reduction in salary. A written statement of such action shall be furnished to the employee and a copy filed in the employee's folder.
<i>Dismissal</i>	A dismissal shall be defined as an involuntary separation from employment. Grounds for dismissal include, but are not limited to, those discussed in the following sections. Final approval from the Executive Director is required for dismissal.

5.2 Rules and Regulations for Code of Conduct

The Housing Authority believes that effective communications enhance the efficiency of and morale of the organization. As such, the Authority prefers to follow a course of progressive discipline as outlined in the rules and regulations presented in the following sections.

Examples given in any rule do not limit the generality of the rule. The rules and regulations are not to be construed as limitations upon the retained rights of the Authority, but merely serve as guides.

In recognition of the fact that each instance differs in many respects from somewhat similar situations, the Housing Authority retains the right to treat each occurrence on an individual basis and without creating a precedent for other cases which may arise in the future. The Housing Authority retains the right to suspend any disciplinary action which it may take at its exclusive discretion.

The rules and regulations for the Code of Conduct are divided into three (3) groups to reflect degree of severity of offenses. In each group and for each rule, consideration will be given to the severity of the offense, the cost involved, the time interval between violations, the length and quality of service records, and the ability of the employee concerned. In each case where the penalty is modified from the recommended standard penalties, the reason for such modification shall be noted.

5.2.1 Group I Rules and Regulations

Normally, violations of Group I Rules and Regulations will be disciplined as follows:

- First Offense - Written reprimand and instructions.
- Second Offense - Twelve month disciplinary probation
- Third Offense - Dismissal

Examples of Rules and Regulations violations that fall under Group I include, but are not limited to, the following:

- a.) Taking more than specified time for meals or rest periods.
- b.) Productivity or workmanship not up to required standards of performance.
- c.) Mistakes due to carelessness.
- d.) Tardiness - reporting to assigned work area after reporting time.
- e.) Violating a safety rule or safety practice
- f.) Failure to report an accident or personal injury in which the employee was involved while on the job.
- g.) Engaging in horseplay, scuffling, wrestling, throwing things, malicious mischief, distracting the attention of others, demonstrations on the job, or similar types of disorderly conduct.
- h.) Creating or contributing to unsafe and unsanitary conditions or poor housekeeping.
- i.) Failure to pay just debts due to failure to make reasonable payment of such

debts, thereby causing annoyance or embarrassment to the Authority.

- j) Failure to keep the department and/or personnel notified of proper address or telephone number (if any)
- k) Failure to comply with personal appearance guidelines.

5.2.2 Group II Rules and Regulations

Normally, violations of Group II Rules and Regulations will be disciplined as follows:

First offense -Written reprimand and twelve month probation
Second offense -Dismissal

Examples of Rules and Regulations violations that fall under Group II include, but are not limited to, the following:

- a) Failure to work assigned hours, including overtime; working overtime without prior approval.
- b) Not working, wasting time or loitering during working hours without permission.
- c) Reporting for work while obviously under the influence of alcohol or drugs. Being under the influence of drugs or alcohol on the job. Employees maybe required to take an alcohol or drug test from a law enforcement or medical testing facility - if employee refuses to take the test, he/she will be subject to immediate dismissal.
- d) Chronic absenteeism - frequent unexcused absences.
- e) Sleeping during work hours.
- f) Reporting to work or working while unfit for duty either mentally or physically.
- g) Leaving the job during regular working hours without permission.
- h) Mistakes due to carelessness which affects the safety of personnel, equipment, tools or property.
- i) Unauthorized posting or removal of any matter on bulletin boards on Housing Authority property at any time unless authorized the Executive Director.

- j) Distributing written or printed matter of any description on premise unless authorized by the Executive Director.
- k) Failure to report to Executive Director a request for information from an outside agency (e.g., receipt of a subpoena from a law firm, court, or attorney).
- l) Use or possession of another employee's tools or equipment without the employee's consent.
- m) Refusal to give testimony in accident investigations.
- n) Causing materials, parts, or equipment to be lost, damaged or scrapped due to carelessness.
- o) Receipt from any person of any fee, gift or other valuable thing in the course of work, when such fee, gift or other valuable thing is given in the hope or expectation of receiving a favor or better treatment than that afforded other persons.
- p) Smoking in restricted areas.
- q) Gambling or any game of chance on Authority property at anytime.
- r) Parking of Authority vehicles in areas other than designated parking areas, unless authorized by the Executive Director.
- s) Violation of Authority's policy concerning political activities.
- t) Violation of the Authority's Internet Use Policy.
- u) Harassment/sexual harassment as stated in Section 2.3

5.2.3 Group III Rules and Regulations

Normally, violations of Group III Rules and Regulations will be disciplined as follows:

First offense - Dismissal

Examples of Rules and Regulations violations that fall under Group III include, but are not limited to, the following:

- a) Wanton and willful neglect in the performance of assigned duties.
- b) Deliberate misuse, destruction, or damaging of any Housing Authority

property or property of any employee.

- c) Falsification of personal or Authority records including employment applications, accident records, purchase orders, time sheets, or other reports, records on applications, or work records.
- d) Making false claims or misrepresentations in an attempt to obtain sickness or accident benefits, or Workman's Compensation benefits.
- e) Gross insubordination by the refusal to perform work assigned or to comply with written or verbal instructions of the supervisory force or discourtesy to persons with whom he/she come in contact while in the performance of his/her duties.
- f) Unauthorized possession of firearms, explosives, or weapons on Authority property.
- g) Theft or removal from Authority locations without proper authorization, any Authority property or property of an employee, resident, contractor or any other person on Housing Authority property.
- h) Immoral, unlawful, or improper conduct or indecency either on or off the job which would tend to affect the employee's relationship to his/her job, his/her fellow workers, his/her reputation or good will in the community. Sexual harassment as defined in the personnel policies.
- i) The use and/or sale of illegal narcotics in any form.
- j) Proven incompetence or inefficiency in the performance of assigned duties in his/her position.
- k) Use or attempted use of a political influence or bribery to secure an advantage of any manner.
- l) Concerted curtailment or restriction of production or interference with work in or about the Authority's work stations.
- m) Conviction or guilt of a felony, or a misdemeanor of the first degree as defined by the State Statute, or any violation of a city or county ordinance involving moral turpitude, while either on or off the job.
- n) Use of Authority equipment and/or vehicles for personal use.
- o) Refusal to sign for Authority equipment, vehicles, tool, etc. in accordance with policy.

- p) Refusal to acknowledge a written reprimand by not signing reprimand form.
- q) Loss of motor vehicle operators license and/or driving privileges.
- r) Inability to be insured by the Authority's fidelity or vehicle insurance companies.
- s) Contact with any member of the Board of Commissioners to circumvent the established chain of command and organizational structure within the Authority.
- t) Provoking or instigating a fight, or fighting at any time on Authority property
- u) Threatening, intimidating, or coercing a resident, fellow employee or supervisor (includes abusive language).

6.0 GRIEVANCES AND APPEALS

6.1 Policy

It is the policy of the Housing Authority that any permanent status employee should have an opportunity to present his/her work-related complaints and to appeal management decisions through a dispute resolution or grievance procedure. The Authority will attempt to resolve promptly all grievances that are appropriate for handling under this policy.

6.2 Definition

An appropriate grievance is defined as an employee's expressed feeling of dissatisfaction concerning any interpretation or application of a work-related policy by management, supervisors, or other employees. Management rights are generally excluded from the grievance procedure. However, grievances concerning these management rights will be considered bona fide, if they focus on disparate treatment of an employee and are corroborated by supportive comparative data. Examples of matters which may be causes of grievances appropriate under this policy include, but are not limited to:

- a) Treatment considered unfair by an employee, such as coercion, reprisal, harassment, or intimidation.
- b) Alleged discrimination because of race, color, sex, age, religion, national origin, marital status, or disability.

6.3 Procedure

Employees must notify the Authority, in a timely fashion, of any grievance considered appropriate for handling under this policy. The grievance procedure is the exclusive remedy for employees with appropriate grievances. As used in this policy, the terms "timely fashion," "reasonable time," and "promptly" will mean five (5) working days.

Employees are not to be penalized for proper use of the grievance procedure. However, it is not considered proper if an employee abuses the procedure by raising grievances in bad faith or solely for the purposes of delay or harassment, or by repeatedly raising grievances that a reasonable person would judge to have no merit. Initiation of the grievance procedure by an employee does not limit the right of the Authority to proceed with any disciplinary action which is not in retaliation for the use of the grievance procedure.

Grievances are to be fully processed until the employee is satisfied, does not file a timely appeal, or exhausts the right to appeal. A decision becomes binding on all parties whenever an employee does not file a timely appeal or when a decision is made in the final step and the right of appeal no longer exists.

Employees who feel they have an appropriate grievance should proceed as follows:

- a) Step One - Promptly bring the grievance to the attention of the immediate supervisor. The grievance must be presented in writing. If the grievance involves the supervisor, then it is permissible to proceed directly to Step Two. The supervisor is then to investigate the grievance, attempt to resolve it, and give a decision to the employee within a reasonable time. The supervisor should prepare a written and dated summary of the grievance and proposed resolution for file purposes.
- b) Step Two - Appeal the decision to the Executive Director, if dissatisfied with the supervisor's decision, or initiate the procedure with the Executive Director if Step One has been bypassed. Such an appeal or initial complaint must be made in a timely fashion using a written form provided for this purpose. The supervisor's version of the grievance and decision will then be submitted using a similar written form. The Executive Director will, in a timely fashion, confer with the employee and the supervisor, investigate the issues, and communicate a decision in writing to all the parties involved. The Executive Director's decision will be final and binding.

Final decisions on grievances will not be precedent-setting or binding on future grievances unless they are officially stated as Authority policy. When appropriate, the decisions will be retroactive to the date of the employee's original grievance.

Information concerning an employee grievance is to be held in strict confidence. Supervisors and other members of management who investigate a grievance are to discuss it only with those individuals who have a need to know about it or who are needed to supply necessary background information.

Time spent by employees in grievance discussions with management during their normal working hours will be considered hours worked for pay purposes.

7.0 RULES AND REGULATIONS

7.1 Overview

Every organization has certain guidelines which were developed to reflect good business practices. In establishing any rules of conduct, the Authority has no intention of restricting the personal rights of any individual. Rather, we wish to define the guidelines that protect the rights of all employees and to ensure maximum understanding and cooperation. Therefore, employees are expected to be:

- On-time and alert when scheduled to be at work.
- Careful and conscientious in performance of duties.
- Thoughtful and considerate of other people.
- Courteous and helpful, both when dealing with the public and with other employees.
- Neat in appearance, wearing the proper attire for Authority business.

7.2 Absenteeism and Tardiness

The Menard County Housing Authority expects employees to be at work on time and to work a full day. It is the responsibility of the employee to personally notify his/her supervisor if he/she is to be absent or late on a particular work day. When an employee is going to be late or is going to leave early, he/she should notify the immediate supervisor within a reasonable time before planning to leave. Failure to call or notify the supervisor personally may result in forfeiting pay for the length of tardiness. Repeated absenteeism and/or tardiness may lead to disciplinary action up to and including termination of employment.

7.3 Safety

The Menard County Housing Authority expects its employees to conduct themselves in a safe manner. Please use good judgment and common sense in matters of safety, observe any posted safety rules, and follow all OSHA and state safety regulations as communicated. Employees must also complete the Safety Policy Form provided in the Appendix to this Manual.

7.4 Substance Abuse and the Drug-Free Workplace

7.4.1 Introduction

In recognition of the continued and growing problem of substance abuse, it is the policy of the Menard County Housing Authority to take all reasonable measures to assure that drug and/or alcohol use by employees or other persons does not jeopardize the safety of our operations or otherwise adversely affect the Menard County Housing Authority, its employees, the community or the public's trust in our ability to carry out our responsibilities.

The Menard County Housing Authority cannot and will not tolerate lapses in employee control of their abilities to operate safely and productively. Substance abuse can produce such lapses resulting in errors in judgment, loss of vigilance, and poor coordination, causing accidents and loss of public trust. Therefore, our goal is to establish and maintain a safe work environment within the Menard County Housing Authority, free from the effects of substance abuse.

7.4.2 Substance Abuse Policy

The following is Menard County Housing Authority's Substance Abuse Policy:

- a) The use, possession, sale or distribution, or presence in body, of alcohol, drugs or controlled substances in the workplace is strictly prohibited. Violators will be subject to disciplinary action up to and including discharge. For purpose of this policy "drugs or controlled substances" includes legal and illegal (street) drugs taken for non-medical reasons. It does not include prescription medication taken in accordance with a physician's instructions.

Appropriate law enforcement agencies will be notified of any controlled or illegal substances found on Menard County Housing Authority property and these substances will be disposed of in accordance with their instruction. Some of the drugs which are illegal under Federal, State or Local laws include among others marijuana, heroin, hashish, cocaine, hallucinogens, inhalant and designer drugs, depressants and stimulants not prescribed for current personal treatment by a licensed physician.

- b) Urine tests may be used for drugs and controlled substances. Breath or blood tests may be used for alcohol. All tests will be conducted off site at a private medical laboratory under the supervision of the Executive Director. A positive screening test may be followed by a more detailed confirmation test at the request and cost of the employee.

- c) The privacy interests of employees and the legitimate interests of Menard County Housing Authority in implementing and maintaining a substance abuse program will be accomplished by (1) limiting the extent of the inquiries to that necessary to effectuate the substance abuse policy; (2) assuring disclosure of, and access to, information is on a strict need-to-know basis; and (3) informing employees of the purpose for which the information is sought.

- d) All applicants for employment will be required to do the following as part of the employment process:
 - 1. Sign a Substance Abuse Coverage Form which states that the applicant has read, understands and is subject to the Substance Abuse Policy as a condition of employment. The signed form will be retained in the applicant's personnel file.
 - 2. Sign a Test Consent Form authorizing appropriate testing to identify the presence of drugs or controlled substances and alcohol and release of tests results to the Executive Director. The signed form will be retained in the applicant's personnel file.
 - 3. At Menard County Housing Authority's discretion and expense take a prescribed test for drugs and controlled substances as a part of a pre-employment medical examination. Refusal of the applicant to sign the test consent form or the Substance Abuse Coverage Form or failure to receive a negative test result on the pre-employment medical exam will remove the applicant from consideration for employment on the basis of their not meeting all of the qualifications for the position.

- e) Menard County Housing Authority will make a public announcement of its Substance Abuse Policy. Further, employees communications will be undertaken to ensure that each individual employee understands the policy's requirements and his or her obligation to cooperate fully in the testing program.

- f) All employees will be expected to cooperate in submitting urine, and/or breath or blood samples under the following guidelines as a condition of continued employment:
 - 1. For-Cause Test for substance abuse where management has reasonable cause to suspect that job performance, work place incident, or unusual behavior may be related to substance abuse. For-Cause Test must be scheduled through the Executive Director or

his/her delegate. Each case will be reviewed on its merit before a referral is made.

2. Where an employee is involved in an accident at work resulting in a compensable injury or property damage.
 3. The number of employees requested by management to participate in a For-Cause test may range from a single employee to all personnel who were involved in an accident or who were working in or has access to the work area in which the incident occurred.
- g) Supervisory employees are to be constantly alert for any infractions of this policy and are responsible for identifying personnel whose behavior indicates they may be using prohibited substances. The supervisor is also responsible for ensuring that appropriate and prompt disciplinary action is taken.
 - h) Refusal to submit a urine, and/or breath or blood sample will result in the employee being considered as having refused to follow reasonable instructions connected with a condition of employment and subject to disciplinary action up to and including discharge.
 - i) An employee may, on a voluntary basis and not in violation of this policy, ask for medical assistance due to alcohol, drug or other controlled substance abuse and will be provided referral assistance to medical and/or community resources by the Executive Director. Such employees will be eligible for health care benefits as provided by the Group Health Insurance Plan, paid time off leave and, as required, an unpaid medical leave of absence. Such employees will not be subject to disciplinary penalty. An admission of substance abuse during the disciplinary process due to a violation of this policy will not preclude the imposition of disciplinary penalty.

The Substance Abuse Policy will assist in establishing and maintaining a safe work environment free from the effects of substance use. Employees having questions concerning this policy should contact their immediate supervisor or the Executive Director.

7.5 Consideration of Smokers and Non-smokers

In keeping with the Housing Authority's intent to provide a safe and healthful work environment, smoking in the workplace and vehicles is prohibited except in those locations that have been specifically designated as smoking areas. In situations where the preferences of smokers and non-smokers are in direct conflict, the preferences of non-smokers shall prevail.

This policy applies equally to all employees, residents, and visitors.

7.6 Personal Appearance of Employees

It is the policy of the Menard County Housing Authority that each employee's dress, grooming, and personal hygiene should be appropriate to the work situation.

Employees are expected at all times to present a professional, business-like image to residents and the public. Favorable personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment with the Authority. Radical departures from conventional dress or personal grooming and hygiene standards are not permitted.

The personal appearance of the office workers and any employees who have regular contact with the public is to be governed by the following standards:

- a) Employees are expected to dress in a manner that is normally acceptable in similar business establishments.
- b) Hair should be clean, combed, and neatly trimmed or arranged. Shaggy, unkempt hair is not permissible regardless of length.
- c) Sideburns, mustaches, and beards should be neatly trimmed.
- d) At his/her discretion, the Executive Director may designate certain days or events where casual attire is permitted and encouraged.

The personal appearance of employees who do not regularly meet the public is to be governed by the requirements of safety and comfort, but should still be as neat and business-like as working conditions permit.

Certain employees may be required to meet special dress, grooming, and/or hygiene standards depending on the nature of their job, or may be required to wear employer supplied uniforms.

Any employee who does not meet the standards of this policy will be required to take corrective action, which may include leaving the premises. Any work time missed because of failure to comply with this policy will not be compensated, and repeated violations of this policy will be cause for disciplinary action.

7.7 Conflict of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the Housing Authority wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation.

All employees and their immediate families are prohibited from transacting any business with the Authority for himself or on behalf of any business, or for any business with which the employee or a member of his family has a substantial interest. Such business transactions include bidding on vehicles, equipment or tools sold as surplus by the Authority.

Employees are prohibited from taking possession of any personal property items remaining in a unit vacated by a resident. Employees are also prohibited from taking possession of any personal property items left on the public housing premises as a result of an eviction of a resident from a public housing unit. Such personal property items must be properly disposed of or donated to charitable organizations.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the Housing Authority's business dealings. Employees may have rental units which receive HAPP subsidies provided they are not in a policy making or direct decision position (i.e. Board members, Executive Director or Section 8 Coordinator). For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if an employee has any influence on transactions involving purchases, contracts, or leases, it is imperative that he or she disclose to an officer of the Housing Authority as soon as possible the existence of any actual or potential conflict of interest so the safeguards can be established to protect all parties.

Personal gain may result not only in cases where any employee or relative has a significant ownership in a firm with which the Housing Authority does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the Housing Authority.

The materials, products, designs, plans, ideas, and data of the Housing Authority are the property of the Authority and should never be given to an outside firm or individual except through normal channels and with appropriate authorization. Any improper transfer of material or disclosure of information, even though it is not apparent that an employee has personally gained by such action, constitutes unacceptable conduct. Any employee who participates in such a practice will be subject to disciplinary action, up to and including termination of employment.

7.8 Outside Employment

Employees may hold outside jobs as long as they meet the performance standards of their job with the Housing Authority. Employees should consider the impact that outside employment may have on their health and physical endurance. All employees will be judged by the same performance

standards and will be subject to the Housing Authority's scheduling demands, regardless of any existing outside work requirements.

If the Housing Authority determines that an employee's outside work interferes with performance or the ability to meet the requirements of the Housing Authority as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with the Housing Authority.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside the Housing Authority for materials produced or services rendered while performing their jobs.

7.9 Confidentiality

The Authority has certain information about residents, applicants, and employees that is unique to the Menard County Housing Authority. Keeping such records private is a requirement of the Federal Privacy Act. All employees are asked to agree to keep information about applicants, residents, and employees confidential. An employee who divulges confidential information may be terminated and may also be subject to certain federal fines or imprisonment.

7.10 Personnel Files

It is the policy of the Housing Authority to maintain personnel records for applicants, residents, employees, and past employees in order to document employment-related decisions, evaluate and assess policies, and comply with government record keeping and reporting requirements.

The Authority strives to balance its need to obtain, use, and retain employment information with each individual's right to privacy. To this end, it attempts to restrict the personnel information maintained to that which is necessary for the conduct of its business or which is required by federal, state or local law.

The Executive Director is responsible for overseeing the record keeping for all information and will specify what information should be collected and how it should be stored and secured. However, the personnel files will contain at least the following, as applicable:

- a) employment applications and other personnel data such as performance evaluations and records of disciplinary proceedings.
- b) payroll and accounting data for wage, tax, retirement, and other fringe benefit purposes, including the retirement plan.
- c) leave and vacation requests/records.

- d) termination, layoff, and/or other separation records.
- e) grievances filed and associated proceedings records.
- f) unemployment and worker's compensation files.

Employees have a responsibility to make sure their personnel records are up to date and should notify the Executive Director in writing of any changes in at least the following:

- a) Name
- b) Address
- c) Telephone Number
- d) Marital status (for benefits and tax withholding purposes only)
- e) Number of dependents
- f) Address and telephone numbers of dependents and spouse or former spouse (for insurance purposes only).
- g) Beneficiary designations for any of the Authority's insurance, disability, pension, and profit sharing plans
- h) Persons to be notified in case of emergency

In addition, employees who have a change in the number of dependents or marital status must complete a Form W-4 for income tax withholding purposes within ten days of the change, if the change results in a decrease in the number of dependents.

Only supervisory and management employees who have an employment-related need-to-know for information about another employee may inspect the files of that employee. Such an inspection must be approved by the Executive Director after consultation with the Executive Director and should be recorded in the file inspected.

Employees are to refer all requests from outside the Authority for personnel information concerning applicants, employees, and past employees to the Executive Director. The Authority normally will release personnel information only in writing and only after obtaining the written consent of the individual involved. Exceptions may be made to cooperate with legal, safety, and medical officials

who have need to know specific employee information. In addition, exceptions may be made to release limited general information, such as the following:

- a) Employment dates
- b) Position held
- c) Location of job site

7.11 Telephone Use

Telephones are a vital part of our business since much of our business is handled on the phone. Personal use of the telephone should be limited to emergencies and unusual circumstances. Also, personal calls should be brief. Personal long distance calls not billed to the employee may not be made. Failure to adhere to this policy shall subject the employee to the appropriate disciplinary actions.

7.12 Gifts and Gratuities

All employees are strictly forbidden to accept gifts, gratuities, or courtesies from any person or organization that may seek to use the relationship for securing favorable considerations. Employees may not accept anything (including lunches, sports tickets, receptions, gifts, etc.) from any current, past or future vendor, business firm, landlord, engineer, architect, banker, etc. If a need arises for an employee to have a meal with a vendor, architect, engineer, etc., to discuss Authority business, the employee's meal must be paid for by the employee. The requirement that the employee's meal must be paid for by the employee must be made clear prior to going for a meal with any such person or firm.

7.13 Political Contributions

In accordance with the provisions of the "Hatch Act", 5 USCS Chapter 15, 5 CFR Part 151, employees shall not take an active part in politics or political campaigns during work hours as defined in the Act. Uncompensated Commissioners are not covered by this Act.

The Hatch Act prohibits:

1. Use of official authority or influence for the purpose of interfering with or affecting the result of an election or nomination for office.
2. Giving anything of value to a member of Congress or a military officer for political purposes.

3. Directly or indirectly coercing, attempting to coerce, commanding or advising any other officer or employee to pay, lend or contribute anything of value to any party, committee, organization, agency or person for political purposes.
4. Being a candidate for elective office, except in a totally non-partisan election.
5. Working on a committee in connection with a question which is part of a political campaign issue except if the question relates to constitutional amendments, referendums, approval of municipal ordinances, and other similar questions not specifically identifiable with a political party.

7.14 Solicitations and Distributions

Employees must not solicit other employees for any purpose during work time. This does not include meal times. Employees are not permitted to distribute literature of any kind at any time on Authority property, unless prior approval has been given by the Executive Director.

People who do not work for the Authority or are not approved vendors are prohibited from distributing literature of any kind or soliciting employees for any purpose at any time on Authority property.

7.15 Protection of Authority and Employee Property

Respect and protection of Authority property and employee personal property is everyone's concern. If you find property missing or damaged, report it to your supervisor immediately.

7.16 Uniforms

The Housing Authority may require maintenance employees to wear designated uniforms. Such uniforms will be provided by the Housing Authority at no expense to the employee. Housing Authority Identification Badges must be visible on the uniform at all times when the employee enters occupied units or when working in the developments.

7.17 Housing Authority Equipment

All equipment, vehicles, tools, etc., must be signed out prior to use by employees on Authority form. The form acknowledges the employee's receipt of and accountability of Authority equipment, vehicles, tools, etc. An employee's signature is mandatory on the form. All employees are held accountable for assigned equipment, vehicles, tools, etc. Refusal by an employee to sign

the form prior to sign out of equipment, vehicles, tools, etc. shall be considered a violation of Group III Rules and Regulations

At the time of separation and prior to final payment, all records, assets, and other items of Authority property in the employee's custody shall be transferred to the Executive Director or his/her designee and certification to this effect shall be signed by the employee. Any amount due because of a shortage in the above shall be withheld from the employee's final compensation.

The use of any of the Authority's equipment, vehicles, tools or employees for any purpose other than carrying out the normal official duties is strictly forbidden on or off the Housing Authority's premises. No equipment, vehicles, tools, etc., are to be loaned out or utilized for private benefit for any employee, resident, member of the Board of Commissioners, or any other person.

7.18 Use of Authority Owned Vehicles

All employees will be required to show a valid driver's license and must be insurable under the Authority's vehicle insurance policy before being authorized to drive Authority vehicles. Employees who are required to drive Authority vehicles as part of their job description may be terminated should they not maintain a valid driver's license, or not be insurable by the Authority's insurance carrier thus, not being able to fully perform their required job duties.

7.19 IRS Regulation on Authority Owned Vehicles - Fringe Benefit

The Internal Revenue Service (IRS) has issued regulations regarding employees who are required to commute to and/or from work in an Authority owned vehicle for bona fide non-compensatory business reasons. These employees are prohibited personal use of the vehicle except for commuting or de minimis personal use*. The IRS regulation, effective January 1, 1985, requires the inclusion of this fringe benefit on W-2 forms for Federal Income Tax purposes (currently \$3 per day). While the amount of the fringe benefit will appear on the W-2 form of any employee who is commuting in an Authority owned vehicle, the Authority will not withhold federal income taxes on this amount. The Authority will provide insurance, maintenance, and gas for Authority owned vehicles.

*De minimis personal use means: "No employee may deviate from his/her route when going between places on business matters if such deviation is made purely for personal reasons not connected with the job". In other words, de minimis personal use is trivial or incidental personal use. The Authority will not be liable for the acts of its employees during business times if such acts are so divergent from the business interests of the Authority that the activities of the employee could no longer be considered as benefiting the Authority. (Business times are all times when the Authority employees are working and/or their activities are billable to payroll).

Note: Due to the unique employment relationship between the Executive Director and the Board of Commissioners, the Authority recognizes that the provisions of this policy pertaining to automobile use and possibly other benefits may be different for this position. The terms of such an employment arrangement must be mutually agreed upon by the Executive Director and the Board of Commissioners.

7.20 Nightly Parked Vehicles Only

All Authority owned vehicles which are provided (but not assigned) to employees are to be used in connection with Authority business. When the vehicle is not being used for business purposes, it is to be kept on Authority business premises. No employee may use the vehicle for personal business other than de minimis personal use.

7.21 Maintenance Vehicles

An exception to nightly parked vehicles is the use of a maintenance truck driven home by an employee on his/her rotating emergency duty, since this is a job requirement and of emergency nature. The truck is to be used for emergency calls only and not for personal use other than de minimis personal use.

7.22 Tickets/Fines

Employees will be responsible for any tickets or fines whether on Authority business or not and whether in an Authority vehicle or not, which are received for violation of state or local laws, such as speeding, parking illegally, etc.

7.23 Accident Responsibility

An employee who is driving an Authority owned vehicle and is involved in an accident may be held responsible for the amount deductible under the Authority's vehicle insurance program if the employee is determined to be at fault in the accident.

7.24 Authority Premises

All employees are required to leave the Housing Authority's premises as soon as practical after their designated working hours. Non-employees must receive prior approval when the need arises to access non-public areas of the Authority's premises.

7.25 Credit Card Policy

The Housing Authority may utilize a credit card. The card is to be used for travel expense by Housing Authority Commissioners or staff. The credit card(s) will be disbursed as needed by the Executive Director. The card is to be returned to the Director along with statements for all charges.

Allowable expenses include such item as: transportation by airplane, rental car, train, or bus; vehicle fuel; lodging; meals (alcoholic beverages will not be reimbursed); tips and gratuities; parking fees; conference registration fees; taxi; telephone charges; fax charges; event purchases; and other travel (and Authority) expenses.

7.26 Employment of Relatives

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships. As such, employment of relatives is prohibited insofar as possible. If circumstances arise where the employment of a relative is the most beneficial choice for the Authority, prior Board of Commissioner approval must be obtained.

7.27 Employment of Commissioners

A former member of the Board of Commissioners or their relative(s) shall not be employed by the Housing Authority during his/her tenure or for one year thereafter in a paid position; such an employment relationship would constitute a conflict of interest.

7.28 Employee Contact with Commissioners

No employee shall use any contact with any member of the Board of Commissioners to circumvent the established chain of command and organizational structure within the Authority. Such conduct will be considered gross insubordination and a Group III Rules and Regulations violation, which may result in immediate dismissal.

7.29 Internet and Email Use Policy

As a condition of providing Internet access to its employees, the Menard County Housing Authority places certain restrictions on workplace use of the Internet. The Housing Authority encourages use of the Internet:

- a. to communicate with fellow employees and clients regarding matters within an employee's assigned duties;
- b. to acquire information related to, or designed to facilitate the performance of regular assigned duties; and

- c. to facilitate performance of any task or project in a manner approved by an employee's supervisor.

Please be advised that employee use of the Internet access, provided by the Menard County Housing Authority, expressly prohibits the following:

- a. Dissemination or printing of copyrighted materials (including articles and software) in violation of copyright laws.
- b. Sending, receiving, printing or otherwise disseminating proprietary data, trade secrets or other confidential information of the Menard County Housing Authority in violation of Authority policy or proprietary agreements.
- c. Offensive or harassing statements or language including disparagement of others based on their race, national origin, sexual orientation, age, disability, religious or political beliefs
- d. Sending or soliciting sexually oriented messages or images.
- e. Operating a business, usurping business opportunities or soliciting money for personal gambling, or searching for jobs outside the Menard County Housing Authority
- f. Sending chain letters, gambling or engaging in any other activity in violation of local, state or federal law.

Disciplinary actions for violation of the Menard County Housing Authority's Internet and Email Use Policy may include but is not limited to suspension or termination as defined in 5.2.2 Group II Rules and Regulations. **A copy of the Authority's Internet and Email policy is included in the Appendix.**

8.0 LEAVE AND BENEFITS

Before presentation of the items under this heading, it is necessary to preface this section with a discussion of applicability. As previously stated, the Executive Director position is subject to a unique employment relationship with the Housing Authority's Board of Commissioners. As such, the benefit packages and provisions for the Executive Director, as mutually agreed upon by these two parties, might be different from those experienced by other Authority employees. The Housing Authority Board of Commissioners reserves the right to arrange and negotiate such agreements with candidates and employees in/for the position of Executive Director.

8.1 Paid Time Off

All regular employees shall accrue paid time off from the date of employment. However, regular employees may not take paid time off during the first six (6) months of employment, unless the Executive Director grants special approval. Regular employees shall paid time off based on length of service with the Authority according to the schedule below.

<u>Authority Years of Service</u>	<u>Days per Year</u>	<u>Accrual Rate</u>
1 up to 10 years	24	2 days/month
11 or more years	27	2.25 days/month

Paid time off leave not taken by regular employees may be accumulated; however, at the end of each fiscal year, regular employees will not be paid for all excess accumulated paid time off over thirty days. If a regular employee is required by management to work during a scheduled vacation and is unable to reschedule the leave during the year, then he or she will be compensated for the leave (in excess of 30 days) earned but not taken.

Paid time off must be arranged and scheduled in advance with the Executive Director with the exception of leave taken for personal sickness or funerals of immediate family members. Immediate family includes spouse, parent, grandparent, stepparent, brother, sister, stepbrother, stepsister, children, stepchildren, mother-in-law, father-in-law, brother-in-law, sister-in-law.

Regular employees who are terminated, resign, or retire with a satisfactory record shall be paid for their accumulated leave. An employee who is permanently separated shall be paid in a lump sum for any accumulated leave at his/her current rate of pay. Separation for purposes of this paragraph shall include entering military service under the conditions set forth under Section 8.5.

Scheduling of leave will take into consideration operating requirements of the Authority and the preferences of the employees. Seniority, within the various departments shall apply in all cases of conflict

No more than one employee within the same area of the organization may take paid time off leave at the same time unless approved by the Executive Director.

An employee shall not accrue paid time off leave after the 15th consecutive working day of an extended leave of absence.

8.2 Holidays

The following holidays shall be observed with full pay for all regular employees:

- New Year's Day
- Martin Luther King, Jr's Birthday
- Lincoln's Birthday
- Washington's Birthday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving
- Day After Thanksgiving
- Christmas Day

Other local, state and federal holidays may be declared at the discretion of the Authority.

If a holiday falls on a Sunday, the following Monday shall be observed as a holiday. If a holiday falls on a Saturday, the preceding Friday shall be observed as a holiday.

The Authority shall make reasonable accommodation to an employee's religious holidays as accorded by law.

Should a paid holiday be observed during an employee's paid time off leave, such holiday will not be counted against the paid time off leave.

To receive holiday pay, the employee must have worked in full both the regularly scheduled work day prior to and after the holiday, except the employee will be deemed to have worked such days if the employee was ill and presents a doctor's certificate which is approved by the Executive Director, or, if the employee had, in advance, requested and been granted paid time off leave for the day(s) in question by the Executive Director.

Employees may not elect financial compensation in lieu of taking time off for a holiday. If an employee is requested to work on a holiday, an alternate day off will be allowed in lieu of taking the holiday. If a non-exempt employee is requested to work on a holiday, he/she will be paid at the applicable overtime rate.

8.3 Paid Time Off When an Employee is Sick

In order to qualify for paid time off when an employee calls in sick, the employee must notify his/her supervisor that he/she is ill or injured and will not be into work. This must be done before the established starting time of work or as soon as possible thereafter. At this time the supervisor must be informed as to the length of absence. The employee must talk to his/her supervisor, or if the supervisor is not available, the Executive Director. If the absence extends beyond the expected return time, the employee must again notify the supervisor in the above stated manner.

A physician's certificate identifying the employee, the nature of the illness/injury, the time period of the absence (if applicable), and the extent to which the employee's job would be damaging to health, shall be provided by all employees when sick for three (3) or more consecutive working days.

An employee shall not accrue paid time off leave after the 15th consecutive working day of an extended leave of absence.

Unreported absences will be considered unexcused, and no leave pay will be granted for the unreported period. A period of three consecutive unreported and/or unexcused absences will be considered an automatic resignation.

Supervisor's Responsibility

- a) The supervisor is responsible for maintenance of accurate records on an employee's leave, excused or unexcused. The supervisor is to work with the Executive Director on maintenance of these accurate records.
- b) Control of leave abuse is the responsibility of the supervisor. Whenever abuse is found, disciplinary procedures are to be followed in accordance with the provisions of this policy.
- c) The supervisor may require a physical examination of an employee at any time at the Authority's expense and by its doctor to determine the employee's physical capability to perform the job. Employees determined to be physically incapable may be transferred, demoted, retired on disability, or removed from Authority employment depending upon the doctor's recommendation. The authority's doctor's opinion regarding the employee's ability to work shall be final.

8.4 Disability Leave of Absence

Any employee medically unable (including maternity) to perform his/her assigned work is eligible for a Disability Leave of Absence (Leave). The employee must request the Leave in writing, and the request must be accompanied by a doctor's written statement explaining the reason for and the anticipated duration of the Leave. Such leave usually begins either at the time of the accident or disabling illness or at the latest date prior to the planned medical procedure, provided that the employee remains fully able to perform his/her assigned job duties and the employee's doctor agrees that the employee is medically able to continue working. If the Leave exceeds thirty days, the cost of benefits may be charged directly to the employee.

The Housing Authority reserves the right to have the employee examined at any time, at its expense, by its doctor, whose opinion on the employee's ability to work shall be final. During the Leave, the employee shall provide the Authority with doctor's reports as to his/her medical condition at times and frequencies appropriate to the particular medical situation or at the Authority's request. The Leave will be granted for a maximum of twelve work weeks; however, at the Authority's discretion, it may be extended upon receipt of proof that the employee cannot perform his/her assigned duties. Prior to the employee's return to work, the Authority must be provided with a written return to work statement from the employee's doctor that the employee is medically able to resume his/her specifically assigned duties. If the employee does not return to work within three working days from the time the doctor determines that the employee can resume his/her assigned duties, the employee will be deemed to have resigned.

At the end of the Leave, the Authority will restore the employee to his/her prior position or to an equivalent position with equivalent pay, benefits, and other terms and conditions of employment. Any employee returning to work after the Leave shall receive the rate of pay in effect at that time for the job to which he/she returned. An employee on Leave may take all or a portion of any unused paid time off prior to commencing the Leave.

8.5 Military Leave

An employee who leaves his/her position to enter military service in time of war or any period of national emergency as declared by the President in connection with national defense or by reason of being drafted, shall be carried on the rolls in a military leave status.

Upon the employee's honorable discharge from military service, he/she shall be entitled to be restored to his/her same position or to a comparable position that is acceptable to him/her, provided he/she applies for re-employment within ninety (90) days after the discharge or before the expiration of any statutory right to re-employment if later.

Military leave of absence with pay, in accordance with the number of calendar days each calendar year permitted by existing State and Federal law, will be granted to permanent employees who are reservists of the Armed Forces or members of the National Guard engaged in active duty, training, or military aid to enforce the law.

8.6 Maternity Leave

An employee may be granted maternity leave through paid time off, disability and leave of absence without pay or any combination of these leaves or absences as approved by the Executive Director. The employee will be subject to all provisions of the appropriate leave depending upon the combination used to grant the leave.

8.7 Court Leave

Employees required to appear in court as litigants will be excused, but the time they are absent from their duties will be charged against their paid time off leave. Employees required to be in court on behalf of the Authority will be excused with pay. Notice of absence for court appearances shall be given to the Executive Director as early as is practicable.

Employees on jury duty will be paid the difference between regular earnings and the fee received for jury service, if required by applicable laws. Employees must report for work on their scheduled workdays when not required to report for jury duty. Also, employees will be required to report for work at any time during the day of jury duty when they are excused by the Court. If the foregoing requirements are met, there will be no loss of paid time off leave.

8.8 Inclement Weather

It is the policy of the Authority to provide service to its residents even during inclement weather. The office will be open for business every scheduled business day. If an employee is unable to make it to work due to hazardous weather conditions, he/she will be required to take **paid time off leave** or leave without pay.

8.9 Leave Without Pay

It is the policy of the Authority not to grant leaves without pay. However, the Executive Director, with written documentation to the file, may grant an employee a leave of absence for unusual circumstances. **Employees will not accrue paid time off leave for absences of fifteen or more working days when taking leave without pay.** If the leave exceeds 30 days, the cost of benefits may be charged to the employee. Once an employee uses **all accrued paid time off leave**, the Executive Director, at his/her sole discretion may grant leave without pay for a clearly defined time period. Employees who exhaust all leave, and who are not granted leave without pay, may be terminated after three consecutive days absence.

8.10 Health Insurance

All full-time employees are eligible for medical insurance. Temporary and part-time employees are not eligible on the Housing Authority's plan if employment is for less than 12 months. Benefits for qualified employees start at the beginning of the month after the employee was hired.

This Plan was selected to ensure the employees are not burdened with extreme medical costs. The comprehensive policy was developed for the benefit of all full-time employees.

The Housing Authority, as part of its benefit package, pays a fixed amount per month per employee for insurance coverage irregardless of whether it is single or family coverage. This fixed amount is set by the Board and is subject to annual review and revision by the Board. Dependent children's coverage ceases at age 18 unless they are a full-time student in which case coverage will cease at age 25.

Each participating employee will be given a copy of all pertinent documentation on the provisions of the policy.

8.11 Life Insurance

Life insurance is not provided as part of the employee's benefit package.

8.12 Retirement Plan

Each full-time employee of the Authority shall have the privilege of enrolling in existing retirement plans established by the Authority. Enrollment in the Retirement Plan is required of each regular full-time employee. The Authority contributes 13.5% of each regular full-time employee's gross wages. All regular full-time employees must participate in the retirement plan after six months or on the anniversary date of the Retirement Plan, whichever is later. Full explanation of retirement benefits will be provided to each employee at time of hire.

8.13 Worker's Compensation

Worker's compensation is provided by the Authority to employees who are injured on the job. Employees who are injured on the job will still have an income even though any injury prevents them from working.

If injured on the job, the employee should report the accident to the supervisor. If necessary, authorization for medical treatment should be obtained by the supervisor. Before being treated, the employee should inform the authorized medical personnel that the injury was job related so that the proper forms can be filled out as required by Worker's Compensation. The accident report should be filled out immediately.

The Authority reserves the right to require the employee to undergo a medical examination by its or another physician in order to verify an employee's physical condition.

8.14 Continuation of Benefits

Upon separation from the Authority, employees and their dependents may be eligible to continue certain fringe benefits under the Consolidated Omnibus Budget Reconciliation Act (COBRA) and any other applicable federal regulations. The Act contains a requirement for extension of health insurance benefits to employees and eligible family members. All terminated eligible employees shall be supplied with a package for coverage selection. The package will be supplied when a qualifying event occurs and the Authority is aware of that event.

9.0 TRAVEL REGULATIONS

9.1 Overview

This policy establishes the procedures to be followed for all out-of-town travel outside the reasonable commuting distance of the Authority when using Authority funds for travel. The policy provides a reasonable, systematic means for estimating the cost of travel and related expenses for budget preparation. Also, the policy will be used to control expenses.

9.2 Authorization

All requests for overnight travel must be submitted in writing to, and approved by, the Authority Board of Commissioners. The Executive Director can approve one-day travel costs if the travel is included in the budget

9.3 Per Diem

The Authority will provide a per diem to employees who travel overnight on Housing Authority business. Per diem rates for different geographical areas will be equal to the current Meals & Incidental Expenses per diem rates set by the U.S. General Services Administration (GSA). For locations not listed by the GSA, the per diem will be equal to the median per diem for that state. The per diem covers meals and incidental expenses for those days the employee is out of the office for the entire workday. Incidental expenses include but are not limited to: meals, tips, and valet or laundry services.

9.4 Transportation

The most economical means of travel shall be authorized using criteria established by the Authority. The Authority will determine the nature and urgency of the business. The most efficient and economical means of travel will be selected considering the time of the traveler and the cost of the mode of transportation. The Authority will also consider the number of people making the trip and the distance that will be traveled.

9.4.1 Authority Vehicles

Authority vehicles shall be used for travel whenever possible, subject to mileage limitations or other considerations stipulated in this policy. When using Authority vehicles, all expenses accumulated for the operations of the vehicle should be documented with a receipt.

9.4.2 Private Automobile

Private vehicles may be authorized by the Executive Director if the use of an Authority vehicle is not feasible or where the Authority is better served by this arrangement. **Employees will be reimbursed at the then current maximum IRS rate.** The employee is required to document on the travel expense voucher the odometer reading from the beginning to the end of the trip. Employees who elect to use private vehicles where not specifically authorized by the Executive Director will not be reimbursed for their mileage or vehicle expenses.

9.4.3 Commercial Aircraft

For trips over 200 miles, the feasibility of air transportation should be considered. The fare should not exceed the regular tourist fare except when no tourist accommodations are available. A copy of the paid ticket must be submitted if the traveler pays for the ticket personally.

9.4.4 Other Modes of Transportation

If a rental car is used, all receipts should accompany the travel voucher. Travel by train, bus, or other means of transportation may be used if they are the only practical way to travel. Again, all receipts should be submitted. Travelers shall not be allowed mileage when they are transported by another traveler who is entitled to mileage or transportation expenses.

9.5 Lodging

Travel to a conference or convention should be accompanied by a stay in the hotel where the event is being held. If it is necessary to make alternative plans, the accommodations shall have comparable rates. For routine business, the actual cost of lodging at the single room occupancy rate will be reimbursed. The Authority recognizes that the cost of lodging varies among cities and will reimburse travelers for suitable accommodations based on a single room occupancy rate or double, depending on the number in the party. Travelers must submit receipts for lodging costs.

9.6 Traveling with Spouse

The Authority will provide reimbursement for expenses which the traveler would incur if traveling alone.

9.7 Local Travel

Local travel is travel within Menard County and the surrounding cities and counties. Expense for personal automobiles that are used and meals at officially designated functions are reimbursable with receipts. Travel expenses are approved in the same way as out-of-town travel.

10.0 TRAINING AND EDUCATION

The Authority encourages staff development of full-time employees through both Education and Training. These costs will be covered by the Authority if the education received expands the employee's knowledge of the Authority's work. The Executive Director shall determine if tuition reimbursement will be granted. In-service training shall be provided to aid employees in gaining efficiency in their work. Training shall generally mean short-term workshops, seminars, conventions, etc. Requests for training may be initiated in writing by either employee or supervisor.

Approval of training programs must be granted by the Executive Director. In addition, employee training shall be a function of every supervisor.

Courses must be job related or part of a curriculum that leads to a certificate or professional degree in a job related field. The employee may be paid for books and one-half of the tuition up to the established per course cost. The Executive Director has the authority to exempt any employee from the one-half tuition rule and make full payment. Courses must be completed with a minimum of a "C" average for reimbursement.

APPENDIX

MENARD COUNTY HOUSING AUTHORITY

Substance Abuse Coverage Form

I, _____, have read and understand the Menard County Housing Authority Substance Abuse Policy.

I further understand that the use, possession, sale or distribution of alcohol, drugs or controlled substances in the workplace is strictly prohibited. For purposes of this policy, "Drugs or Controlled Substances" include legal and illegal (street) drugs taken for non-medical reasons. It does not include prescription medication taken in accordance with a physician's instructions. I also understand that the presence of such substances in my system during work hours places unacceptable risk and burden on the safe and efficient operation of my job, and consequently, is strictly forbidden.

I also understand that if arrested and/or convicted of off-job drug and alcohol activities, including driving under the influence, the Menard County Housing Authority may take action against me, taking into consideration among other things, the nature of the charge, job assignment, and record with the Menard County Housing Authority.

I fully understand that my cooperation with and adherence to Menard County Housing Authority policies and procedures regarding substance abuse are conditions of my continued employment and that, if I violate, or am insubordinate by refusing to cooperate with any of these policies and procedures, I am subject to discipline, up to and including discharge.

Employee Signature

Date

Employee Social Security Number

MENARD COUNTY HOUSING AUTHORITY

Substance Abuse Test Consent Form

1. I, _____, do hereby give my consent to the Menard County Housing Authority or it's agent to collect a urine and/or blood sample from me or conduct a breath test, as may be required under conditions of Menard County Housing Authority's Substance Abuse Policy.

2. I further give my consent to the Menard County Housing Authority to forward the sample(s) to:

for its performance of appropriate test thereon to identify the presence of drugs and/or alcohol.

3. I further give: _____ My permission to release the results of such test to the Executive Director of the Menard County Housing Authority, or his/her delegate.

4. List any prescription or non-prescription drugs taken in the last thirty (30) days:

Drug	Date Last Taken	Prescribing Physician
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

5. I certify that I have not adulterated or substituted any sample given.

Employee Signature

Date

Executive Director Signature

Date

Use back of form if more space is needed

MENARD COUNTY HOUSING AUTHORITY

Termination Certificate

This is to certify that I do not have in my possession nor have I failed to return, any documents, data, resident lists, resident records, sales records, or copies of them, or other documents or materials, equipment or other property belonging to the Authority, its successors and assigns.

I further agree that I will not discuss confidential information, knowledge, data or other information relating to residents, processes, test data, resident lists or other subject matter pertaining to any business of the Authority or any of its clients, customers, consultants, licensees, or affiliates.

Employee Signature

Date

Executive Director Signature

Date

MENARD COUNTY HOUSING AUTHORITY

Safety Policy Form

It is the policy of the Menard County Housing Authority to provide a safe working environment for employees carrying out their individual work assignments. Recognizing this, the employee agrees that he/she will take the necessary steps to avoid injury by:

1. Using the provided safety equipment in the appropriate manner
2. Using proper body mechanics when lifting objects
3. Lifting appropriately and using all safety equipment available

The employee understands that the safety equipment is provided for his/her protection, to assist in performing tasks in the safest manner possible.

Administrative staff will not lift over 50 pounds. Administrative staff will call on maintenance staff for assistance.

Each Maintenance employee will be issued a safety kit containing the following items:

1. Back support belt
2. One pair of safety glasses with one clear lens set and one tinted lens set
3. One pair of safety goggles
4. Earplugs
5. ½ mask respirator with combination dust, latex, pesticide (replaceable) cartridges
6. Gloves - leather, rubber, latex
7. Tyvek suit (disposable)

The employee understands that he/she is responsible to keep the above equipment in clean and good working order.

It is expected that everyone will use caution in approaching each job task. The following are minimum standards everyone will observe:

1. Back Support Belt - is mandatory under the following conditions:
 - a) Lifting 50 pounds or more.
 - b) Lifting 25 pounds repetitively (loading, unloading).
 - c) Any lifting of a refrigerator, stove, water heater, furnace, toilet, or sewer eel cable basket, trailer tailgate, or similar.
 - d) Moving a refrigerator, stove, water heater, or furnace, a distance greater than 10 feet, an appliance cart is to be used with the safety strap. If conditions prohibit the use of an appliance cart, two people with support belts must be used in the lifting of an appliance.
 - e) Procedure for wearing back support belt:

Belt should not be tightened unless the employee is lifting or bending, or in a potential lifting or bending situation. Belts are to be worn according to manufacturer's instructions. The back support should fit snugly around the hips with the front of the support placed below the navel. Outer elastic bands should be fastened loosely at your sides. The straps should be placed securely on your shoulders without causing tension. Before lifting, grasp the outer elastic bands, and stretch forward as far as possible. When finished lifting, the outer elastic bands may be loosened again.
2. Safety Glasses - must be worn when operating the following: any cutting tool including but not limited to: sawzall, grinder, drill press, circular saw, chain saw, string trimmer, hedge trimmer. Must also be worn when mixing pesticides.
3. Goggles - must be worn when drilling overhead, mixing or pouring concentrated chemicals.
4. Ear Plugs - must be worn when operating the following: chipper, gas powered hedge trimmer, gas string trimmer, chain saw, hammer drill in enclosed area.
5. Breathing Respirator - must be worn in an area where and airless sprayer is being used. Also, if required to be used by a pesticide label. Note: use of appropriate cartridge is required.
6. Gloves - Leather to be used for routine job tasks. Rubber must be used when dealing with chemicals, concentrated pesticides, drains or sewer lines. Latex must be used for any potential bloodborne fluids.
7. Tyvek Suit - must be worn in the protection of a worker's body and clothing when dealing with sewers, painting, splatters, or bloodborne fluids.

If the employee does not have the safety equipment with him/her on the job, resulting in non-productive time to the Housing Authority, the employee will be subject to leave of time without pay and subject to disciplinary action.

If the employee refuses to properly use any safety equipment, the normal sequence of disciplinary action will be executed.

If the employee is unable to wear any safety equipment for medical reasons, the employee must provide a written statement from a physician.

Any breakages, losses, or defects due to normal wear or neglect should be immediately brought to the supervisor's attention. Normal wear or defect will be replaced by the Housing Authority. If the employee should lose, misplace, or improperly care for my safety gear, the employee may be required to replace the item at his/her expense.

When leaving employment with the Authority, the employee will return assigned safety equipment on the last day worked before the final paycheck will be issued. If the employee refuses to return the safety equipment, the employee understands that he/she will owe the Authority for the cost of such equipment.

I hereby understand, acknowledge, and agree to the provisions of the above policy,

Employee Signature

Date

Witnessed by:

Supervisor Signature

Date

Menard County Housing Authority Statement on a Drug-Free Workplace

This Statement is provided pursuant to the Drug-Free Workplace Act of 1988

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited on the premises of the Menard County Housing Authority. Appropriate disciplinary actions, which may include termination, will be taken against Housing Authority employees for violations of the prohibition.

“Controlled substance” for the purposes of this Statement means a controlled substance listed in Schedules I through V of Section 202 of the Controlled Substances act (21 U.S.C. Section 812), and as further defined by federal regulations. (21 CFR Section 1300 through .15) This list includes, but is not limited to marijuana, heroin, PCP, cocaine and amphetamines.

A condition of employment for work under grants received by Menard County Housing Authority from any federal agency, is that each employee directly engaged in the performance of work funded by such a grant will:

- 1. Abide by the terms of this Statement, and
- 2. Notify Menard County Housing Authority of his or her criminal drug statute conviction for any violation occurring in the workplace of Menard County Housing Authority no later than 5 days after such conviction.
 - a. “Conviction” means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violation of the Federal or State (including the District of Columbia) criminal drug statutes.
 - b. “Criminal drug statute” means a criminal statute involving manufacture, distribution, dispensation, use of or possession of any controlled substance.

A sanction will be imposed on any employee so convicted. Within 30 days after receiving notice of conviction:

- a. Menard County Housing authority will take appropriate disciplinary action against such employee, up to and including termination; or
- b. Menard County Housing Authority will require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purpose by a federal, state or local health, law enforcement or other appropriate agency.

This notice supplements and does not replace personnel rules applicable to all employees of the Menard County Housing Authority.

Commissioners For the Menard County Housing Authority Board of

By _____, Executive Director

A copy of this Statement was received this _____ day of _____, 19 _____.

Signature of Employee (Seal)

ATTACHMENT J

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Menard County Housing Authority			Grant Type and Number Capital Fund Program Grant No: IL06-P028-50104 Replacement Housing Factor Grant No:		Federal FY of Grant: 2004
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)					
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: March 31, 2005 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	32,164		0	0
3	1408 Management Improvements	32,164		0	0
4	1410 Administration	32,164		0	0
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	30,000		0	0
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	1499 Development Activities	98,653		0	0
19	1501 Collateralization or Debt Service	96,491		0	0
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	321,636		0	0
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				

ATTACHMENT J

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Menard County Housing Authority			Grant Type and Number Capital Fund Program Grant No: IL06-P028-50104 Replacement Housing Factor Grant No:		Federal FY of Grant: 2004
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)					
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: March 31, 2005 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

ATTACHMENT J

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

PHA Name: Menard County Housing Authority		Grant Type and Number Capital Fund Program Grant No: IL06-P028-50104 Replacement Housing Factor Grant No:			Federal FY of Grant: 2004			
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	
HA-Wide	Operations	1406		32,164		0	0	
	Computer system upgrade and training	1408		11,500		0	0	
	Affordable housing technical assistance	1408		9,664		0	0	
	Commissioner and staff training	1408		11,000		0	0	
	Administration	1410		32,164		0	0	
	A/E and developer Fees	1430		30,000		0	0	
IL028-07	Development activities	1499		98,653		0	0	
HA-Wide	Development Bond service	1501		96,491		0	0	

ATTACHMENT J

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHA Name: Menard County Housing Authority			Grant Type and Number Capital Fund Program No: IL06-P028-50104 Replacement Housing Factor No:				Federal FY of Grant: 2004
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	
HA-Wide	6/31/2006			6/31/2007			
IL028-07	6/31/2006			6/31/2007			

ATTACHMENT K

Annual Statement/Performance and Evaluation Report						
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary						
PHA Name: Menard County Housing Authority		Grant Type and Number Capital Fund Program: IL06-P028-50103 Capital Fund Program Replacement Housing Factor Grant No:			Federal FY of Grant: 2003	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: March 31, 2005 <input type="checkbox"/> Final Performance and Evaluation Report						
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost		
		Original	Revised	Obligated	Expended	
1	Total non-CFP Funds					
2	1406 Operations	28,000	28,000	0	0	
3	1408 Management Improvements	14,000	14,000	0	0	
4	1410 Administration	22,573	22,573	0	0	
5	1411 Audit					
6	1415 liquidated Damages					
7	1430 Fees and Costs	30,000	54,700	54,700	54,700	
8	1440 Site Acquisition					
9	1450 Site Improvement					
10	1460 Dwelling Structures	180,287	155,587	56,046	56,046	
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)	274,860	274,860	110,746	110,746	

ATTACHMENT K

Annual Statement/Performance and Evaluation Report						
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary						
PHA Name: Menard County Housing Authority		Grant Type and Number Capital Fund Program: IL06-P028-50103 Capital Fund Program Replacement Housing Factor Grant No:			Federal FY of Grant: 2003	
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/ Emergencies		<input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1)		
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: March 31, 2005		<input type="checkbox"/> Final Performance and Evaluation Report				
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost		
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					

ATTACHMENT K

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name: Menard County Housing Authority			Grant Type and Number Capital Fund Program #: IL06-P028-50103 Capital Fund Program Replacement Housing Factor #:			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 Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	Operations	1406		28,000	28,000			
	Computer upgrades	1408		6,000	6,000			
	Commissioner and staff training	1408		8,000	8,000			
	Administration	1410		22,573	22,573			
	A/E Fees	1430		30,000	54,700	54,700	54,700	
IL028-07	Replace two dwelling units	1460		155,287	0			
IL028-03	Comprehensive modernization	1460		0	56,046	56,046	56,046	
IL028-04	Replace windows (including escape exits in handicap units) and add bathroom ventilation	1460		0	99,541			
IL028-09	New exterior doors and locks	1460		25,000	0			

ATTACHMENT K

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHA Name: Menard County Housing Authority		Grant Type and Number Capital Fund Program #: IL06-P028-50103 Capital Fund Program Replacement Housing Factor #:				Federal FY of Grant: 2003	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quart Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA-Wide	6/31/2005			6/31/2006			
IL028-03	6/31/2005			6/31/2006			
IL028-04	6/31/2005			6/31/2006			
IL028-07	6/31/2005			6/31/2006			
IL028-09	6/31/2005			6/31/2006			

ATTACHMENT L

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Menard County Housing Authority		Grant Type and Number Capital Fund Program: IL06-P028-50203 Capital Fund Program Replacement Housing Factor Grant No:			Federal FY of Grant: 2003
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: March 31, 2005 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration	0	6,181	6,181	0
5	1411 Audit				
6	1415 liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	61,818	55,637	50,740	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	1498 Mod Used for Development				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2-19)	61,818	61,818	56,921	0

ATTACHMENT L

Annual Statement/Performance and Evaluation Report						
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary						
PHA Name: Menard County Housing Authority		Grant Type and Number Capital Fund Program: IL06-P028-50203 Capital Fund Program Replacement Housing Factor Grant No:			Federal FY of Grant: 2003	
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/ Emergencies		<input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1)		
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: March 31, 2005		<input type="checkbox"/> Final Performance and Evaluation Report				
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost		
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					

ATTACHMENT L

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name: Menard County Housing Authority			Grant Type and Number Capital Fund Program #:IL06-P028-50203 Capital Fund Program Replacement Housing Factor #:			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 Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	Mod Coordinator salary and bid advertisement	1410		0	6,181	6,181	0	In progress
IL028-03	Replace roof	1460		61,818				
IL028-09	Construct detached exterior storage	1460			55,637	50,740	0	In progress

ATTACHMENT L

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHA Name: Menard County Housing Authority		Grant Type and Number Capital Fund Program #: IL06-P028-50203 Capital Fund Program Replacement Housing Factor #:				Federal FY of Grant: 2003	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quart Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
IL028-09	6/31/2005			6/31/2006			
HA Wi9de	6/31/2005			6/31/2006			

ATTACHMENT M

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Menard County Housing Authority		Grant Type and Number Capital Fund Program: IL06-P028-50102 Capital Fund Program Replacement Housing Factor Grant No:			Federal FY of Grant: 2002
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/ Emergencies		<input type="checkbox"/> Revised Annual Statement	
(revision no:)					
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 3/31/2005		<input type="checkbox"/> Final Performance and Evaluation Report			
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	27,486	27,486	27,486	27,486
3	1408 Management Improvements	18,000	12,486	12,486	12,486
4	1410 Administration	25,683	25,571	25,571	25,571
5	1411 Audit				
6	1415 liquidated Damages				
7	1430 Fees and Costs	70,500	79,617	79,617	79,617
8	1440 Site Acquisition				
9	1450 Site Improvement	0	0	0	0
10	1460 Dwelling Structures	127,105	130,251	130,251	127,601
11	1465.1 Dwelling Equipment— Nonexpendable				
12	1470 Nondwelling Structures	23,127	14,223	14,223	14,223
13	1475 Nondwelling Equipment	6,000	8,267	8,267	3,671
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				

ATTACHMENT M

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Menard County Housing Authority		Grant Type and Number Capital Fund Program: IL06-P028-50102 Capital Fund Program Replacement Housing Factor Grant No:			Federal FY of Grant: 2002
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/ Emergencies			<input type="checkbox"/> Revised Annual Statement
(revision no:)					
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 3/31/2005		<input type="checkbox"/> Final Performance and Evaluation Report			
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
20	Amount of Annual Grant: (sum of lines 2-19)	297,901	297,901	297,901	290,655
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				

ATTACHMENT M

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name: Menard County Housing Authority			Grant Type and Number Capital Fund Program #: IL06-P028-50102 Capital Fund Program Replacement Housing Factor #:			Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	Operations	1406		27,486	27,486	27,486	27,486	Complete
	Computer upgrades	1408		8,000	2,800	2,800	2,800	Complete
	Commissioner and staff training	1408		10,000	9,686	9,686	9,686	Complete
	Administration	1410		25,683	25,571	25,571	25,571	Complete
	A/E Fees	1430		70,500	79,617	79,617	79,617	Complete
IL028-03	Re-roof	1460		25,510	26,496	26,496	23,846	Complete
IL028-07	Repair/replace parking areas/drives	1450		0	0	0	0	
	Renovate dwelling units; vinyl siding; reface selected kitchen cabinets	1460		31,944	31,944	31,944	31,944	Complete
IL028-08	New exterior doors and locks	1460		69,651	62,750	62,750	62,750	Complete
IL028-09	New exterior doors and locks	1460		0	9,061	9,061	9,061	Complete
HA-Wide	Add security measures to central office	1470		23,127	14,223	14,223	14,223	Complete
HA-Wide	Computer hardware	1475		5,000	5,083	5,083	2,035	Complete
	Vehicles, tools and equipment	1475		1,000	3,184	3,184	1,636	Complete

ATTACHMENT M

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

PHA Name: Menard County Housing Authority		Grant Type and Number Capital Fund Program #: IL06-P028-50101 Capital Fund Program Replacement Housing Factor #:					Federal FY of Grant: 2002	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quart Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
HA-Wide	6/31/2004			6/31/2005				
IL028-03	6/31/2004			6/31/2005				
IL028-07	6/31/2004			6/31/2005				
IL028-08	6/31/2004			6/31/2005				
IL028-09	6/31/2004			6/31/2005				

Attachment H: FY1998 Capital Fund Program Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary						
PHA Name: Menard County Housing Authority		Grant Type and Number Capital Fund Program: (CIAP) IL06-P028-91298 Capital Fund Program Replacement Housing Factor Grant No:			Federal FY of Grant: 1998	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)						
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 3/31/2005 <input type="checkbox"/> Final Performance and Evaluation Report						
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost		
		Original	Revised	Obligated	Expended	
1	Total non-CFP Funds					
2	1406 Operations	12,000	12,000	12,000	12,000	
3	1408 Management Improvements	20,000	20,000	20,000	20,000	
4	1410 Administration	64,306	64,306	64,306	64,306	
5	1411 Audit					
6	1415 liquidated Damages					
7	1430 Fees and Costs	155,980	155,980	155,980	155,980	
8	1440 Site Acquisition					
9	1450 Site Improvement	45,400	46,605	46,605	46,605	
10	1460 Dwelling Structures	1,434,176	1,432,971	1,432,971	1,432,971	
11	1465.1 Dwelling Equipment—Nonexpendable					
12	1470 Nondwelling Structures	57,938	57,938	57,938	57,938	
13	1475 Nondwelling Equipment	24,000	24,000	24,000	24,000	
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)	1,813,800	1,813,800	1,813,800	1,813,800	
21	Amount of line 20 Related to LBP Activities					
22	Amount of line 20 Related to Section 504 Compliance	64,400				
23	Amount of line 20 Related to Security					
24	Amount of line 20 Related to Energy Conservation Measures					

Attachment H: FY1998 Capital Fund Program Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: Menard County Housing Authority		Grant Type and Number Capital Fund Program #: (CIAP) IL06-P028-91298 Capital Fund Program Replacement Housing Factor #:				Federal FY of Grant: 1998		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	Operations	1406		12,000	12,000	12,000	12,000	Complete
	Management Improvements	1408		20,000	20,000	20,000	20,000	Complete
	Administration	1410		64,306	64,306	64,306	64,306	Complete
	A/E Fees	1430		155,980	155,980	155,980	155,980	Complete
	Non-dwelling equipment	1475		24,000	24,000	24,000	24,000	Complete
IL028-03	Renovate community center	1470		57,938	57,938	57,938	57,938	Complete
IL028-03, 5 & 6	Site improvements including replacement of septic tanks, stoops and sidewalks; revise parking area; and add exterior lighting	1450		45,400	46,605	46,605	46,605	Complete
IL028-03, 5 & 6	General modernization of dwelling units	1460		1,434,176	1,432,971	1,432,971	1,432,971	Complete

ATTACHMENT O

MENARD COUNTY HOUSING AUTHORITY

COMMUNITY ROOM POLICY

LOCATIONS

Community Rooms are located at:

Petersburg

- High Rise IL028-03
- Georg Road IL028-08

Athens

- 105 West Athens and Blacktop IL028-05

AUTHORIZED USE

Current public housing residents and Authority employees may use the Community Rooms.

Agencies that provide services to the Authority's residents and staff may also use the Community Rooms as approved by the Authority's Executive Director.

Community Rooms may not be used for political purposes with the exception that Community Rooms may be used as a voting place for City, County, State or Federal elections.

SCHEDULING

Community Rooms are scheduled by the Authority on a first-come first-served basis.

Resident head of households shall call the Authority's central office to schedule the use of the Community Rooms.

Agencies that provide services to the Authority's residents and staff must call the Authority's Executive Director to schedule.

Community Rooms may not be reserved more than 180 days in advance of use.

COST TO USE COMMUNITY ROOMS

There is no fee for public housing residents, Authority employees and agencies that provide services to the Authority's residents and staff to use the Community Rooms.

The head of household of a resident family is the only family member that can request the use of a Community Room and that head of household is solely responsible for the activities that occur during the reserved time period and the condition and cleaning of the Community Room facilities.

Any current Authority employee can request the use of a Community Room and that employee will be solely responsible for the activities that occur during the reserved time period and the condition and cleaning of the Community Room facilities.

CLEANING

The authorized person who reserved the Community Room is responsible for cleaning the Community Room after use. Should the Community Room not be properly cleaned the Authority will clean the facility and charge the responsible person. Persons who fail to pay levied cleaning charges may be excluded from future use of the Community Rooms and/or may be required to pay a \$100 deposit before using the facilities. Residents who do not pay their charges are subject to eviction. Authority employees who do not pay their charges are subject to being fired from their job.

A vacuum cleaner is provided by the Authority for cleaning afterwards.

When finished with the room, please neatly arrange the chairs and tables. This will make it easier for the next user to set up the tables and chairs, as they desire.

DAMAGE TO COMMUNITY ROOMS

The authorized person who reserved the Community Room is responsible for ensuring the Community Room is not damaged during use. The Authority will repair any damages to the Community Room and charge the responsible person for the cost of the repairs. Persons who fail to pay levied repair charges may be excluded from future use of the Community Rooms and/or may be required to pay a \$100 deposit before using the facilities. Residents who do not pay their charges are subject to eviction. Authority employees who do not pay their charges are subject to being fired from their job.

KEYS

The authorized person who reserved the Community Room will pickup a key to the Community Room from the Authority the day the Community Room is scheduled for use, or as directed by the Authority. The key must be returned to the office **the next business day**. Persons who fail to return the key the next business day may be excluded from future use of the Community Rooms and/or may be required to pay a \$100 deposit before using the facilities.

The authorized person who reserved the Community Room will be required to pay for re-keying the facility if the key is lost. Keys will be considered lost if not returned within two business days after the keys are due. The cost of re-keying a lock is posted on the Authority's central lobby bulletin board.

TRASH REMOVAL

The authorized person who reserved the Community Room is responsible for collecting and removing trash from the Community Room and grounds.

OTHER REQUIREMENTS

- In rooms other than the High Rise, turn the thermostat back in the heating season, and the air conditioner off in the cooling season. Make sure **all** lights (inside and outside) have been turned off, all food removed from the refrigerator, and toilets flushed. Also, make sure commodes are not running so water is not wasted.
- Do not decorate the walls or ceiling by taping or attaching decorating materials.
- Double check when leaving to make sure all windows and doors are locked. Also, check lawn for cans, paper, toys, etc., and remove them.
- No drugs or liquor are allowed on the premises.
- To avoid accidents, please see that children do not run in the building and are under appropriate supervision at all times.
- The authorized person who reserved the Community Room will be held responsible for furnishing adequate supervision of children who use the facility to assure no disruptive or illegal activities are conducted.

- The Community Rooms are in residential neighborhoods; municipal noise ordinances apply and will be enforced by the Police
- . The authorized person who reserved the Community Room shall not permit any objectionable or disorderly conduct, offensive language, noise or permit the creation of a nuisance on the premises which would disturb or interfere with other residents/neighbors rights to peaceful enjoyment of the premises.

Attachment B: Deconcentration and Income Mixing

**Menard County Housing Authority
101 West Sheridan Road
P. O. Box 168
Petersburg, IL 62675
217 -632-7723 Fax 217-632-7255**

CERTIFICATION OF DECONCENTRATION AND INCOME MIXING

December 9, 2004

The Menard County Housing Authority hereby certifies:

- That the following developments are general occupancy developments covered by the deconcentration rule:

IL28-02

IL28-03

IL28-04

IL28-05

IL28-06

IL28-08

IL28-09

- That one of the seven covered developments have average incomes below 85% and one development has average incomes above 115% of the average incomes of all such developments.

Anne R. Smith, Executive Director

Date

Attachment B: Deconcentration and Income Mixing

(6) Deconcentration and Income Mixing

- a. Yes No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.
- b. Yes No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

Deconcentration Policy for Covered Developments			
Development Name:	Number of Units	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]
IL028-06	10	Above 115% income	Waiting list skipping
IL028-08	24	Below 85% income	Waiting list skipping

IL28-2	\$12,841
IL28-3	\$12,160
IL28-4	\$12,385
IL28-5	\$10,316
IL28-6	\$14,002
IL28-8	\$8,933
IL28-9	\$12,275
AVG	\$11,878
85%	\$10,096
115%	\$13,660

Attachment B: Deconcentration and Income Mixing

MENARD COUNTY HOUSING AUTHORITY

DECONCENTRATION POLICY

PUBLIC HOUSING:

In an ongoing effort for the Housing Authority to meet or exceed the laws and regulations regarding its public housing programs, the following Deconcentration Policy has been developed in order to comply with the Quality Housing and Work Responsibility Act of 1998, Section 513.

INCOME MIX TARGETING: To meet the requirements of the Act and subsequent HUD regulations, at least 40 percent of families admitted to public housing by the Housing Authority must have incomes that do not exceed 30% of the area median. If families whose incomes do not exceed 30% of the area median income occupy 40% or more of the Housing Authority units, this requirement shall be considered as being met.

Additionally, to meet this goal, the housing authority may use the provisions of fungibility to the extent that the housing authority has provided more than seventy-five percent of newly available vouchers and certificates in its Section 8 program, including those resulting from turnover, to very poor families. The number of fungible housing credits used to drop the annual requirement for housing very poor families below 40 percent of the newly available units in public housing is limited to the lowest of the following:

1. The number of units equivalent to ten (10) percent of the number of newly available vouchers and certificates in that fiscal year; or,
2. The number of public housing units that (i) are in public housing projects located in census tracts having a poverty rate of 30% or more, and (ii) are made available for occupancy by, and actually occupied in that year by families other than very poor families, or
3. The number of units that cause the housing authority's overall requirement for housing very poor families to drop to 30% of its' newly available units.

PROHIBITION OF CONCENTRATION OF LOW-INCOME FAMILIES: The Housing Authority will not, in meeting this income mix targeting, concentrate very low-income families, or other families with relatively low incomes, in public housing units in certain projects or certain buildings within projects.

Attachment B: Deconcentration and Income Mixing

The Housing Authority must review the income and occupancy characteristics of the housing projects and the buildings of each project to ensure that a low-income concentration does not occur.

DECONCENTRATION: The Housing Authority will make every effort to deconcentrate families of certain income characteristics within the Public Housing Agency complexes. To achieve this, the Housing Authority may offer incentives for eligible families having higher incomes to occupy dwelling units in projects predominantly occupied by eligible families having lower incomes, and provide for occupancy of eligible families having lower incomes in project predominantly occupied by eligible families having higher incomes. Incentives by the Housing Authority allow for the eligible family to have the sole discretion in determining whether to accept the incentive and the Housing Authority may not take any adverse action toward any eligible family for choosing not to accept these incentives. The skipping of a family on the waiting list to reach another family to implement this Deconcentration Policy shall not be considered an adverse action. As such, the Housing Authority will continue to accept applications and place the individuals on a waiting list. Selection will be made based on a combination of the local preferences and an income target mix. Any eligible family who qualifies as a higher income family may accept a dwelling unit assignment and be placed randomly into a vacant housing unit.

The Housing Authority will track the income mix within each project and building, i.e. high-rise, as an effort to avoid a concentration of higher or lower income families in any one building, i.e. high rise, or development.

SECTION 8 TENANT-BASED ASSISTANCE:

INCOME MIX TARGETING: In each fiscal year, not less than 75% of the new admissions must have incomes at or below 30% of the area median income.